

# City of Janesville 2013 ANNUAL BUDGET



**Pictured is the recently constructed Harmony Grove Playground.**



**The Janesville Police Department was recently recognized for their efforts in reducing domestic violence. Pictured is the Domestic Violence Intervention Team receiving the Governor's Council Award from Senator Tim Cullen.**



**Janesville recently began producing compressed natural gas for use in wastewater treatment plant vehicles.**



**Janesville, Wisconsin**

TABLE OF CONTENTS  
2013 BUDGET

	<u>PAGE</u>
City Manager’s Message.....	1 – 11
General Fund Proposed Budget Summary.....	12
Unrestricted General Fund Balance .....	13
Estimated Fund and Reserve Balances .....	14
Revenue Summary .....	15 – 16
Expenditure Summary.....	17 – 19
Capital Outlay Summary.....	20 – 22
Staffing Table.....	23 – 28
Authorized Table of Organization .....	29
Full-Time Equivalents Table .....	30 – 31
 <b><u>General Government</u></b>	
City Council .....	32
City Manager.....	33 – 34
Community Information .....	35 – 36
City Assessor.....	37 – 38
City Attorney.....	39 – 40
City Clerk-Treasurer .....	41 – 43
Administrative Services & Accounting .....	44 – 45
Human Resources .....	46 – 47
Information Technology .....	48 – 49

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**Public Safety**

Police Department.....	50 – 53
Fire Department .....	54 – 57

**Public Works Administration**

Public Works Administration .....	58 – 59
Engineering .....	60 – 62

**Maintenance & Repair Programs**

Permanent Positions for Public Works Operations Department and VOM.....	63
Street Maintenance.....	64 – 66
Street Cleaning.....	67 – 68
Snow Removal.....	69 – 71
Weed Control.....	72

**Public Buildings**

Public Buildings.....	73 – 74
Parking Facilities .....	75 – 76

**Traffic Management**

<i>(Includes Traffic Signs, Traffic Signals, Street Painting and Street Lights)</i> .....	77 – 78
-------------------------------------------------------------------------------------------	---------

**Leisure Services & Parks**

Leisure Administration .....	79 – 80
Recreation <i>(Includes Aquatics and Ice Skating Center)</i> .....	81 – 84
Senior Citizen Center.....	85 – 87
Parks .....	88 – 90

**Community & Economic Development**

Community Development.....	91 – 94
Neighborhood Services:	
Property Maintenance .....	95 – 96
Economic Development.....	97 – 98

**Other Funds & Activities****Enterprise Funds:**

Transit .....	99 – 1105
Utilities:	
Stormwater Utility.....	106 – 109
Wastewater Utility .....	110 – 114
Water Utility .....	115 – 119

**Special Revenue Funds:**

Oakhill Cemetery .....	120 – 122
Golf Courses .....	123 – 125
Hedberg Public Library.....	126 – 129
JATV Cable Public Access.....	130 – 133
Neighborhood Services:	
Section 8 - Rent Assistance.....	134 – 136
State and Federal Grants .....	137 – 142
Sanitation Fund:	
Industrial Waste Disposal .....	143 – 145
Sanitation .....	146 – 151



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**Other Funds & Activities (continued)**

Internal Service Funds:

Insurance Fund..... 152 – 153

Vehicle Operation and Maintenance (VOM)..... 154 – 158

Other Activities:

Technical Services ..... 159 – 160

Major Capital Projects ..... 161 – 171

Statement of Legal Debt Margin..... 172

Schedule of General Obligation Debt Service  
and Outstanding Indebtedness ..... 173 – 177



# CITY OF JANESVILLE

*Wisconsin's Park Place*

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**December 31, 2012**

## **Council President Voskuil and City Council:**

The 2013 Budget includes a 2013 General Fund Budget of \$42,831,225 which represents a total increase of \$778,309, or 1.85%, from 2012. The General Fund operating budget increases \$527,836, or 1.43%, and the property tax levy increases \$541,424, or 2.07%. The municipal property tax levy including the Library Budget increase 1.84%, and a 0.34% decrease in the tax rate. Properties that are at the average home valuation will see their City property taxes decrease \$3.23 per year.

The 2013 Budget is a nuts & bolts budget that attempts to balance the multiple priorities and challenges that the City faces while focusing on core services. The development of this budget focused on retaining core services and amenities and limiting any fee increases and tax increases. Based on the available methods to raise revenues, I am cautious about proposing cuts since it is historically difficult to replace positions once eliminated due to fiscal constraints. Currently, over 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. The General Fund fund balance increased \$1.8 million over the last 3 years. Due to this fact, I believe the City Council has the opportunity to continue current service levels without significant tax or fee increases in the General Fund. Outside of the General Fund, I do continue to have concerns regarding the health of the City's other Funds.

The City Manager's office proposes that the City continues to hold open several positions through multiple departments. These positions will eventually need to be filled, but should remain frozen in order to limit any service reductions or tax and general fee increases.

In 2012, the City conducted a random survey regarding our services. This tool has assisted in some of the proposed budget decisions, but will continued to be used more fully going forward into policy recommendations in 2013. I would like to outline some of the areas in which the survey impacted the development of the budget.

- The City Manager is recommending a 15% increase in General Fund funding of road paving.
- The City Manager is recommending \$20,000 be set aside for possible economic development consulting or partnerships. In addition, we are using TIF funds for some assistance on specific projects such as the Innovation Center.

At this time I will outline the major budget proposals in the General Fund for the 2013 Budget.

Office of the City Manager



## **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. As I stated last year, I continue to believe that the budget will need to consider increased or diversified revenues and further evaluation of our business practices to create lower base budget costs in the future. With these considerations in place, the City Manager's proposed budget includes the following key strategies:

- Freeze the Community Development Director position hiring for an additional 9 months.
- Freeze the Deputy Fire Chief for an additional 9 months.
- Freeze two police officer positions.
- Freeze the Crime Prevention specialist.
- Increase Fire Overtime to levels that the City has historically experienced. I am applying the same philosophy as I did 3 years ago with snow management.
- Create an Animal Control division within the Police Department.
- Increase contractual street resurfacing by 15%.
- Add a Forestry Budget to the Parks budget.
- The Budget anticipates no net increase Union contracts and 1.25% eligibility for a merit increase for general employees after July 1<sup>st</sup> 2013.

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

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Office of the City Manager 

# **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

## **GENERAL FUND**

The General Fund Budget for 2013 is \$42,831,225, which is an increase of \$926,309, or 2.21%, over the originally adopted 2012 budget.

## **GENERAL FUND**

### Economic Adjustments +45,519

The adopted budget before distribution was \$103,786. Administrative merit of \$61,267 has been distributed to the appropriate budgets. Step increases for police and fire union employees are included in the police and fire budgets. Police and Fire budgets include a 2013 general wage increase of 2% and WRS employee retirement contribution of 6.65% for police and fire protective employees. The 2014 and 2015 police and fire union negotiated wage increases will be funded with the \$528,973 contingency account created as a result of the 2013-2015 police and fire union contracts.

### Vacation Purchase Program -\$5,947

The adopted budget was -\$25,000. This program allows employees to reduce their salary by one week and receive one additional week off. The purchased vacation reduction of \$19,053 has been distributed to the appropriate budgets.

### Sick Payouts +100,000

This account is for unused sick leave payments for both union and non-union employees.

### Health Insurance \$0

Health insurance costs are budgeted at the 2012 level. Any costs increases will be absorbed by the insurance fund.

## **GENERAL GOVERNMENT -\$57,287 or -1.70%**

### City Council

This budget decreases \$5,942 primarily due to reduction in funding for the poverty initiative (\$6,000).

### City Manager

This budget provides for a continuation of present service levels and decreases \$19,841.

Contractual Services has a net decrease of \$19,971 primarily due to Consulting fees for public safety and animal control studies, plus other operational efficiency studies (\$20,000).

### Community Info

This budget provides for the continuation of present service levels, except for the *Park Place News*, which will no longer include a four page Fire Department annual report and increases by \$691.

### City Assessor

This budget provides for a continuation of 2012 service levels and decreases \$20,001.

Personal Services has a net decrease of \$17,821 resulting primarily from the anticipation that a vacated property appraiser position will be filled at the minimum starting salary and the removal of overtime.

Contractual Services has a net decrease of \$2,180 primarily due to reductions in Postage (\$2,100) as a result of changes to business practices.

### Attorney

This budget provides for the continuation of present service levels.

### Clerks Elections

This budget provides for a continuation of present service levels and has a net decrease of \$19,379. This is a result of budgeting 4 elections in 2012 and 2 elections in 2013 (\$43,286).

Personal Services includes a reallocation of staff wages and benefits from the special assessment fund to the Clerk-Treasurer's budget to better reflect where their time is spent (\$13,016). The General Fund subsidy to the Special Assessment Fund was reduced by the same amount.

## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

Contractual services have a net increase of \$10,360 primarily because of an increase in ambulance billing services (\$11,700).

### Administrative Services & Accounting

This budget provides for the continuation of present service levels and increases \$22,563.

Personal Services includes a reallocation of staff wages and benefits from the Special Assessment Fund to better reflect where their time is spent (\$23,934). The General Fund subsidy to the Special Assessment Fund was reduced by the same amount.

### Human Resources

This budget provides for the continuation of present service levels and increases \$4,360 primarily because of the increase in auditing and consulting for outside legal expenses (\$1,775).

### Information Technology

This budget provides for the continuation of present service levels and decreases \$24,532.

Contractual Services has a net decrease of \$29,121, primarily due to decommissioning the AS/400 and related ERP software (\$49,421) and shifting recreation software to a hosted service (\$3,700). These decreases are partially offset by an increase in software maintenance costs (\$13,384), additional software licenses for the new ERP (\$5,685), irrigation system maintenance for Blackhawk Golf course (\$2,100), improvements to web services (\$2,300) and communication services (\$2,500).

Capital Outlay includes replacement of computer equipment and one new laptop computer for indexing streaming videos (\$115,520).

**PUBLIC SAFETY                    -\$327,999 or -1.40%**

### Police

This budget provides for a decrease in service levels and has a net decrease of \$127,570.

Personal Services has a net decrease of \$134,287

primarily due to officer contributions to WRS retirement expense (\$319,715), reductions in retiree health insurance (\$72,970), the reduction of an additional sworn patrol officer position (\$62,565), the reclassification of uniform expense from Personal Services to Contractual Services (\$19,285), and the reduction of one part time records clerk (\$16,503). These reductions are partially offset by the addition of two part time community services specialist positions to perform animal pick-up (\$37,449), wage and step increases for officers (\$269,838) and health insurance increases due to changes from single to family coverage (\$54,460).

Contractual Services has a net decrease of \$31,383 primarily due to replacing animal pickup by the Humane Society with two part time community services specialists (\$70,000). A portion of this decrease is offset by the reclassification of uniform expenses from Personal Services to Contractual Services (\$19,285), increases for Vehicle Operation and Maintenance (\$15,713), training for the two part time community services specialists (\$2,000)

Supplies and Materials increase \$15,600 due to increase costs for department ammunition, vehicle towing and K9 expenses.

Capital Outlay includes the replacement of eight (7) police vehicles (\$180,000) and the addition of one animal pickup cargo van (\$35,500).

### Fire

This budget provides for a continuation of present service levels and has a net decrease of \$200,429. This funds the authorized staff of the department, including the replacement of the vacant Deputy Fire Chief position beginning October 1<sup>st</sup>, and continues present service levels.

Personal Services has a net increase of \$382,028 over the 2012 originally adopted budget. A 2012 budget amendment increased the overtime budget \$148,000. Budget increases are primarily due to the accounting change for rural fire services (\$514,434), Overtime to more accurately reflect overtime history



## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

(\$138,310), wage increases (\$127,132), and filling the vacant Deputy Chief Position, which was not budgeted in 2012, on October 1, 2013 (\$30,972). These increases are offset employee contributions to WRS retirement expense (\$372,155) and Clothing and Tool allowance account being transferred from Personal Services to Contractual Services (\$60,201).

Contractual Services have a net increase of \$90,771 primarily due to the reallocation of Clothing and Tool Allowance from Personal Services (\$60,201) and the change in the accounting for rural fire services (\$25,503).

Supplies and Materials increase \$19,153 primarily due to EMS Disposable supplies (\$14,447) and the change in the accounting for rural fire services (\$4,444).

Rural Fire Offset is a credit of \$544,381. The Rural Fire credit offsets the increases described above. This is an accounting presentation change of the Township Fire Protection program.

### **PUBLIC WORKS                    +\$185,074 or +4.50%**

#### Administration

This budget provides for a continuation of present service levels.

#### Engineering

This budget provides for the continuation of present service levels and has a net increase of \$11,711 primarily due to one employee returning to our health insurance benefit.

#### Street Maintenance

This budget increases by \$115,943, primarily reflecting an increase of .24 miles of street to be resurfaced (\$112,440).

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 \$3,520 due primarily to increases in VOM equipment rental rates (\$5,100).

#### Snow Removal

This budget provides for the continuation of present service levels and increases \$40,182.

Personal Services has a net decrease of \$14,058 primarily the result of the change in DPW employee contributions towards Wisconsin Retirement System (\$15,734).

Contractual Services increases \$53,800 due to increases in vehicle operation and maintenance expenses, primarily fuel cost.

#### Weed Control

This budget provides for a continuation of present service levels.

#### Public Buildings

This budget provides for a continuation of present service levels and increases \$8,778.

Contractual Services has a net decrease of \$225 primarily due to a decrease in utility costs due to the 2010 Energy Efficiency Performance Contract project at the Municipal Building (\$5,715). A portion of this decrease is offset by additional costs for Other Contractual Services (4,400).

Supplies and Materials has a net increase of \$9,600 primarily due to the need to replace the batteries in a critical building-wide Uninterruptable Power Supply (UPS) system. The manufacturer's recommended replacement interval was 4 years, and we were able to achieve 8 years from the current batteries.

Capital Outlay of \$2,500 is proposed to purchase a desktop PC for Technicians.

#### Parking Facilities

This budget provides for a reduction of present service levels and decreases \$4,412. Due to structural concerns, approximately 50 stalls in the Parking Plaza over the Rock River will remain

## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

closed for the foreseeable future.

Personal Services decrease \$6,385 due to trend adjustments and the DPW employee contributions toward Wisconsin Retirement System (WRS).

### Traffic Management

This budget provides for a continuation of present service levels and has a net increase of \$9,570.

Personal Services had a net increase of \$19,492 primarily due to increases in hourly wages for traffic signal maintenance.

Contractual Services has a net decrease of \$9,922 primarily due to savings in electricity as a result of the first full year of the energy savings programs.

### **LEISURE SERVICES    +\$203,393, or +7.43%**

#### Administration

This budget provides for the continuation of present service levels.

The Lincoln-Tallman House element includes the lease with the Historical Society (\$45,000) and grounds maintenance (\$4,400).

#### Recreation

This budget provides for a continuation of current service levels and increase \$60,214. The Ice Skating Center returns to a full year schedule following the 3 month closing in 2012 during the renovation. This budget proposes for staff to operation concession stands in lieu of contract operations for a net savings of \$6,116.

Personal Services has a net increase of \$23,615 primarily due the full year operation the Ice Skating Center (\$24,391), filling the Recreation Director position for the full year (\$16,725), and increasing seasonal staff for contracted concessions (\$13,884). A portion of these increases are offset by turnover savings (\$14,776) and trend adjustments to staffing needs (\$16,589).

Contractual Services has an increase of \$29,049, primarily due to concession stand cost of goods sold (\$18,000) and full year operations of the Ice Skating Center (\$11,616).

Supplies and Materials have a net increase of \$7,550, with primarily due to the concession start-up costs (\$5,150).

#### Senior Citizen Center

This budget provides for the continuation of present service levels and increases \$8,806.

Personal Services has a net increase of \$6,630 primarily due to funding of the Recreation Director for the full year vs. the 3 month delay in the 2012 budget (\$4,825).

Contractual Services has a net decrease of \$2,167 primarily due to a decrease in utilities costs (\$1,761).

#### Parks

This budget has a net increase of \$134,564 and provides for an enhancement of current service levels with the addition of a Forestry program (\$107,675).

Personal Services has a net increase of \$52,755 primarily due to the reallocation of positions into the forestry program (\$38,174) from the Utilities. A crew of 4 existing employees is budgeted for 270 hours for tree removal and tree planting activities.

Contractual Services has a net increase of \$73,909 primarily due consulting expenses for the forestry program (\$25,000), local match for the DNR Urban Forestry grant (\$25,000) and increased VOM equipment usage (\$23,200) for the forestry program.

Supplies and Materials increase \$7,900 for forestry program supplies (\$5,000) and for timed door locks at Rockport park restrooms (\$2,900).

## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

### **COMMUNITY & ECONOMIC DEVELOPMENT           +\$74,676, or +5.50%**

#### Community Development

This budget provides for the continuation of present service levels and has a net increase of \$59,912.

Personal Services increases \$61,517 primarily due to 3 months funding for the vacant Community Development Director position (\$40,527) which was not funded in 2012 and filling the full-time plumbing inspector position which was unfunded for 2 months during 2012 (\$12,740).

#### Property Maintenance

This budget provides for a continuation of present service levels.

Personal Services has a net increase \$19,447 primarily due to a salary redistribution of 0.17 FTE from the Housing Grants budget to reflect the actual time distribution on property maintenance activities.

#### Economic Development

This budget provides for an increase in present service levels by the opening of the business incubator and has a net decrease of \$4,683.

Personal Services has a net decrease of \$4,958 primarily due to the redistribution of salaries to the TIF Funds to reflect actual time spent on TIF activities.

### **OTHER FUNDS**

#### Transit

Operations & Maintenance Expenses  
                                                          +\$535,439, or 17.6%  
Total Expenses                               +\$1,716,939, or 29.5%

This budget has a net increase of \$535,439 in operating expenses and provides for the addition of the Janesville-Milton-Whitewater tripper service

which was not reflected in the original 2012 budget. General Fund support to the Transit System is \$853,518, a decrease of \$1,651.

Personal Services has a net increase of \$266,480 due to the addition of positions to support the expanded Janesville-Milton-Whitewater service (\$171,910), increase in rates for the Wisconsin Retirement System (\$18,574), increasing the Operation Supervisor to a full-time position (\$35,595), increases for retiree health insurance (\$19,645) and increased overtime (\$14,938).

Contractual Services has a net increase of \$148,641 due to increases consulting fees for legal expenses (\$10,200), increases in insurance costs (\$23,335), other contractual service (\$81,145) and advertising (\$20,000) due to the Janesville-Milton-Whitewater expansion.

Supplies and Materials have a net increase of \$120,318 due to increased diesel prices and additional service miles (\$89,802), and vehicle repair and maintenance costs (\$32,516).

#### Stormwater Utility

Operations & Maintenance Expenses  
                                                          -\$6,953, or -0.0%  
Total Expenses                               -\$14,333, or -0.0%

This budget provides for a continuation of present service levels and decreases \$17,182 which equate to a 1% decrease in Stormwater fees.

Personal Services has a net decrease of \$13,518 primarily due to changes in employee contributions towards Wisconsin Retirement System (\$14,810) and the redistribution of staff to the Forestry Program (\$9,571). A portion of these decreases are offset by increases to reflect actual time distribution of maintenance activities (\$10,863).

Contractual Service has a net decrease of \$13,435 primarily due to a decrease in EPA compliance consulting needs (\$19,900) partially offset by increased VOM rental costs (\$5,200).

## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

Supplies and Material increase \$20,000 to provide for additional greenbelt maintenance.

### Wastewater Utility

Operations & Maintenance Expenses  
-\$48,650, or -1.1%  
Total Expenses -\$215,950, or -2.3%

This budget provides for a continuation of present service levels and the operating budget decreases \$48,650. No rate increase is proposed.

Personal Services has a net decrease of \$38,204 primarily as a result of the change in employee contributions towards Wisconsin Retirement System (\$24,171), salaries due to turnover (\$8,717), transfer of parks employees to the forestry budget (\$19,088) and adjustment to hourly staffing trends (\$10,300). These decreases are partially offset by changes in retiree health insurance (\$13,333), increases in overtime (\$5,335) and the reallocation of .11 FTE Secretaries (\$4,663).

Contractual Services has a net decrease of \$58,960 primarily due to reductions to natural gas (\$11,400), computer maintenance (\$15,402), and contractor payments reflecting a reduction in sludge hauled to the landfill and reduced treatment plant maintenance (\$153,000). These increases are partially offset by increases in electricity (\$50,000), contractual services for a local limits study and testing (\$37,000), and meter expense (\$32,504).

Supplies and Materials increase by \$48,514 primarily due to the need for more polymer.

### Water Utility

Operations & Maintenance Expenses  
-\$170,744, or -5.1%  
Total Expenses -\$171,611, or -2.4%

This budget provides for a continuation of present service levels and the operating budget decreases \$170,744. A 22% rate increase was approved and implemented on 1/1/2013.

Personal Services has a net increase of \$57,944 primarily due to the reallocation of the Wastewater Utility's portion of the joint metering expense from Contractual Services (\$144,819), the increase in Wisconsin Retirement System employer rate (\$12,069), and increased health insurance expense (\$21,572). These increases are partially offset employee contributions to the Wisconsin Retirement System (\$47,368), salary savings due to turnover (\$16,266), the reduction of hourly wages for maintenance of services (\$26,927) and the reallocation of employees to the Forestry budget (\$9,544).

Contractual Services has a net decrease of \$224,488 primarily due to the reallocation of the Wastewater Utility's portion of the joint metering expense to Personal Services (\$144,819), consulting services (\$53,600), computer maintenance (\$11,402), and other contractual services (\$80,015).

Supplies and Materials have a net decrease of \$4,200 primarily due to savings in chemicals (\$10,000).

### Golf Courses

Total Expenses -\$7,711, or -0.6%

This budget provides for the continuation of present service levels and decreases \$7,711. An increase in greens fees of 2-3% is proposed.

### Cemetery

Total Expenses +\$2,022, or +0.9%

This budget provides for a continuation of present service levels and increases \$2,022.

### Library

Total Expenses -\$2,637, or -0.1%

This budget provides for a continuation of present service levels and has a net decrease of \$2,637.

Personal Services had a net decrease of \$54,969 due to turnover savings from retirements.

## **BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

Contractual Services has a net increase of \$39,997 primarily due to increases for Building Maintenance (\$27,491) and Equipment Maintenance (\$5,000). The Library does not plan on having a Note Issue in 2013, and instead will cover our major projects with operating funds from the 2013 Library Budget (Children's Dept. remodeling and lighting upgrade).

Supplies & Materials, and Capital Outlay (which includes books, periodicals, audio-visual, and electronic materials) have no significant increase.

### JATV

Operations & Maintenance Expenses	+\$7,300, or +5.5%
Total Expenses	\$34,600, or +22.3%

This budget provides for the continuation of programming service levels.

Personal services increase \$4,259 primarily due to the addition of a part-time (10-hr week) administrative assistant (\$6,952) to help the station manage the community calendar and other weekly regular activities and a production assistant (\$12,315). A portion of these increases are offset by savings in benefits (\$16,823).

Contractual services increase \$1,700 due to conference expenses to send JATV staff to two state conferences each year, including the Wisconsin Community Media conference.

Materials and supplies increase \$1,341.

Capital Outlay of \$49,500 is proposed to renovate JATV space at the Hedberg Public Library.

### Neighborhood Services–Rent Assistance

Total Expenses	-\$221,830 or -7.1%
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This budget provides for decrease of present service levels. HUD funding was reduced due to the federal sequestration therefore fewer funds are available to distribute for housing rent assistance.

Personal Services has a net decrease of \$7,893 due to a reallocation of salaries to Transit based on the actual time spent.

Contractual Services has a net decrease of \$218,287 primarily due to decreases in other contractual service (\$7,500) and housing rent assistance payments (\$213,000).

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

### Neighborhood Services–State / Federal Grants

#### Administration

Total Expenses	-\$42,354, or -20.3%
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#### Program Services

Total Expenses	+\$765,097, or +28.7%
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#### Administration

The budget for Administration provides for a continuation of present service levels and decreases \$42,354. Personal services decreases by \$34,804 primarily due to a reallocation of salary distribution to property maintenance based on actual time spent.

#### Program Services

The budget for Program Services has a net increase of \$765,097. It provides for the continuation of neighborhood, housing, and public service activities at current service levels and increases the service level for community development activities.

Neighborhood Activities have a net increase of \$1,344 and include the addition of 200 hours of pro-active housing enforcement in the CDBG focus area.

Housing Activities have a net increase of \$151,753 primarily due to increases in Home Ownership (\$168,970), Housing Service Delivery (\$9,605) and Neighborhood Stabilization (\$33,000). These increases are offset by decreases in Owner





**BUDGET HIGHLIGHTS - PROGRAMS, SERVICES, STAFFING**

Personal Services has an increase of \$22,094 to better reflect historical trends in labor costs.

Contractual Services has an increase of \$4,595. Consultant services increase \$15,000 for an evaluation of the City’s existing fleet maintenance software. This is partially offset by decreases in computer maintenance expense (\$2,042) and VOM expense (\$9,800).

Supplies & Materials has a net increase of \$153,800 due to increases in fuel prices (\$68,800) and due to cost increases for repair parts (\$85,000).

This budget includes an \$86,000 transfer to the General Fund.

Capital Outlay of \$1,435,000 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.

Public Works – Major Capital Projects

The Administration projects a Note Issue consisting of the following:

Assessments (All Funds)	\$ 411,000
General Fund	11,833,300
Water Fund	1,025,000
Wastewater Fund	1,156,000
Stormwater	755,000
Sanitation	3,580,000
Tax Increment Financing	1,040,000
Library	0
TOTAL	<u>\$19,800,300</u>

The total projected 2013 program is \$19,949,461. This program is for informational purposes and City Council action is taken when the program is submitted in 2013, with the exception of the General Fund direct appropriation of \$149,161.

Items budgeted for the General Fund direct appropriation are:

1. \$12,000 to cover debt issuance expense;
2. \$25,000 to fund costs for maintenance services to private property that are not recoverable by assessments;
3. \$111,161 for amortizing General Fund share of deficit;
4. \$1,000 to fund interest costs for special assessment deferrals.

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

	Amended 2012	Amended 2013	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
<b>REVENUES</b>				
General Property Tax	\$26,172,766	\$26,714,190	\$541,424	2.07%
Fund Balance Applied (b)	973,000	926,435	(46,565)	-4.79%
Other Taxes	2,512,900	2,561,500	48,600	1.93%
Licenses & Permits	1,066,600	1,141,000	74,400	6.98%
Interest, Rents, & Fines	861,000	710,000	(151,000)	-17.54%
State Shared Revenues	7,887,000	7,795,000	(92,000)	-1.17%
Service Charges	1,712,000	1,760,700	48,700	2.84%
Leisure Services	637,650	800,000	162,350	25.46%
Other & Transfers In	<u>230,000</u>	<u>422,400</u>	<u>192,400</u>	<u>83.65%</u>
<b>TOTAL REVENUES</b>	<b><u>\$42,052,916</u></b>	<b><u>\$42,831,225</u></b>	<b><u>\$778,309</u></b>	<b><u>1.85%</u></b>
<b>EXPENDITURES</b>				
General Government	\$3,362,218	\$3,304,931	(\$57,287)	-1.70%
Public Safety (b) (c)	23,400,668	23,072,669	(327,999)	-1.40%
Public Works	4,115,120	4,300,194	185,074	4.50%
Leisure Services	2,735,904	2,939,297	203,393	7.43%
Community & Economic Dev.	1,358,923	1,433,599	74,676	5.50%
Economic Adjustments (a)	101,119	136,572	35,453	35.06%
Insurance & Other	564,943	519,234	(45,709)	-8.09%
Contingency Account (c)	0	528,973	528,973	N.A.
General Fund Subsidies	1,227,417	1,158,679	(68,738)	-5.60%
Debt Service	<u>5,186,604</u>	<u>5,437,077</u>	<u>250,473</u>	<u>4.83%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$42,052,916</u></b>	<b><u>\$42,831,225</u></b>	<b><u>\$778,309</u></b>	<b><u>1.85%</u></b>

(a) The 2012 Amended Budget contained \$517,000 for Economic Adjustments. The 2013 Adopted budget contains \$178,786 for Economic Adjustments. These funds have been distributed to the appropriate budgets.

(b) The 2012 Amended Budget includes a supplemental appropriation of \$148,000 for Fire overtime.

(c) Police and Fire budgets were adjusted to include a 2013 general wage increase of 2% and WRS employee retirement contribution of 6.65% for police and fire protective employees. The 2014 and 2015 police and fire union negotiated wage increases will be funded with the \$528,973 contingency account created as a result of the 2013-2015 police and fire union contracts.

## 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 \$488,747 at December 31, 2012.

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 balance at December 31, 2012 is \$9,038,135, of which \$8,549,388 is unrestricted. Of the unrestricted balance, the adopted budget calls for \$926,435 to be assigned to finance next year's expenditures leaving an unassigned fund balance of \$7,622,953.

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 unrestricted fund balance (assigned and unassigned fund balance) at 12/31/12 of \$8,549,388 divided by the 2013 budgeted operating expenditures of \$37,394,148 yields a ratio of 22.9% which is well within the Council's fund policy.

**City of Janesville  
FUND BALANCES  
December 31, 2011 and 2012**

	Actual 12/31/2011	Actual 12/31/2012
<b><u>Enterprise Funds:</u></b>		
Water Utility	\$38,305,378	\$38,496,517
Wastewater Utility	52,323,930	53,433,073
Storm Water Utility	4,525,553	4,937,116
Transit	<u>3,989,378</u>	<u>3,499,480</u>
<b>Total Enterprise Funds *</b>	<b><u>\$99,144,239</u></b>	<b><u>\$100,366,186</u></b>
<b><u>Internal Service Funds:</u></b>		
Vehicle Operation & Mtce	\$194,423	\$187,664
Insurance Fund	<u>4,774,668</u>	<u>3,984,626</u>
<b>Total Internal Service Funds*</b>	<b><u>\$4,969,091</u></b>	<b><u>\$4,172,290</u></b>
<b><u>Special Revenue:</u></b>		
Industrial Waste	\$7,461	\$7,461
Landfill - Superfund	145,662	85,312
Sanitation Fund	2,104,249	1,199,147
Oakhill Cemetery	221,515	233,077
Golf Courses	(104,789)	(99,270)
Housing & Neighborhood Services Grants	821,865	710,874
TIF Districts	(89,577)	(2,135,499)
Library	430,258	606,390
JATV	370,587	395,650
Special Accounts	<u>2,259,980</u>	<u>2,575,689</u>
<b>Total Special Revenue Funds</b>	<b><u>\$6,167,211</u></b>	<b><u>\$3,578,831</u></b>
<b><u>Component Unit:</u></b>		
Housing -Section 8 Rent Assistance	<u>\$695,183</u>	<u>\$402,190</u>
<b><u>Debt Service Fund:</u></b>		
	<u>\$1,277,855</u>	<u>\$594,456</u>
<b><u>Capital Project Fund</u></b>		
	<u>\$11,751,538</u>	<u>\$11,015,133</u>
<b><u>General Fund</u></b>		
Nonspendable	\$499,863	\$488,747
Assigned	825,000	926,435
Unassigned	<u>7,747,001</u>	<u>7,622,953</u>
Total Unrestricted	<u>8,572,001</u>	<u>8,549,388</u>
<b>Total General Fund Balance</b>	<b><u>\$9,071,864</u></b>	<b><u>\$9,038,135</u></b>

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



## REVENUE SUMMARY

## 2013 BUDGET

	Actual 2011	10 Months Actual 2012	Adopted Budget 2012	Actual 2012	Adopted Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>GENERAL FUND</b>							
<b>GENERAL PROPERTY TAX</b>							
Real & Personal Property	\$25,470,212	\$26,157,096	\$26,172,766	\$26,126,493	\$26,714,190	\$541,424	2.07%
Fund Balance Applied	<u>890,000</u>	<u>825,000</u>	<u>825,000</u>	<u>825,000</u>	<u>926,435</u>	<u>101,435</u>	12.30%
Subtotal	\$26,360,212	\$26,982,096	\$26,997,766	\$26,951,493	\$27,640,625	\$642,859	2.38%
<b>OTHER TAXES</b>							
Prior Years Omitted Tax	\$1,209	\$917	\$0	\$917	\$0	\$0	N/A
Penalties & Interest	162,589	172,822	156,000	173,295	172,000	16,000	10.26%
Water Utility Tax	1,257,157	977,925	1,303,900	1,301,089	1,403,000	99,100	7.60%
Mobile Home Fees	89,505	67,523	78,000	76,443	78,000	0	0.00%
Hotel/Motel Tax	433,054	351,872	425,000	454,142	408,500	(16,500)	-3.88%
Wheel Tax	<u>0</u>	<u>281,289</u>	<u>550,000</u>	<u>392,077</u>	<u>500,000</u>	<u>(50,000)</u>	<u>-9.09%</u>
Subtotal	\$1,943,514	\$1,852,348	\$2,512,900	\$2,397,963	\$2,561,500	\$48,600	1.93%
<b>LICENSES &amp; PERMITS</b>							
Gen. Licenses & Permits	\$249,668	\$179,038	\$213,000	\$210,245	\$243,000	\$30,000	14.08%
Cable TV License Fee	614,422	316,467	600,000	604,667	628,000	28,000	4.67%
Community Development Permits	<u>345,218</u>	<u>276,314</u>	<u>253,600</u>	<u>317,533</u>	<u>270,000</u>	<u>16,400</u>	<u>6.47%</u>
Subtotal	\$1,209,308	\$771,819	\$1,066,600	\$1,132,445	\$1,141,000	\$74,400	6.98%
<b>INTEREST, RENTS &amp; FINES</b>							
Interest on General Investments	\$286,743	\$153,155	\$300,000	\$189,247	\$158,000	(\$142,000)	-47.33%
Rental of City Property	161,522	79,461	166,000	154,952	152,000	(14,000)	-8.43%
Court Fines	369,001	307,048	370,000	375,332	375,000	5,000	1.35%
Sale of City Property	<u>638,477</u>	<u>72,816</u>	<u>25,000</u>	<u>72,910</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$1,455,743	\$612,480	\$861,000	\$792,441	\$710,000	(\$151,000)	-17.54%
<b>STATE SHARED REVENUES</b>							
State Shared Revenues	\$5,777,048	\$1,477,221	\$5,124,000	\$5,126,123	\$5,138,000	\$14,000	0.27%
State Payt-Computer Value Reimb	105,658	110,836	123,000	110,836	160,000	37,000	30.08%
State Highway Aids	2,628,569	2,396,792	2,397,000	2,396,791	2,272,000	(125,000)	-5.21%
State Payt-Municipal Serv.	102,551	0	118,000	104,348	100,000	(18,000)	-15.25%
State Aid-Fire Inspections	<u>124,590</u>	<u>138,030</u>	<u>125,000</u>	<u>138,030</u>	<u>125,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$8,738,416	\$4,122,879	\$7,887,000	\$7,876,128	\$7,795,000	(\$92,000)	-1.17%
<b>SERVICE CHARGES</b>							
Parking Fees	\$63,569	\$55,638	\$113,000	\$69,470	\$92,000	(\$21,000)	-18.58%
Real Estate Search Fees	29,155	29,670	25,000	39,150	30,000	5,000	20.00%
Nuisance Reinspection Charge	5,225	7,950	4,900	8,800	5,000	100	2.04%
Public Works	46,910	19,950	36,100	27,715	30,700	(5,400)	-14.96%
Police Department	44,478	34,718	38,000	43,442	38,000	0	0.00%
Fire Department	<u>1,574,884</u>	<u>1,149,746</u>	<u>1,495,000</u>	<u>1,546,814</u>	<u>1,565,000</u>	<u>70,000</u>	<u>4.68%</u>
Subtotal	\$1,764,221	\$1,297,672	\$1,712,000	\$1,735,391	\$1,760,700	\$48,700	2.84%

REVENUE SUMMARY							
2013 BUDGET							
	Actual 2011	10 Months Actual 2012	Adopted Budget 2012	Actual 2012	Adopted Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>LEISURE SERVICES</b>							
Recreation Management	\$650,642	\$475,603	\$559,450	\$602,861	\$716,000	\$156,550	27.98%
Senior Citizens Center	69,406	66,928	78,200	76,201	84,000	5,800	7.42%
Subtotal	\$720,048	\$542,531	\$637,650	\$679,062	\$800,000	\$162,350	25.46%
<b>OTHER REVENUES</b>							
Wastewater Serv. Charge	\$46,606	\$50,000	\$45,000	\$45,956	\$50,000	\$5,000	11.11%
Miscellaneous	457,049	103,868	25,000	82,445	25,000	0	0.00%
Subtotal	\$503,655	\$153,868	\$70,000	\$128,401	\$75,000	\$5,000	7.14%
<b>TRANSFERS IN</b>							
Operating Transfer In	\$374,561	\$190,992	\$160,000	\$190,992	\$347,400	\$187,400	117.13%
Subtotal	\$374,561	\$190,992	\$160,000	\$190,992	\$347,400	\$187,400	117.13%
<b>TOTAL GENERAL FUND WITHOUT PROPERTY TAXES</b>							
	\$16,709,466	\$9,544,589	\$14,907,150	\$14,932,823	\$15,190,600	\$283,450	1.90%
<b>TOTAL GENERAL FUND WITH PROPERTY TAXES</b>							
	\$43,069,678	\$36,526,685	\$41,904,916	\$41,884,316	\$42,831,225	\$926,309	2.21%

REVENUE SUMMARY							
2012 BUDGET							
	Actual 2011	10 Months Actual 2012	Adopted Budget 2012	Actual 2012	Amended Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>ENTERPRISE</b>							
Transit System	\$3,221,662	\$3,236,833	\$5,824,979	\$3,119,610	\$7,541,918	\$1,716,939	29.48%
Stormwater Utility	2,173,397	1,766,247	2,067,000	2,065,740	2,056,000	(11,000)	-0.53%
Wastewater Utility	9,548,872	8,121,970	9,950,000	9,826,643	9,337,000	(613,000)	-6.16%
Water Utility	6,080,335	5,496,805	8,409,000	6,816,724	7,929,300	(479,700)	-5.70%
Total Enterprise	\$21,024,266	\$18,621,855	\$26,250,979	\$21,828,717	\$26,864,218	\$613,239	2.34%
<b>SPECIAL REVENUE</b>							
Cemetery	\$223,080	\$216,260	\$226,000	\$250,726	\$234,800	\$8,800	3.89%
Golf Courses	1,166,027	1,218,813	1,281,133	1,371,700	1,320,573	39,440	3.08%
Hedberg Public Library	4,066,579	3,951,651	3,976,853	3,984,398	3,974,216	(2,637)	-0.07%
JATV Cable Public Access	161,741	129,035	154,900	191,933	164,500	9,600	6.20%
HNS - Rental Assistance	3,160,766	2,128,349	2,840,000	2,614,265	2,726,143	(113,857)	-4.01%
HNS - State and Federal Grants	2,372,814	1,288,637	2,104,322	1,950,611	2,624,464	520,142	24.72%
Industrial Waste	54,267	35,362	72,658	60,517	70,409	(2,249)	-3.10%
Sanitation	7,177,455	5,578,876	7,122,520	6,577,160	7,363,334	240,814	3.38%
Total Special Revenue	\$18,382,729	\$14,546,983	\$17,778,386	\$17,001,310	\$18,478,439	\$700,053	3.94%
<b>INTERNAL SERVICE</b>							
Insurance	\$11,116,638	\$9,297,527	\$9,865,740	\$10,593,124	\$9,926,000	\$60,260	0.61%
Vehicle Operation & Mtce	3,930,959	3,425,147	4,400,000	4,181,979	4,560,000	160,000	3.64%
Total Internal Service	\$15,047,597	\$12,722,674	\$14,265,740	\$14,775,103	\$14,486,000	\$220,260	1.54%
<b>TOTAL NON-GENERAL</b>							
	\$54,454,592	\$45,891,512	\$58,295,105	\$53,605,130	\$59,828,657	\$1,533,552	2.63%

**EXPENDITURE SUMMARY  
2013 BUDGET**

	Actual 2011	10 Months Actual 2012	Amended Budget 2012	Actual 2012	Amended Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>GENERAL GOVERNMENT</b>							
City Council	\$17,527	\$17,921	\$22,155	\$18,527	\$16,213	(\$5,942)	-26.82%
City Manager	258,563	225,581	297,750	259,395	277,909	(19,841)	-6.66%
Community Information	52,365	39,808	59,455	50,358	60,146	691	1.16%
City Assessor	689,668	394,431	559,228	481,105	539,227	(20,001)	-3.58%
City Attorney	407,766	352,533	417,762	417,801	422,556	4,794	1.15%
City Clerk-Treasurer/Elections	566,235	535,109	622,411	653,271	603,032	(19,379)	-3.11%
Admin. Services/Accounting	434,802	358,836	418,605	418,857	441,168	22,563	5.39%
Human Resources	247,005	174,705	217,140	216,208	221,500	4,360	2.01%
Information Technology	620,919	522,782	747,712	678,550	723,180	(24,532)	-3.28%
<b>Total General Government</b>	<b>\$3,294,850</b>	<b>\$2,621,706</b>	<b>\$3,362,218</b>	<b>\$3,194,072</b>	<b>\$3,304,931</b>	<b>(\$57,287)</b>	<b>-1.70%</b>
<b>PUBLIC SAFETY</b>							
Police Department (1)	\$12,495,027	\$10,806,496	\$12,983,474	\$12,823,552	\$12,855,904	(\$127,570)	-0.98%
Fire Department (1) (2)	<u>10,181,433</u>	<u>8,640,913</u>	<u>10,417,194</u>	<u>10,386,149</u>	<u>10,216,765</u>	<u>(200,429)</u>	<u>-1.92%</u>
<b>Total Public Safety</b>	<b>\$22,676,460</b>	<b>\$19,447,409</b>	<b>\$23,400,668</b>	<b>\$23,209,701</b>	<b>\$23,072,669</b>	<b>(\$327,999)</b>	<b>-1.40%</b>
<b>PUBLIC WORKS</b>							
<b>Administration</b>							
DPW Administration	\$40,025	\$31,690	\$41,379	\$35,756	\$41,347	(\$32)	-0.08%
Engineering	497,508	440,992	543,141	555,849	554,852	11,711	2.16%
<b>Subtotal</b>	<b>\$537,533</b>	<b>\$472,682</b>	<b>\$584,520</b>	<b>\$591,605</b>	<b>\$596,199</b>	<b>\$11,679</b>	<b>2.00%</b>
<b>Street Maintenance &amp; Repair</b>							
Street Maintenance	\$771,114	\$579,182	\$749,596	\$730,462	\$865,539	\$115,943	15.47%
Street Cleaning	54,986	24,021	32,204	32,946	35,724	3,520	10.93%
Snow Removal	1,010,908	748,466	1,166,368	922,859	1,206,550	40,182	3.45%
Weed Cutting	<u>51,133</u>	<u>48,631</u>	<u>48,876</u>	<u>49,916</u>	<u>49,290</u>	<u>414</u>	<u>0.85%</u>
<b>Subtotal</b>	<b>\$1,888,141</b>	<b>\$1,400,300</b>	<b>\$1,997,044</b>	<b>\$1,736,183</b>	<b>\$2,157,103</b>	<b>\$160,059</b>	<b>8.01%</b>
<b>DPW Services</b>							
Public Buildings	\$474,384	\$359,786	\$467,642	\$450,105	\$475,820	\$8,178	1.75%
Parking Facilities	<u>102,286</u>	<u>93,392</u>	<u>119,450</u>	<u>119,441</u>	<u>115,038</u>	<u>(4,412)</u>	<u>-3.69%</u>
<b>Subtotal</b>	<b>\$576,670</b>	<b>\$453,178</b>	<b>\$587,092</b>	<b>\$569,546</b>	<b>\$590,858</b>	<b>\$3,766</b>	<b>0.64%</b>
<b>Traffic Management</b>							
<b>Total Public Works</b>	<b>\$976,432</b>	<b>\$761,552</b>	<b>\$946,464</b>	<b>\$948,400</b>	<b>\$956,034</b>	<b>9,570</b>	<b>1.01%</b>
<b>LEISURE SERVICES</b>							
Senior Citizens Center	\$233,727	\$198,836	\$254,899	\$239,643	\$263,705	\$8,806	3.45%
Leisure Services Admin/Tallman House	94,312	79,175	85,280	85,329	85,089	(191)	-0.22%
Recreation/Aquatics/Ice Skating Center	982,299	805,316	1,002,902	945,016	1,063,116	60,214	6.00%
Park Management	<u>1,356,478</u>	<u>1,169,439</u>	<u>1,392,823</u>	<u>1,348,941</u>	<u>1,527,387</u>	<u>134,564</u>	<u>9.66%</u>
<b>Total Leisure Services</b>	<b>\$2,666,816</b>	<b>\$2,252,766</b>	<b>\$2,735,904</b>	<b>\$2,618,929</b>	<b>\$2,939,297</b>	<b>\$203,393</b>	<b>7.43%</b>

**EXPENDITURE SUMMARY  
2013 BUDGET**

	Actual 2011	10 Months Actual 2012	Amended Budget 2012	Estimated 2012	Amended Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>							
Neighborhood Services: Property Maint	\$256,084	\$220,303	\$257,399	\$255,667	\$276,846	\$19,447	7.56%
Economic Development	124,286	131,562	143,829	112,538	139,146	(4,683)	-3.26%
Community Development	<u>959,588</u>	<u>737,390</u>	<u>957,695</u>	<u>862,643</u>	<u>1,017,607</u>	<u>59,912</u>	<u>6.26%</u>
Total Community & Econ. Development	\$1,339,958	\$1,089,255	\$1,358,923	\$1,230,848	\$1,433,599	\$74,676	5.50%
<b>ECONOMIC ADJUSTMENTS</b>							
Sick Payouts	\$67,023	\$0	\$101,119	\$102,620	\$100,000	(\$1,119)	N/A
Economic Adjustments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,572</u>	<u>36,572</u>	<u>N/A</u>
Total Economic Adjustments	\$67,023	\$0	\$101,119	\$102,620	\$136,572	\$35,453	N/A
<b>INSURANCE</b>							
Workers' Comp, Liability & Property	\$99,409	\$104,873	\$92,743	\$92,743	\$85,861	(\$6,882)	-7.42%
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	\$99,409	\$104,873	\$92,743	\$92,743	\$85,861	(\$6,882)	N/A
<b>OTHER</b>							
Refunds & Adjustments	\$12,379	\$110,375	\$7,200	\$183	\$7,200	\$0	0.00%
Copy Machine Expense	24,135	16,185	26,000	19,419	26,000	0	0.00%
Misc. & Unclassified	<u>452,852</u>	<u>325,131</u>	<u>439,000</u>	<u>446,454</u>	<u>400,173</u>	<u>(38,827)</u>	<u>-8.84%</u>
Total Other	\$489,366	\$451,691	\$472,200	\$466,056	\$433,373	(\$38,827)	-8.22%
<b>CONTINGENCY ACCOUNT (1)</b>							
	\$0	\$0	\$0	\$0	\$528,973	\$528,973	N/A
<b>GENERAL FUND SUBSIDIES/TRANSFERS</b>							
Transit System	\$722,218	\$855,169	\$855,169	\$773,490	\$853,518	(1,651)	-0.19%
Cemetery	50,000	75,000	\$75,000	\$75,000	\$75,000	0	0.00%
Golf Courses	0	81,000	\$81,000	\$81,000	\$81,000	0	0.00%
Special Assessments	<u>234,800</u>	<u>216,248</u>	<u>216,248</u>	<u>216,248</u>	<u>149,161</u>	<u>(67,087)</u>	<u>-31.02%</u>
Total Gen. Fund Subsidies/Transfers	\$1,007,018	\$1,227,417	\$1,227,417	\$1,145,738	\$1,158,679	(\$68,738)	-5.60%
Total Operating	\$35,619,676	\$30,282,829	\$36,866,312	\$35,906,441	\$37,394,148	\$527,836	1.43%
<b>RETIREMENT OF INDEBTEDNESS</b>							
General Fund	\$4,983,084	\$5,188,162	\$5,186,604	\$5,186,604	\$5,101,077	(\$85,527)	-1.65%
G/F Payment of Special Assessment Debt	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>336,000</u>	<u>336,000</u>	<u>N/A</u>
Total Long-Term Debt	\$4,983,084	\$5,188,162	\$5,186,604	\$5,186,604	\$5,437,077	\$250,473	4.83%
<b>GRAND TOTAL-GENERAL FUND</b>	<b>\$40,602,760</b>	<b>\$35,470,991</b>	<b>\$42,052,916</b>	<b>\$41,093,045</b>	<b>\$42,831,225</b>	<b>\$778,309</b>	<b>1.85%</b>

(1) The 2013 budget was amended following union negotiations reducing the Police budget (\$283,950) and Fire budget (\$245,023) creating a Contingency budget of \$528,973 to fund 2014 and 2015 union negotiated increases.

(2) The 2012 budget was increased by a supplemental appropriation to provide funding for Fire overtime \$148,000.

**EXPENDITURE SUMMARY  
2013 BUDGET**

	Actual 2011	10 Months Actual 2012	Amended Budget 2012	Actual 2012	Amended Budget 2013	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>ENTERPRISE</b>							
Transit System	\$3,221,662	\$2,909,363	\$5,824,979	\$3,119,610	\$7,541,918	\$1,716,939	29.48%
Stormwater Utility	2,086,888	1,687,100	2,057,111	1,980,215	2,042,778	(14,333)	-0.70%
Wastewater Utility	7,841,377	7,111,065	9,417,898	8,717,500	9,201,948	(215,950)	-2.29%
Water Utility	<u>6,599,740</u>	<u>5,301,447</u>	<u>7,192,467</u>	<u>6,523,471</u>	<u>7,020,856</u>	<u>(171,611)</u>	-2.39%
Total Enterprise	\$19,749,667	\$17,008,975	\$24,492,455	\$20,340,796	\$25,807,500	\$1,315,045	5.37%
<b>SPECIAL REVENUE</b>							
Golf	\$1,309,485	\$1,146,509	\$1,277,273	\$1,366,180	\$1,269,562	(\$7,711)	-0.60%
Oak Hill Cemetery	232,668	211,299	236,394	239,164	238,416	2,022	0.86%
Hedberg Public Library	4,061,465	3,162,427	3,976,853	3,808,266	3,974,216	(2,637)	-0.07%
JATV Cable Public Access	118,882	114,469	154,900	166,870	189,500	34,600	22.34%
H&NS - Rental Assistance <sup>(3)</sup>	2,904,999	2,415,064	3,125,622	2,907,258	2,903,792	(221,830)	-7.10%
H&NS - State and Federal Grants <sup>(4)</sup>	2,202,529	1,497,621	2,113,381	2,061,601	2,836,124	722,743	34.20%
Industrial Waste	54,267	36,043	72,658	60,517	70,409	(2,249)	-3.10%
Sanitation	<u>7,391,812</u>	<u>6,188,577</u>	<u>7,830,839</u>	<u>7,482,263</u>	<u>7,687,501</u>	<u>(143,338)</u>	-1.83%
Total Special Revenue	\$18,276,107	\$14,772,009	\$18,787,920	\$18,092,119	\$19,169,520	\$381,600	2.03%
<b>INTERNAL SERVICE</b>							
Insurance	\$10,587,799	\$9,936,053	\$9,842,715	\$11,383,166	\$10,139,522	\$296,807	3.02%
Vehicle Operation & Mtce	<u>4,204,642</u>	<u>3,080,802</u>	<u>5,209,101</u>	<u>4,188,758</u>	<u>4,727,590</u>	<u>(481,511)</u>	-9.24%
Total Internal Service	\$14,792,441	\$13,016,855	\$15,051,816	\$15,571,924	\$14,867,112	(\$184,704)	-1.23%
<b>GRAND TOTAL-NON-GENERAL</b>	<u>\$52,818,215</u>	<u>\$44,797,839</u>	<u>\$58,332,191</u>	<u>\$54,004,839</u>	<u>\$59,844,132</u>	<u>\$1,511,941</u>	<u>2.59%</u>

<sup>(3)</sup> The 2013 Rental Assistance budget was reduced \$164,000 following the 2013 Federal sequestration order.

<sup>(4)</sup> The 2013 State and Federal Grants budget was increased \$61,988 and provides additional funding for owner occupied rehabilitation funding (\$53,988) and public service activities (\$8,000).



**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2013 BUDGET**

Description	2013 Adopted Budget
<b>GENERAL FUND</b>	
<b>GENERAL GOVERNMENT</b>	
<u>CITY ATTORNEY</u>	
* Books and Online Legal Research	\$10,600
<u>INFORMATION TECHNOLOGY</u>	
* Network Computers (44) (Various)	\$52,186
* PC's for Squad Cars (8) (Police)	31,112
* Servers (4) (Information Technonogy)	19,625
* Projector	2,600
Laptop to Record Council Meetings via Granicus Live Manager	2,502
* Replace Traffic Signal Management Software (MARCNS)	3,800
* Digital Cameras (11) (Police)	1,760
* Digital Cameras (1) (Engineering)	320
* Digital Cameras (1) (Tech Services)	160
* Digital Cameras (1) (Parks)	160
* Digital Cameras (2) (Assessors)	320
* Camcorder (1) (Public Works Operations)	<u>325</u>
	\$114,870
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>\$125,470</u></b>
<b>PUBLIC SAFETY</b>	
<u>POLICE DEPARTMENT</u>	
Animal Pickup Cargo Van	\$35,500
* Patrol Vehicle (8) Replacement	<u>204,000</u>
Total Police Department	\$239,500
<b>TOTAL PUBLIC SAFETY</b>	<b><u>\$239,500</u></b>
<b>PUBLIC WORKS</b>	
<u>PUBLIC BUILDINGS</u>	
Network Computer	\$2,500
<b>TOTAL PUBLIC WORKS</b>	<b><u>\$2,500</u></b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$367,470</u></b>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2013 BUDGET**

Description	2013 Adopted Budget
<b>ENTERPRISE FUNDS</b>	
<b><u>TRANSIT</u></b>	
<b><u>General Administration</u></b>	
* Transit Services Center - 2013 Federal Share to Complete Funding	\$1,740,000
* Replace coin sorters	9,600
* Purchase/Install Bus Stop Signs	7,200
* Replace Service-Utility Vehicle	60,000
* Radio System Upgrade to Meet Federal Narrowbanding Requirements Year 3	40,000
* Replace 4 Buses	1,280,000
* Purchase Capital Repair Parts	32,000
* Replace 3 Computers	<u>6,400</u>
<b>TOTAL TRANSIT</b>	<b><u>\$3,175,200</u></b>
<b><u>WATER UTILITY</u></b>	
<b><u>Funded by Revenues</u></b>	
* Replacement IT Equipment	\$7,110
* Meter Replacement	300,000
* Hydrant Replacement	30,000
* Garage Trench Drain Repair	\$20,000
* Excavation and Safety	<u>5,000</u>
<b>TOTAL WATER UTILITY</b>	<b>\$362,110</b>
<b><u>WASTEWATER UTILITY</u></b>	
<b><u>Funded by Revenues</u></b>	
* Laboratory Equipment	\$5,000
* Replacement IT Equipment	7,313
Phosphorous analyzer	20,000
Skid steer broom	<u>6,000</u>
<b>TOTAL WASTEWATER UTILITY</b>	<b>\$38,313</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b><u>\$3,575,623</u></b>
<b>SPECIAL REVENUE FUNDS</b>	
<b><u>SANITATION</u></b>	
* Replace rolloff container #8	<u>7,000</u>
<b>TOTAL SANITATION</b>	<b><u>\$7,000</u></b>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2013 BUDGET**

Description	2013 Adopted Budget
<b><u>JATV-12</u></b>	
* Broadcast and playback equipment	\$5,000
* Replace cameras, camera equipment, accessories	18,000
Furniture/Fixtures broadcast communication equipment	1,500
* Renovate JATV studio	<u>25,000</u>
<b>TOTAL JATV-12</b>	<b><u>\$49,500</u></b>
<b><u>HEDBERG PUBLIC LIBRARY</u></b>	
* Electronic Information Update	\$44,800
* Periodicals	27,000
* Audio/Visual	122,400
* Books	267,400
DVD Blu-Ray disc repair machine	<u>6,000</u>
<b>TOTAL HEDBERG LIBRARY</b>	<b><u>\$467,600</u></b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b><u>\$524,100</u></b>
<b>INTERNAL SERVICE FUNDS</b>	
<b><u>VOM</u></b>	
* Refuse Truck - Used	\$16,000
* Dump Truck - Tandem Axle	170,000
* Landfill Wheeled Loader	190,000
* Street Sweeper	175,000
* Hot Asphalt Patcher	132,000
* Street Painter - Self Propelled	130,000
* Plows, salt spreaders and other attachments	29,000
* Miscellaneous small equipment	35,000
* Landfill Scraper - Used	211,000
* Storm Sewer Vacuum Truck	237,000
* Landfill Roll-off Truck	<u>196,000</u>
<b>TOTAL VOM</b>	<b><u>\$1,521,000</u></b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b><u>\$1,521,000</u></b>
<b>TOTAL NON-GENERAL FUND</b>	<b><u>\$5,620,723</u></b>

<b>STAFFING TABLE</b> <b>2013 BUDGET</b>
---------------------------------------------

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<b><i>City Manager</i></b>	
City Manager	1
Executive Secretary	1
Intern City Manager PT	1
	<u>3</u>
<b><i>Community Information</i></b>	
Management Assistant	1
	<u>1</u>
<b><i>City Assessor</i></b>	
City Assessor	1
Property Appraiser II	1
Property Appraiser I	2
Property Assessment Clerk	2
	<u>6</u>
<b><i>City Attorney</i></b>	
City Attorney	1
Assistant City Attorney	1
Secretary	1
Customer Service Representative	1
	<u>4</u>
<b><i>Clerk-Treasurer</i></b>	
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)	1
	<u>8</u>
<b><i>Administrative Services &amp; Accounting</i></b>	
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)	1
	<u>10</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>Human Resources</b></i>	
Human Resources Director	1
Benefits & Risk Manager	1
Secretary	<u>1</u>
	<u>3</u>
<i><b>Information Technology</b></i>	
Information Technology Manager	1
Network Administrator	1
IT Specialist	1
IT Support Technician	1
Systems Analyst	<u>1</u>
	<u>5</u>
<i><b>Police Department</b></i>	
Chief of Police	1
Deputy Chief of Police	2
Lieutenant	4
Sergeant	11
Patrol Officer	63
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
Crime Prevention Specialist	0
Records Supervisor	1
Records Clerk	10
Records Clerk (part-time)	1
Community Services Specialist (part-time)	2
Limited Temporary CSO (part-time)	<u>2</u>
	<u>120</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<b><i>Fire Department</i></b>	
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>
<b><i>Public Works Administration</i></b>	
Director of Public Works/City Engineer	1
Management Analyst	<u>1</u>
	<u>2</u>
<b><i>Engineering</i></b>	
Engineering Manager	1
Assistant Engineering Manager	1
Civil Engineer	5
Support Staff	<u>8</u>
	<u>15</u>
<b><i>Dept. of Public Works -- Operations &amp; VOM</i></b>	
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>
<b><i>Leisure Services Administration</i></b>	
Administrative Aide	<u>1</u>
	<u>1</u>
<b><i>Recreation Department</i></b>	
Recreation Director	1
Recreation Coordinator	1
Ice Center Manager	1
Customer Service Representative	1
Program Assistant (part-time)	<u>1</u>
	<u>5</u>

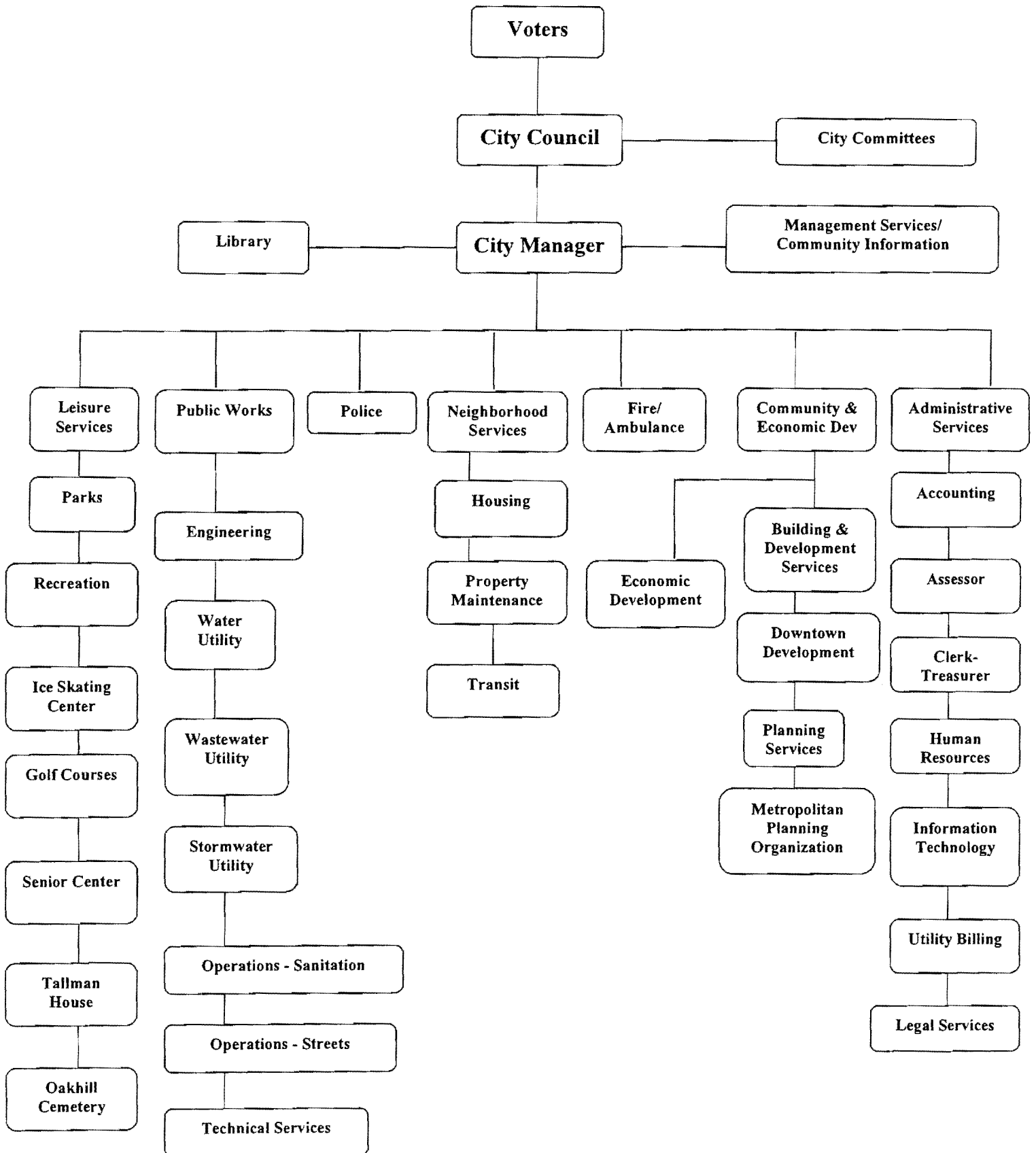
<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i>Senior Citizens Center</i>	
Recreation Coordinator	1
Recreation Programmer	<u>1</u>
	<u>2</u>
<i>Parks Department</i>	
Parks Director	1
Parks Assistant Director	1
Parks Foreman	3
Mechanic	1
Equipment Operator	1
Leadman I & II	10
Grounds Maintenance	<u>2</u>
	<u>19</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
GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>
<i>Property Maintenance</i>	
Neighborhood Development Specialist	1
Property Maintenance Specialist	<u>2</u>
	<u>3</u>
<i>Economic Development</i>	
Economic Development Director	<u>1</u>
	<u>1</u>
<i>Transit System</i>	
Transit Director	1
Assistant Transit Director (To be filled April 1)	1
Maintenance Supervisor	1
Transit Operations Supervisor	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	14
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	<u>1</u>
	<u>35</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>Wastewater Utility</b></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	<u>2</u>
	<u>18</u>
 <i><b>Water Utility</b></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)	<u>1</u>
	<u>24</u>
 <i><b>Oakhill Cemetery</b></i>	
Laborer I	1
Cemetery Caretaker	1
Customer Service Representative (part-time)	<u>1</u>
	<u>3</u>
 <i><b>Hedberg Library</b></i>	
Director	1
Department Heads	4
Business Manager	1
Operations Coordinator	1
Public Information Coordinator	1
Computer Systems Manager	1
Librarians	5
Librarians (part-time)	4
Support Staff	9
Support Staff (part-time)	45
Custodians	<u>2</u>
	<u>74</u>



<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>JATV-12</b></i>	
Director JATV Media Services	1
Production Assistant (part-time)	3
	<u>4</u>
<i><b>Neighborhood Services</b></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><b>Sanitation Fund</b></i>	
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>2</u> *
	<u>18</u>
* Will change to 7 when automated trash and recycling is implemented	
<i><b>Technical Services</b></i>	
Facilities Manager	1
Property Technician/Electrician	4
Equipment Operator	1
Maintenance (part-time)	<u>1</u>
	<u>7</u>
<b>TOTAL STAFF</b>	<b><u>534</u></b>

# CITY OF JANESVILLE Organizational Chart



<b>FULL-TIME EQUIVALENTS</b> <b>2013 BUDGET</b>
----------------------------------------------------

<u>GENERAL FUND</u>	<u>FTE's</u>
City Council	0.05
City Manager	2.34
Community Information	0.45
City Assessor	6.00
City Attorney	4.00
Clerk-Treasurer	7.90
Administrative Services & Accounting	4.73
Human Resources	2.05
Information Technology	2.25
Police Department	118.57
Fire Department	93.00
Public Works Administration	0.30
Engineering	5.30
Street Maintenance	4.37
Street Cleaning	0.19
Snow Removal	3.77
Weed Control	0.45
Public Buildings	1.65
Parking Facilities	0.51
Traffic Management	3.76
Leisure Services Administration	0.40
Recreation	19.36
Senior Citizen Center	2.47
Parks	14.34
Community Development	11.31
Property Maintenance	2.76
Economic Development	<u>1.05</u>
<b>TOTAL GENERAL FUND</b>	<b><u>313.33</u></b>

<b>FULL-TIME EQUIVALENTS</b> <b>2013 BUDGET</b>
----------------------------------------------------

<u><b>NON-GENERAL FUND</b></u>	<u><b>FTE's</b></u>
<i>Enterprise Funds</i>	
Transit System	34.29
Stormwater Utility	10.65
Wastewater Utility	28.99
Water Utility	25.98
<i>Special Revenue Funds</i>	
Oakhill Cemetery	3.91
Golf Course	0.10
Hedberg Public Library	48.13
JATV-12	3.20
Neighborhood Services:	
Section 8 (Rent Assistance)	2.84
State and Federal Grants	4.13
Police: Grants	1.85
Sanitation:	
Industrial Waste Disposal	0.19
Sanitation	23.80
<i>Internal Service Funds</i>	
Insurance Fund	0.90
Vehicle Operation & Maintenance (VOM)	12.33
<i>Other</i>	
Engineering Non-General Fund	<u>12.93</u>
 <b>TOTAL NON-GENERAL FUND</b>	 <b><u>214.22</u></b>

**DEPARTMENT: MANAGEMENT SERVICES**

**DIVISION: CITY COUNCIL**

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**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 reduction in present service levels and has a net decrease of \$5,942.

Contractual Services has a net decrease of \$6,000 primarily due to reduction in funding for the poverty initiative.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$2,712	\$2,648	\$2,693	\$2,683
Benefits	<u>780</u>	<u>682</u>	<u>689</u>	<u>705</u>
Subtotal	3,492	3,330	3,382	3,388
<b><u>CONTRACTUAL SERVICES</u></b>				
Professional Development	12,587	11,660	11,688	11,660
Auditing/Consulting	0	0	7	0
Other-Poverty Initiative	<u>128</u>	<u>6,000</u>	<u>1,948</u>	<u>0</u>
Subtotal	12,715	17,660	13,643	11,660
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	1,321	1,165	1,502	1,165
<b>GRAND TOTAL</b>	<b><u>\$17,527</u></b>	<b><u>\$22,155</u></b>	<b><u>\$18,527</u></b>	<b><u>\$16,213</u></b>
Full-Time Equivalent	0.05	0.05	0.05	0.05

**DEPARTMENT: MANAGEMENT SERVICES**

**DIVISION: CITY MANAGER**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES: (Hours)</b>				
Leadership and Management	2,517	2,517	2,517	2,517
Intern	1,099	1,040	1,040	1,040
Secretarial Support	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Total Hours	<u>4,916</u>	<u>4,857</u>	<u>4,857</u>	<u>4,857</u>

**POSITIONS:**

City Manager	1
Executive Secretary	1
Intern City Manager PT	<u>1</u>
	<u>3</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and decreases \$19,841.

Contractual Services has a net decrease of \$19,971 primarily due to Consulting fees for public safety and animal control studies, plus other operational efficiency studies (\$20,000).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$191,941	\$194,333	\$186,126	\$195,014
Benefits	56,356	49,920	49,479	50,644
Special Payments	<u>5,875</u>	<u>7,575</u>	<u>6,300</u>	<u>6,300</u>
Subtotal	254,172	251,828	241,905	251,958
<u>CONTRACTUAL SERVICES</u>				
Utilities	244	250	240	250
Postage	351	668	509	695
Professional Development	3,016	3,504	3,652	3,506
Auditing/Consulting	<u>0</u>	<u>40,000</u>	<u>11,766</u>	<u>20,000</u>
Subtotal	3,612	44,422	16,167	24,451
<u>SUPPLIES &amp; MATERIALS</u>	779	1,500	1,322	1,500
<b>GRAND TOTAL</b>	<u>\$258,563</u>	<u>\$297,750</u>	<u>\$259,395</u>	<u>\$277,909</u>
Full-Time Equivalent	2.34	2.34	2.34	2.34

**DEPARTMENT:       MANAGEMENT SERVICES**

**DIVISION:           COMMUNITY INFORMATION**

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**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 the use of survey and social media. This will provide information to help divisions improve services and programs.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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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 (#)

Coffeehouse Engagement Events	0	0	3	6
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Other (#)

Press Releases	100	100	100	100
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**POSITIONS:**

Management Assistant	<u>1</u>
	<u>1</u>



**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels, except for the *Park Place News*, which will no longer include a four page Fire Department annual report and increases by \$691.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$29,487	\$28,929	\$24,756	\$29,361
Benefits	<u>12,543</u>	<u>11,711</u>	<u>11,213</u>	<u>12,002</u>
Subtotal	42,030	40,640	35,969	41,363
<u>CONTRACTUAL SERVICES</u>				
Utilities	110	150	109	150
Postage	22	250	37	260
Professional Development	1,755	2,403	1,549	2,422
Other Contratual Services	7,787	14,912	12,259	14,851
Advertising	<u>120</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	9,794	17,715	13,953	17,683
<u>SUPPLIES &amp; MATERIALS</u>				
	541	1,100	436	1,100
<b>GRAND TOTAL</b>	<u>\$52,365</u>	<u>\$59,455</u>	<u>\$50,358</u>	<u>\$60,146</u>
Full-Time Equivalent	0.45	0.45	0.45	0.45

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: ASSESSOR**

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**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

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
Real Estate (Parcels)	24,001	24,025	23,997	24,000
Mobile Home (Units)	459	450	463	460
<u>Personal Property Accounts (#)</u>	1,833	1,800	1,821	1,800
<u>New Construction, Permits, Sale Reviews</u>	2,005	2,500	2,100	2,100
<u>Property Transfers &amp; Split Merges</u>	2,018	1,800	1,900	2,000
<u>Aggregate Assessment Ratio</u>	97.4%	105.0%	99.9%	100.0%

**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 2012 service levels and decreases \$20,001.

Personal Services has a net decrease of \$17,821 resulting primarily from the anticipation that a vacated property appraiser position will be filled at the minimum starting salary and the removal of overtime.

Contractual Services has a net decrease of \$2,180 primarily due to reductions in Postage (\$2,100) as a result of changes to business practices.

No capital outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$364,544	\$340,025	\$295,722	\$337,251
Overtime	32,917	15,000	3,748	0
Benefits	<u>168,194</u>	<u>151,043</u>	<u>126,277</u>	<u>150,996</u>
Subtotal	565,654	506,068	425,747	488,247
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	858	850	843	850
Postage	14,538	7,200	3,467	5,100
Professional Development	3,276	8,060	5,846	7,980
Audit & Consulting	84,010	20,500	29,520	20,500
Printing	2,490	750	1,276	750
Vehicle Oper/Maintenance	<u>14,400</u>	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
Subtotal	119,571	48,160	51,752	45,980
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	4,442	5,000	3,605	5,000
<b>GRAND TOTAL</b>	<b><u>\$689,668</u></b>	<b><u>\$559,228</u></b>	<b><u>\$481,105</u></b>	<b><u>\$539,227</u></b>
<b>Full-Time Equivalent</b>	<b>7.06</b>	<b>6.00</b>	<b>5.33</b>	<b>6.00</b>

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: CITY ATTORNEY**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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**ACTIVITIES: (Hours)**

Litigation

Ordinance Violations	4,166	4,160	4,180	4,180
Code Prosecutions	740	550	740	530
Collections	110	150	110	180
Worthless Checks	228	230	222	200
Other	<u>36</u>	<u>190</u>	<u>28</u>	<u>190</u>
Subtotal	5,280	5,280	5,280	5,280

Advisory

2,800      2,800      2,800      2,800

Labor Relations

240      240      240      240

Total

8,320      8,320      8,320      8,320

**ACTIVITIES: (Actions)**

Litigation

Ordinance Violations	12,800	12,500	12,600	11,000
Code Prosecutions	27	30	32	30
Collections	29	30	30	30
Worthless Checks	296	400	350	340
Other	<u>18</u>	<u>20</u>	<u>20</u>	<u>20</u>
Total	<u>13,170</u>	<u>12,980</u>	<u>13,032</u>	<u>11,420</u>

**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.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$261,584	\$267,634	\$260,134	\$271,718
Benefits	<u>108,702</u>	<u>105,281</u>	<u>105,348</u>	<u>105,936</u>
Subtotal	370,286	372,915	365,482	377,654
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	705	650	694	650
Postage	1,097	1,300	1,172	1,355
Professional Development	3,603	4,597	3,615	4,597
Auditing & Consulting	3,365	18,000	28,878	18,000
Summons & Subpoenas	<u>3,129</u>	<u>8,000</u>	<u>1,308</u>	<u>8,000</u>
Subtotal	11,899	32,547	35,666	32,602
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	2,463	1,700	2,855	1,700
<b><u>CAPITAL OUTLAY</u></b>				
	<u>23,118</u>	<u>10,600</u>	<u>13,797</u>	<u>10,600</u>
<b><u>GRAND TOTAL</u></b>				
	<u>\$407,766</u>	<u>\$417,762</u>	<u>\$417,801</u>	<u>\$422,556</u>
Full-Time Equivalent	4.00	4.00	4.00	4.00
Revenue	\$369,001	\$370,000	\$375,332	\$375,000

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: CLERK-TREASURER**

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**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.

**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>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Treasury</u>				
Receipts (Transactions)	28,830	26,000	27,000	27,000
Vendor Checks Processed (#)	7,454	7,000	7,000	7,000
Special Assessments (Items)	5,946	6,500	6,000	5,000
<u>Clerk</u>				
Minutes	36	40	37	40
Legal Notices	95	150	111	150
Ordinances/Resolutions	135	125	96	125
Licenses Processed	8,214	7,700	7,552	8,145
<u>Elections</u>				
Elections (#)	2	4	6	2
Registered Voters (#)	35,150	36,700	37,000	37,000
Votes Cast (#)	17,052	55,000	102,000	15,000

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**ELEMENT COST:**

ClerkTreasurer	\$503,806	\$510,711	\$464,458	\$534,618
Elections	<u>62,430</u>	<u>111,700</u>	<u>188,813</u>	<u>68,414</u>
Total	<u>\$566,235</u>	<u>\$622,411</u>	<u>\$653,271</u>	<u>\$603,032</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and has a net decrease of \$22,563. This is a result of budgeting 4 elections in 2012 and 2 elections in 2013 (\$43,286).

Personal Services includes a reallocation of staff wages and benefits from the special assessment fund to the Clerk-Treasurer's budget to better reflect where their time is spent (\$13,016). The General Fund subsidy to the Special Assessment Fund was reduced by the same amount.

Contractual services have a net increase of \$10,360 primarily because of an increase in ambulance billing services (\$11,700).

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$296,307	\$346,728	\$390,607	\$328,046
Benefits	<u>105,542</u>	<u>103,227</u>	<u>96,578</u>	<u>96,037</u>
Subtotal	401,848	449,955	487,185	424,083
<u>CONTRACTUAL SERVICES</u>				
Utilities	1,128	1,150	1,109	1,150
Postage	20,219	26,050	25,670	22,850
Professional Development	2,843	3,800	1,880	3,720
Auditing/Consulting	500	2,000	0	1,000
Insurance	210	420	210	420
Other Contractual Services	114,102	111,300	107,172	125,940
Vehicle & Equipment	<u>6,418</u>	<u>6,600</u>	<u>0</u>	<u>6,600</u>
Subtotal	145,420	151,320	136,041	161,680
<u>SUPPLIES &amp; MATERIALS</u>	18,967	21,136	30,045	17,269
GRAND TOTAL	<u>\$566,235</u>	<u>\$622,411</u>	<u>\$653,271</u>	<u>\$603,032</u>
Full-Time Equivalent	7.25	10.00	12.50	7.90



**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: ADMINISTRATIVE SERVICES & ACCOUNTING**

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**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.

**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 increases \$22,563.

Personal Services includes a reallocation of staff wages and benefits from the Special Assessment Fund to better reflect where their time is spent (\$23,934). The General Fund subsidy to the Special Assessment Fund was reduced by the same amount.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$295,207	\$275,346	\$285,930	\$306,125
Benefits	105,055	96,534	88,015	89,768
Miscellaneous Benefits	<u>1,283</u>	<u>1,400</u>	<u>1,400</u>	<u>0</u>
Subtotal	401,545	373,280	375,345	395,893
<u>CONTRACTUAL SERVICES</u>				
Utilities	934	1,000	917	1,000
Postage	508	550	315	550
Professional Development	2,441	7,615	4,948	7,565
Auditing/Consulting	<u>24,312</u>	<u>30,460</u>	<u>31,531</u>	<u>30,460</u>
Subtotal	28,195	39,625	37,711	39,575
<u>SUPPLIES &amp; MATERIALS</u>	5,061	5,700	5,801	5,700
<b>GRAND TOTAL</b>	<u>\$434,801</u>	<u>\$418,605</u>	<u>\$418,857</u>	<u>\$441,168</u>
<u>Full-Time Equivalent</u>	4.73	4.47	4.47	4.73

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: HUMAN RESOURCES**

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**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.

	2011	2012	2012	2013
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

<u>Human Resource Dev. (Hours)</u>	3,196	3,196	3,196	3,196
Training Programs (#)	38	40	31	43
Safety Training Programs (#)	18	18	16	16
Significant Health Plan Problems Addressed (#)	12	12	20	30
<u>Recruitment &amp; Selection (Hours)</u>	1,110	1,110	1,110	1,110
Job Applications Received (#)	882	900	1,128	1,110
Recruitments (#)	13	15	16	15
<u>Collective Bargaining (Hours)</u>	1,934	1,934	1,934	1,934
Grievances Filed Step 4 (#)	3	3	12	3
Contracts Under Negotiation (#)	4	4	4	3

**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 increases \$4,360 primarily because of change in auditing and consulting for outside legal expenses (\$1,775).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$159,313	\$156,867	\$161,834	\$158,155
Benefits	<u>58,277</u>	<u>34,823</u>	<u>35,047</u>	<u>36,130</u>
Subtotal	217,589	191,690	196,881	194,285
<u>CONTRACTUAL SERVICES</u>				
Utilities	568	600	559	600
Postage	262	425	442	375
Professional Development	1,096	1,725	1,198	1,765
Audit & Consulting	2,008	9,825	2,687	11,600
Employee Development	<u>23,477</u>	<u>10,875</u>	<u>13,503</u>	<u>10,875</u>
Subtotal	27,413	23,450	18,390	25,215
<u>SUPPLIES &amp; MATERIALS</u>	2,003	2,000	937	2,000
<b>GRAND TOTAL</b>	<u>\$247,005</u>	<u>\$217,140</u>	<u>\$216,208</u>	<u>\$221,500</u>
<u>Full-Time Equivalent</u>	2.05	2.05	2.05	2.05

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: INFORMATION TECHNOLOGY**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
Servers Maintained	28	32	34	32
Network Computers	242	250	250	273
Physical Locations Supported	20	20	23	23
Number of Users	430	495	497	500
Storage Used (in Gigabytes)	4,100	6,700	8,200	11,000

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**ELEMENT COST:**

Information Technology	<u>\$620,918</u>	<u>\$747,712</u>	<u>\$678,550</u>	<u>\$723,180</u>
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**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 decreases \$24,532.

Contractual Services has a net decrease of \$29,121, primarily due to decommissioning the AS/400 and related ERP software (\$49,421) and shifting recreation software to a hosted service (\$3,700). These decreases are partially offset by an increase in software maintenance costs (\$13,384), additional software licenses for the new ERP (\$5,685), irrigation system maintenance for Blackhawk Golf course (\$2,100), improvements to web services (\$2,300) and communication services (\$2,500).

Capital Outlay includes replacement of computer equipment and one new laptop computer for indexing streaming videos.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$167,866	\$166,201	\$164,721	\$166,049
Benefits	<u>54,919</u>	<u>54,025</u>	<u>53,363</u>	<u>54,681</u>
Subtotal	222,786	220,226	218,084	220,730
<b>CONTRACTUAL SERVICES</b>				
Utilities	1,518	1,900	1,495	1,900
Postage	63	105	73	105
Professional Development	3,843	7,140	2,842	9,790
Auditing/Consulting	1,969	4,700	1,500	4,700
Computer Maintenance	305,686	398,706	353,617	366,935
Vehical & Equipment	<u>0</u>	<u>400</u>	<u>0</u>	<u>400</u>
Subtotal	313,078	412,951	359,527	383,830
<b>SUPPLIES &amp; MATERIALS</b>				
	1,944	3,100	1,019	3,100
<b>CAPITAL OUTLAY</b>				
	<u>83,110</u>	<u>111,435</u>	<u>99,921</u>	<u>115,520</u>
<b>GRAND TOTAL</b>				
	<u>\$620,919</u>	<u>\$747,712</u>	<u>\$678,550</u>	<u>\$723,180</u>
Full-Time Equivalent	2.25	2.25	2.25	2.25

**DEPARTMENT: PUBLIC SAFETY**

**DIVISION: POLICE**

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**MISSION STATEMENT:**

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

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

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

**VISION STATEMENT:**

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

**VALUE STATEMENT/GUIDING PRINCIPLES:**

Team members of the Janesville Police Department value:

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

**Service with pride, honor, courage, and respect**

**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.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Police Management	\$615,719	\$604,847	\$614,761	\$603,370
Patrol Services	8,354,708	8,739,695	8,599,588	8,752,496
Investigative Services	2,579,303	2,663,266	2,633,789	2,614,800
Support Services	<u>945,297</u>	<u>975,666</u>	<u>975,414</u>	<u>885,238</u>
Total	<u>\$12,495,027</u>	<u>\$12,983,474</u>	<u>\$12,823,552</u>	<u>\$12,855,904</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Patrol (#)</u>				
Officer Activity	66,762	66,000	70,000	70,000
Traffic Citations	10,848	12,000	12,000	12,000
Traffic Accidents	1,385	1,400	1,275	1,300
Crossing Guard Locations	19.0	18.0	17.0	17.0
<u>Investigative (#)</u>				
Violent Crime Incidents	169	160	170	170
Cleared with an Arrest (%)	65.0%	60.0%	60.0%	60.0%
Property Crime Incidents	2,412	2,500	2,400	2,400
Cleared with an Arrest (%)	28.0%	25.0%	25.0%	25.0%
Fingerprints Taken	1,811	1,700	1,800	1,800
Prisoners Processed	1,811	1,700	1,800	1,800
<u>Support (#)</u>				
Reports Processed	19,398	26,000	20,000	20,000
Records Requested	3,700	5,000	4,700	5,000
Parking Tickets Processed	2,823	3,500	2,900	3,000
License Applicants Processed	260	350	300	300
<u>FTE</u>				
<u>General Fund</u>				
Management	5.00	5.00	5.00	5.00
Patrol	77.50	76.50	76.50	76.50
Investigative	24.15	23.15	23.15	23.15
Support	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>10.50</u>
Subtotal	117.65	115.65	115.65	115.15
<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>117.50</u>	<u>117.50</u>	<u>117.00</u>



**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	Crime Prevention Specialist	0
Sergeant	11	Records Supervisor	1
Patrol Officer	63	Records Clerk	10
Detective	7	Records Clerk (part-time)	1
Street Crimes Unit	6	Community Services Specialist (part-time)	2
Police School Liaison Officer	2	Limited Temporary CSO (part-time)	2
School Resource Officer	3		18
Identification Officer	2		
Court Officer	1		
	102	Total Sworn and Non-Sworn	<u>120</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a decrease in service levels and has a net decrease of \$127,570.

Personal Services has a net decrease of \$134,287 primarily due to officer contributions to WRS retirement expense (\$319,715), reductions in retiree health insurance (\$72,970), the reduction of an additional sworn patrol officer position (\$62,565), the reclassification of uniform expense from Personal Services to Contractual Services (\$19,285), and the reduction of one part time records clerk (\$16,503). These reductions are partially offset by the addition of two part time community services specialist positions to perform animal pick-up (\$37,449), wage and step increases for officers (\$269,838), and health insurance increases due to changes from single to family coverage (\$54,460).

Contractual Services has a net decrease of \$31,653 primarily due to replacing animal pickup by the Humane Society with two part time community services specialists (\$70,000). A portion of this decrease is offset by the reclassification of uniform expenses from Personal Services to Contractual Services (\$19,285), increases for Vehicle Operation and Maintenance (\$15,713), training for the two part time community services specialists (\$2,000)

Supplies and Materials increase \$15,600 due to increase costs for department ammunition, vehicle towing and K9 expenses.

Capital Outlay includes the replacement of eight (7) police vehicles (\$180,000) and the addition of one animal pickup cargo van (\$35,500).

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$6,742,311	\$7,110,000	\$6,939,300	\$7,335,340
Overtime	235,429	278,297	321,169	283,700
Benefits	4,096,557	4,180,743	4,110,780	3,827,380
Miscellaneous Benefits	<u>183,681</u>	<u>163,447</u>	<u>152,212</u>	<u>151,780</u>
Subtotal	11,257,978	11,732,487	11,523,460	11,598,200
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	35,385	51,685	46,233	52,720
Postage	4,638	7,600	5,649	6,000
Professional Development	41,403	37,383	53,761	40,602
Insurance	188,574	190,997	190,997	192,000
Care of Prisoners/Care of Animals	225,238	226,000	202,046	156,000
Uniform and Tool Expense	26,762	30,000	33,997	50,500
Computer Maintenance	3,153	2,520	2,485	1,200
Other Contractual Services	28,023	26,050	32,434	26,600
Vehicle & Equipment	<u>413,594</u>	<u>424,462</u>	<u>429,860</u>	<u>439,692</u>
Subtotal	966,769	996,697	997,463	965,314
<b><u>SUPPLIES &amp; MATERIALS</u></b>	84,211	61,290	79,900	76,890
<b><u>CAPITAL OUTLAY</u></b>	<u>186,069</u>	<u>193,000</u>	<u>222,729</u>	<u>215,500</u>
<b>GRAND TOTAL</b>	<u>\$12,495,027</u>	<u>\$12,983,474</u>	<u>\$12,823,552</u>	<u>\$12,855,904</u>
Full-Time Equivalent	117.65	115.65	115.15	118.57
Revenues	\$44,478	\$38,000	\$43,442	\$38,000

**DEPARTMENT: PUBLIC SAFETY**

**DIVISION: FIRE**

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**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 2013, an estimated 3,940 emergency responses for engine alarms and 5,800 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 5,445 fire and tank inspections will be made in 2013. 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.

**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>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Suppression</u>				
Responses (#)				
Emergency	3,115	3,125	3,205	3,250
Non-Emergency	633	600	670	690
Total	<u>3,748</u>	<u>3,725</u>	<u>3,875</u>	<u>3,940</u>
<u>EMS</u>				
Responses (#)				
Less Engine Assisted	(347)	(430)	(410)	(400)
Total	<u>5,589</u>	<u>5,220</u>	<u>5,690</u>	<u>5,800</u>
<u>Fire Prevention</u>				
Inspections (#)				
General	4,350	5,300	4,000	4,000
Construction*	270	250	245	250
Compliance	778	650	650	665
Special Request	16	20	25	25
Tanks	310	230	315	250
Occupancy	<u>254</u>	<u>250</u>	<u>250</u>	<u>255</u>
Total	<u>5,978</u>	<u>6,700</u>	<u>5,485</u>	<u>5,445</u>
<i>*Construction includes Alarm, Sprinkler and Plan Reviews</i>				
<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>3.50</u>	<u>3.00</u>	<u>3.00</u>	<u>3.25</u>
Total FTE	<u>93.25</u>	<u>92.75</u>	<u>92.75</u>	<u>93.00</u>
	2011 Actual	2012 Budget	2012 Actual	2013 Budget

**ELEMENT COST:**

Suppression	\$6,334,420	\$6,411,022	\$6,528,718	\$6,194,943
EMS	2,781,272	2,882,564	2,804,366	2,894,234
Prevention	475,183	475,185	475,083	476,801
Administration	<u>590,557</u>	<u>648,423</u>	<u>577,982</u>	<u>650,787</u>
Total	<u>\$10,181,432</u>	<u>\$10,417,194</u>	<u>\$10,386,149</u>	<u>\$10,216,765</u>

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**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and has as net decrease of \$200,429. This funds the authorized staff of the department, including the replacement of the vacant Deputy Fire Chief position beginning October 1<sup>st</sup>, and continues present service levels.

Personal Services has a net increase of \$382,028 over the 2012 originally adopted budget. A 2012 budget amendment increased the overtime budget \$148,000. Budget increases are primarily due to the accounting change for rural fire services (\$514,434), Overtime to more accurately reflect overtime history (\$138,310), wage increases (\$127,132), and filling the vacant Deputy Chief Position, which was not budgeted in 2012, on October 1, 2013 (\$30,972). These increases are offset employee contributions to WRS retirement expense (\$372,155) and Clothing and Tool allowance account being transferred from Personal Services to Contractual Services (\$60,201).

Contractual Services have a net increase of \$90,771 primarily due to the reallocation of Clothing and Tool Allowance from Personal Services (\$60,201) and the change in the accounting for rural fire services (\$25,503).

Supplies and Materials increase \$19,153 primarily due to EMS Disposable supplies (\$14,447) and the change in the accounting for rural fire services (\$4,444).

Rural Fire Offset is a credit of \$544,381. The Rural Fire credit offsets the increases described above. It is presentation change of the Township Fire Protection.

**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 2013 is \$544,381. This is a decrease of \$14,413 from 2012.

**FIRE DEPARTMENT VEHICLE REPLACEMENT:**

Funding for replacement vehicles is included in the Major Capital Projects budget. Two vehicles were considered for replacement in 2012. They include a 1997 105' Aerial Quint and a 1991 Specialized Rescue Vehicle. The 2012 note issue includes \$650,000 for Fire Department vehicles, which is one-half of the funding needed for the replacement of the 1997 105' Aerial Quint. It is anticipated that the replacement vehicle will not be completed until later in 2013. The second portion of the funding will be proposed for the 2013 note issue. Also included in the 2013 note issue will be the replacement of a 2002 MedTec Ambulance. The 1991 Specialized Rescue Vehicle has been reevaluated and deferred until 2014.

**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 total estimated fund balance available in 2013 is \$81,408. In 2013, the department is considering the purchase of medication safes for the safe storage and accountability of narcotics. The department is also investigating the purchase of refrigerators for the ambulances to properly maintain certain medications and to prepare for cooling patients to enhance care in cardiac arrest patients. The funding for these expenses will come from this account.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
EMS	\$1,501,418	\$1,430,000	\$1,494,685	\$1,500,000
Inspections	155,901	155,000	161,164	155,000
Other	<u>42,155</u>	<u>35,000</u>	<u>28,988</u>	<u>35,000</u>
Total	<u>\$1,699,474</u>	<u>\$1,620,000</u>	<u>\$1,684,837</u>	<u>\$1,690,000</u>
<b>REQUIRED RESOURCES</b>				
	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$5,696,429	\$5,854,256	\$5,684,505	\$6,196,926
Overtime	398,940	370,660	511,248	364,507
Benefits	3,294,082	3,330,086	3,399,287	3,285,019
Miscellaneous Benefits	<u>42,557</u>	<u>61,622</u>	<u>43,155</u>	<u>4,200</u>
Subtotal	9,432,008	9,616,624	9,638,196	9,850,652
<u>CONTRACTUAL SERVICES</u>				
Utilities	72,828	88,270	71,242	80,870
Postage	2,605	2,110	2,048	2,200
Professional Development	22,904	50,766	32,375	52,809
Building Expense	35,404	39,000	31,553	39,000
Insurance	190,739	200,328	199,273	216,970
Uniform and Tool Expense	4,630	5,500	4,250	88,301
Other Contractual Services	21,775	22,600	22,034	0
Recruiting Expense	6,316	6,532	152	6,900
Vehicle & Equipment	<u>311,975</u>	<u>259,797</u>	<u>253,077</u>	<u>278,624</u>
Subtotal	669,176	674,903	616,004	765,674
<u>SUPPLIES &amp; MATERIALS</u>	80,247	125,667	127,289	144,820
<u>CAPITAL OUTLAY</u>	0	0	4,660	0
GRAND TOTAL	<u>\$10,181,432</u>	<u>\$10,417,194</u>	<u>\$10,386,149</u>	<u>\$10,761,146</u>
<u>RURAL FIRE OFFSET</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$544,381)</u>
NET TOTAL	<u>\$10,181,432</u>	<u>\$10,417,194</u>	<u>\$10,386,149</u>	<u>\$10,216,765</u>
Full-Time Equivalent	92.75	92.75	92.75	93.00

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: ADMINISTRATION**

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**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 2012 included:

1. River Street Reconstruction Project Design.
2. STH 26 Reconstruction Project coordination.
3. Commence Design of Jackson Street Bridge reconstruction.
4. Planning of Main Street Rehabilitation Project to include resurfacing and streetscape.
5. I39/90 Widening Design Coordination
6. Automated Solid Waste Planning
7. Utility Managers(2) Recruitment
8. Sidewalk Task Force Support
9. CNG Biofuel Facility WWTP

Special projects planned in 2013 include:

1. River Street Reconstruction
2. Design of Jackson Street Bridge reconstruction.
3. Main Street Rehabilitation Design
4. I39/90 Racine St Interchange construction
5. I39/90 Widening Design Coordination
6. Sidewalk Task Force Support
7. Parking Plaza Replacement Planning

**ELEMENT (Hours):**

General Administration

Total

2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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770

728

707

624

770

728

707

624

2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**ELEMENT COST:**

General Administration	<u>\$40,025</u>	<u>\$41,379</u>	<u>\$35,756</u>	<u>\$41,347</u>
Total	<u>\$40,025</u>	<u>\$41,379</u>	<u>\$35,756</u>	<u>\$41,347</u>

**POSITIONS:**

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

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$25,164	\$25,159	\$24,475	\$25,881
Benefits	6,383	7,608	6,453	6,854
Overtime	259	0	0	0
Miscellaneous Benefits	<u>265</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	32,070	32,767	30,928	32,735
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	392	400	387	400
Professional Development	<u>7,265</u>	<u>7,262</u>	<u>2,738</u>	<u>7,262</u>
Subtotal	7,657	7,662	3,125	7,662
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	156	950	1,703	950
<b><u>CAPITAL OUTLAY</u></b>				
	<u>141</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<u>\$40,025</u>	<u>\$41,379</u>	<u>\$35,756</u>	<u>\$41,347</u>
Full-Time Equivalent	0.37	0.35	0.34	0.30



**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 14 miles of the system annually to maintain street ratings of "fair" or better. Recent financial trends have allowed for rehabilitation of approximately 5 miles of streets per year. 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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES (Hours):</b>				
Administration	2,429	1,872	2,139	2,139
Transportation	1,245	1,288	1,268	1,268
Public Service	2,109	1,712	1,901	1,901
Public Works Programs	725	852	791	791
Street Rehabilitation	2,107	2,191	2,151	2,151
Special Projects	<u>1,935</u>	<u>2,638</u>	<u>2,302</u>	<u>2,302</u>
Total	<u>10,552</u>	<u>10,552</u>	<u>10,552</u>	<u>10,552</u>

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Administration	\$114,548	\$96,375	\$112,662	\$112,460
Transportation	58,721	66,294	66,775	66,655
Public Service	99,422	88,102	100,164	99,984
Public Works Programs	34,220	43,831	41,690	41,615
Street Rehabilitation	99,366	112,755	113,301	113,099
Special Projects	<u>91,231</u>	<u>135,784</u>	<u>121,257</u>	<u>121,040</u>
Total	<u>\$497,508</u>	<u>\$543,141</u>	<u>\$555,849</u>	<u>\$554,852</u>

**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 increase of \$11,711 primarily due to one employee returning to our health insurance benefit. All Engineering charges covered by the General Fund are included.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$326,576	\$385,396	\$390,694	\$380,061
Overtime	1,781	2,000	643	2,000
Benefits	128,144	111,915	128,999	128,923
Miscellaneous Benefits	<u>5,082</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	461,583	499,311	520,336	510,984
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	3,901	4,500	3,918	4,500
Postage	2,013	2,625	2,531	2,625
Professional Development	10,437	15,525	9,781	15,525
Audit & Consulting	5,873	7,500	3,410	7,500
Vehicle & Equipment	<u>1,817</u>	<u>4,480</u>	<u>8,058</u>	<u>4,518</u>
Subtotal	24,040	34,630	27,699	34,668
<b><u>SUPPLIES &amp; MATERIALS</u></b>	11,885	9,200	7,815	9,200
<b><u>GRAND TOTAL</u></b>	\$497,508	\$543,141	\$555,849	\$554,852
<b>Total Full-Time Equivalent</b>	<b>5.07</b>	<b>5.07</b>	<b>5.07</b>	<b>5.30</b>

**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**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Concrete/Bituminous Street Maintenance</u>				
Patch Filling (Tons)	450	500	400	500
Crack Sealing (Lane Miles)	7.00	7.30	7.30	7.00
<u>Curb/Gutter/Sidewalk</u>				
Repairs (#)	2.0	1.0	1.0	1.0
<u>Resurfacing/Reconstruction (Miles)</u>				
Breaking/Rubbelizing	0.8	0.2	0.3	0.3
Milling/Resurfacing	4.4	3.7	3.8	3.9
Reconstruction	1.1	2.0	1.2	0.5
<u>Railroad Crossings</u>				
Replacements (#)	0.0	0.0	0.0	1.0
<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:**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Concrete Streets	\$67,143	\$82,482	\$97,285	\$107,600
Bituminous Streets	218,827	212,651	146,659	198,966
Curb/Gutter/Sidewalk	2,528	1,686	2,891	1,044
Resurfacing/Reconstruction	401,791	361,709	368,501	462,704
Bridge Maintenance	7,475	21,121	19,204	20,503
Railroad Crossings	109	0	0	0
Shoulder Maintenance	10,507	13,210	18,146	16,856
Gravel Streets	10,479	9,927	14,559	10,770
Median Mowing	<u>52,255</u>	<u>46,810</u>	<u>63,217</u>	<u>47,096</u>
Total	\$771,114	\$749,596	\$730,462	\$865,539

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget increases by \$115,943, primarily reflecting an increase of .24 miles of street to be resurfaced (\$112,440).

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

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$162,115	\$306,994	\$163,468	\$215,285
Overtime	2,542	0	3,045	3,400
Benefits	<u>110,335</u>	<u>5,486</u>	<u>82,243</u>	<u>95,598</u>
Subtotal	274,993	312,480	248,755	314,283
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	137	0	222	0
Other Contractual Services	341,288	271,216	356,233	383,656
Vehicle & Equipment	<u>88,431</u>	<u>94,900</u>	<u>84,824</u>	<u>96,600</u>
Subtotal	429,856	366,116	441,279	480,256
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	66,265	71,000	40,428	71,000
<b>GRAND TOTAL</b>				
	<u>\$771,114</u>	<u>\$749,596</u>	<u>\$730,462</u>	<u>\$865,539</u>
Full-Time Equivalent	3.88	3.88	3.88	4.37

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: OPERATIONS**

**PROGRAM: STREET CLEANING**

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**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.

	2011	2012	2012	2013
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Roadside Pickup

Number of Responses	125	125	125	125
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Storm Damage Clean-up

Storms (#)	6	6	6	6
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	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**ELEMENT COST:**

Roadside Pickup	\$9,989	\$5,356	\$9,915	\$3,557
Emergency Clean-up	1,565	4,627	2,214	779
Tree Removal	43,346	18,520	18,306	30,688
Erosion Clean-up	86	<u>3,701</u>	<u>2,511</u>	<u>700</u>
Total	<u>\$54,986</u>	<u>\$32,204</u>	<u>\$32,946</u>	<u>\$35,724</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and increases \$3,520 due primarily to increases in VOM equipment rental rates (\$5,100).

No Capital Outlay is proposed.



**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Hourly Wages	\$16,531	\$20,954	\$13,896	\$9,357
Overtime	\$4,356	\$0	\$1,982	\$5,200
Benefits	<u>\$13,681</u>	<u>\$0</u>	<u>\$8,312</u>	<u>\$4,817</u>
Subtotal	34,568	20,954	24,189	19,374
<u>CONTRACTUAL SERVICES</u>				
Vehicle & Equipment	<u>19,760</u>	<u>10,700</u>	<u>7,634</u>	<u>15,800</u>
Subtotal	19,760	10,700	7,634	15,800
<u>SUPPLIES &amp; MATERIALS</u>	658	550	1,123	550
GRAND TOTAL	<u>\$54,986</u>	<u>\$32,204</u>	<u>\$32,946</u>	<u>\$35,724</u>
Full-Time Equivalent	0.28	0.14	0.28	0.19

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: OPERATIONS**

**PROGRAM: SNOW REMOVAL**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
Snow Plowing Operations (#)				
# of Operations (partial events counted 1/2)	4.0	7.0	7.0	7.0
Chemical Spreading Operations (#)				
# of Operations (partial events counted 1/2)	19.0	26.0	24.0	26.0
Downtown Snow Removal Operations (#)	2	3	1	3
Salt (Tons Used)	4,021	4,000	3,900	4,000
Inches of Snow	32.11	36.00	34.00	36.00

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Snow Plowing	\$403,039	\$484,844	\$394,820	\$502,794
Chemical Spreading	468,305	548,410	421,415	549,030
Snow Removal	67,060	60,015	37,729	71,362
Sidewalk Shoveling	<u>72,505</u>	<u>73,099</u>	<u>68,894</u>	<u>83,364</u>
Total	<u>\$1,010,908</u>	<u>\$1,166,368</u>	<u>\$922,859</u>	<u>\$1,206,550</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels and increases \$40,182.

Personal Services has a net decrease of \$14,058 primarily the result of the change in DPW employee contributions towards Wisconsin Retirement System (\$15,734).

Contractual Services increases \$53,800 due to increases in vehicle operation and maintenance expenses, primarily fuel cost.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$125,632	\$404,487	\$125,526	\$202,178
Overtime	80,397	0	84,280	94,100
Benefits	<u>107,764</u>	<u>8,381</u>	<u>86,491</u>	<u>102,532</u>
Subtotal	313,793	412,868	296,297	398,810
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	325	400	487	400
Audit & Consulting	1,000	1,500	1,000	1,500
Other Contractual Services	500	0	600	0
Vehicle & Equipment	<u>431,691</u>	<u>493,000</u>	<u>388,663</u>	<u>546,800</u>
Subtotal	433,516	494,900	390,750	548,700
<b><u>SUPPLIES &amp; MATERIALS</u></b>	263,599	258,600	235,812	259,040
<b>GRAND TOTAL</b>	<b><u>\$1,010,908</u></b>	<b><u>\$1,166,368</u></b>	<b><u>\$922,859</u></b>	<b><u>\$1,206,550</u></b>
Full-Time Equivalent	5.05	5.44	5.05	3.77

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 and in areas where weeds have grown in the curb line or along street medians.

	2011	2012	2012	2013
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Weed Cutting (Acres)	88	88	88	88
Streets Sprayed (Lane Miles)	0	100	100	100

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels.

**REQUIRED RESOURCES**

	2011	2012	2012	2013
	Actual	Budget	Actual	Budget
<b>PERSONAL SERVICES</b>				
Wages	\$16,101	\$26,679	\$18,412	\$19,233
Overtime	\$0	\$0	\$25	\$200
Benefits	<u>11,415</u>	<u>392</u>	<u>9,829</u>	<u>6,632</u>
Subtotal	27,516	27,071	28,266	26,065
<b>CONTRACTUAL SERVICES</b>				
Other Contractual Service	2,290	2,250	2,723	2,250
Vehicle & Equipment	<u>19,462</u>	<u>18,080</u>	<u>17,635</u>	<u>19,500</u>
Subtotal	21,752	20,330	20,358	21,750
<b>SUPPLIES &amp; MATERIALS</b>				
	1,865	1,475	1,292	1,475
<b>GRAND TOTAL</b>	<u>\$51,133</u>	<u>\$48,876</u>	<u>\$49,916</u>	<u>\$49,290</u>
Full-Time Equivalent	0.23	0.22	0.23	0.45

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: TECHNICAL SERVICES**  
**PROGRAM: PUBLIC BUILDINGS**

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**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 \$5.62. 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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES (Sq. Ft.):</b>				
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

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Municipal Building	\$291,641	\$279,900	\$272,917	\$279,470
City Services Center	48,678	50,616	41,244	48,156
Police Services	133,800	134,964	134,365	146,408
Other Buildings	266	2,162	1,580	1,786
Total	<u>\$474,385</u>	<u>\$467,642</u>	<u>\$450,105</u>	<u>\$475,820</u>

**SIGNIFICANT PROGRAM, EXPENDITURE AND STAFFING CHANGES:**

This budget provides for a continuation of present service levels and has a net increase of \$8,178.

Contractual Services has a net decrease of \$225 primarily due to a decrease in utility costs due to the 2010 Energy Efficiency Performance Contract project at the Municipal Building (\$5,715). A portion of this decrease is offset by additional costs for Other Contractual Services (4,400).

Supplies and Materials has a net increase of \$9,600 primarily due to the need to replace the batteries in a critical building-wide Uninterruptable Power Supply (UPS) system. The manufacturer's recommended replacement interval was 4 years, and we were able to achieve 8 years from the current batteries.

Capital Outlay of \$2,500 is proposed to purchase a desktop PC for Technicians.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$80,481	\$111,816	\$81,583	\$86,559
Overtime	1,094	0	1,547	1,600
Benefits	<u>46,429</u>	<u>7,666</u>	<u>35,285</u>	<u>27,626</u>
Subtotal	128,004	119,482	118,415	115,785
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	153,815	159,775	136,955	154,060
Postage	432	750	448	500
Professional Development	290	1,360	593	1,400
Building Expense	11,688	10,000	15,589	10,000
Insurance	10,649	9,375	9,443	10,275
Other Contractual Services	129,612	122,100	129,429	126,500
Vehicle & Equipment	<u>10,395</u>	<u>10,800</u>	<u>9,876</u>	<u>11,200</u>
Subtotal	316,882	314,160	302,333	313,935
<b><u>SUPPLIES &amp; MATERIALS</u></b>	29,499	34,000	29,357	43,600
<b><u>CAPITAL OUTLAY</u></b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>
<b>GRAND TOTAL</b>	<b><u>\$474,385</u></b>	<b><u>\$467,642</u></b>	<b><u>\$450,105</u></b>	<b><u>\$475,820</u></b>
<b>Full-Time Equivalent</b>	1.45	1.45	1.46	1.65

**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: OPERATIONS**  
**PROGRAM: PARKING FACILITIES**

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**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.

	2011	2012	2012	2013
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Parking Facilities

Spaces (#)	2,158	2,158	2,158	2,108
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Maintenance (Hours)

1,000	1,000	1,000	1,000
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Facilities Planning

Tickets (#)	2,823	3,600	2,900	3,000
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	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**ELEMENT COST:**

Maintenance	\$87,550	\$104,036	\$105,184	\$99,449
Facilities Planning	14,735	15,414	14,257	15,589
Total	<u>\$102,286</u>	<u>\$119,450</u>	<u>\$119,441</u>	<u>\$115,038</u>



**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a reduction of present service levels and decreases \$4,412. Due to structural concerns, approximately 50 stalls in the Parking Plaza over the Rock River will remain closed for the foreseeable future.

Personal Services decrease \$6,385 due to trend adjustments and the DPW employee contributions toward Wisconsin Retirement System (WRS).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$25,186	\$50,142	\$31,001	\$30,137
Overtime	\$1,069	\$0	\$2,736	\$3,100
Benefits	<u>15,854</u>	<u>3,042</u>	<u>15,531</u>	<u>13,562</u>
Subtotal	42,109	53,184	49,268	46,799
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	22,953	25,129	21,455	23,680
Postage	1,076	1,266	655	1,250
Insurance	2,153	1,951	1,951	2,144
Other Contractual Services	6,691	6,500	7,362	6,500
Vehicle & Equipment	<u>20,683</u>	<u>28,040</u>	<u>23,647</u>	<u>31,400</u>
Subtotal	53,556	62,886	55,069	64,974
<b><u>SUPPLIES &amp; MATERIALS</u></b>	6,621	3,380	15,103	3,265
<b>GRAND TOTAL</b>	<u>\$102,286</u>	<u>\$119,450</u>	<u>\$119,441</u>	<u>\$115,038</u>
Full-Time Equivalent	0.73	0.60	0.68	0.51

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: TRAFFIC MANAGEMENT

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**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 currently installed and maintained at 74 signalized intersections (which includes 3 additional intersections planned by the end of 2012), 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. This budget provides for all electricity used by and all maintenance of City-Owned Lights. While Alliant Energy maintains all of the Utility-Owned lights, this budget provides for a Leased Fee for each of them.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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**ACTIVITIES:**

Traffic Signs

Installed/Repaired (#)	1,150	1,800	1,800	1,800
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Traffic Signals

Intersections (#)	71	71	74	74
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Street Painting

Striping (Feet)	283,462	405,000	405,000	405,000
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Street Lighting

Alliant Utilities Lights (#)	2,103	2,105	2,106	2,106
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City Lights (#)	2,277	2,278	2,285	2,287
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	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**ELEMENT COST:**

Traffic Signs	\$ 126,801	\$ 132,604	\$ 131,663	\$ 132,936
Traffic Signals	198,471	149,167	150,661	152,570
Street Painting	90,995	90,471	90,493	91,097
Street Lighting	<u>560,165</u>	<u>574,222</u>	<u>575,583</u>	<u>579,431</u>
Total	<u>\$976,432</u>	<u>\$946,464</u>	<u>\$948,400</u>	<u>\$956,034</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and has a net increase of \$9,570.

Personal Services had a net increase of \$19,492 primarily due to increases in hourly wages for traffic signal maintenance.

Contractual Services has a net decrease of \$9,922 primarily due to savings in electricity as a result of the first full year of the energy savings programs.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$153,667	\$265,101	\$193,903	\$201,159
Overtime	2,781	0	2,854	2,900
Benefits	<u>114,480</u>	<u>7,801</u>	<u>105,718</u>	<u>88,335</u>
Subtotal	270,928	272,902	302,476	292,394
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	531,862	514,810	499,485	506,350
Professional Development	995	450	15	450
Insurance	343	322	322	360
Other Contractual Services	28,783	9,000	4,613	9,000
Vehicle & Equipment	<u>68,616</u>	<u>77,200</u>	<u>78,576</u>	<u>75,700</u>
Subtotal	630,601	601,782	583,011	591,860
<b><u>SUPPLIES &amp; MATERIALS</u></b>	68,636	71,780	62,914	71,780
<b><u>CAPITAL OUTLAY</u></b>	<u>6,268</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<u>\$976,432</u>	<u>\$946,464</u>	<u>\$948,400</u>	<u>\$956,034</u>
<b>Full-Time Equivalent</b>	3.10	3.22	3.45	3.76

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: LEISURE SERVICES ADMINISTRATION**

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**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 2013, the Department expects to accomplish the following projects:

- The Parks Division will examine strategies for the Oakhill Chapel; and
- The Recreation Division will examine a long range improvement plan for the Dawson Softball Complex.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
Athletic Field Reservations	3,300	3,000	3,566	3,575
Equipment Rentals	115	120	120	125
Special Events Permits	140	145	135	140
Lincoln-Tallman House Attendance	13,664	12,000	13,700	15,000
Cost per Lincoln-Tallman Attendee	\$3.62	\$4.12	\$3.66	\$3.29

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
General Administration	\$44,904	\$35,880	\$35,181	\$35,689
Lincoln-Tallman House	<u>49,408</u>	<u>49,400</u>	<u>50,147</u>	<u>49,400</u>
Total	<u>\$94,312</u>	<u>\$85,280</u>	<u>\$85,329</u>	<u>\$85,089</u>

**POSITIONS:**

Administrative Aide 1  
1

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels.

The Lincoln-Tallman House element includes the lease with the Historical Society (\$45,000) and grounds maintenance (\$4,400).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$20,409	\$20,751	\$20,726	\$20,487
Benefits	9,229	8,549	8,824	8,622
Miscellaneous Benefits	<u>8,815</u>	<u>0</u>	<u>1,045</u>	<u>0</u>
Subtotal	38,453	29,300	30,594	29,109
<u>CONTRACTUAL SERVICES</u>				
Utilities	1,317	1,300	1,247	1,300
Postage	928	1,534	653	1,534
Professional Development	511	546	455	546
Other Contractual Services	45,090	45,000	45,423	45,000
Vehicle & Equipment	<u>212</u>	<u>0</u>	<u>368</u>	<u>0</u>
Subtotal	48,058	48,380	48,147	48,380
<u>SUPPLIES &amp; MATERIALS</u>				
	7,800	7,600	6,588	7,600
<b>GRAND TOTAL</b>	<u>\$94,312</u>	<u>\$85,280</u>	<u>\$85,329</u>	<u>\$85,089</u>
<b>Full-Time Equivalent</b>	0.45	0.40	0.40	0.40

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: RECREATION**

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**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.

**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:**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Youth	\$201,709	\$227,598	\$184,095	\$220,084
Adult	202,498	247,227	237,338	281,706
Aquatics	267,988	286,054	269,592	283,316
Ice Skating Center	<u>310,104</u>	<u>242,023</u>	<u>253,991</u>	<u>278,010</u>
Total	<u>\$982,299</u>	<u>\$1,002,902</u>	<u>\$945,015</u>	<u>\$1,063,116</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>PERFORMANCE MEASURES:</b>				
<u>Youth</u>				
Participants (#)	24,785	23,124	22,808	19,884
Subsidy per Participant	\$1.73	\$1.19	\$1.27	\$2.54
Operating Ratio	78.7%	68.5%	84.3%	76.7%
<u>Adult</u>				
Participants (#)	39,678	44,385	40,886	41,130
Subsidy per Participant	\$1.09	\$1.17	\$2.24	\$1.50
Operating Ratio	78.7%	67.6%	61.5%	77.8%
<u>Aquatics</u>				
Participants (#)	57,532	69,264	61,517	66,000
Subsidy per Participant	\$3.68	\$3.51	\$3.18	\$3.24
Operating Ratio	21.0%	23.9%	27.4%	26.4%
<u>Ice Skating Center</u>				
Participants (#)	81,655	72,000	65,000	85,000
Subsidy per Participant	\$0.41	\$1.06	\$0.40	\$0.25
Operating Ratio	89.1%	71.5%	89.8%	92.4%

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of current service levels and increase \$60,214. The Ice Skating Center returns to a full year schedule following the 3 month closing in 2012 during the renovation. This budget proposes for staff to operation concession stands in lieu of contract operations for a net savings of \$6,116.

Personal Services has a net increase of \$23,615 primarily due the full year operation the Ice Skating Center (\$24,371), filling the Recreation Director position for the full year (\$16,725), and increasing seasonal staff for contracted concessions (\$13,884). A portion of these increases are offset by turnover savings (\$14,776) and trend adjustments to staffing needs (\$16,589).

Contractual Services has an increase of \$29,049, primarily due to concession stand cost of goods sold (\$18,000) and full year operations of the Ice Skating Center (\$11,616).

Supplies and Materials have a net increase of \$7,550, with primarily due to the concession start-up costs (\$5,150).

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$443,772	\$480,462	\$439,655	\$508,188
Overtime	5,910	0	3,864	8,400
Benefits	<u>120,374</u>	<u>130,435</u>	<u>102,645</u>	<u>117,924</u>
Subtotal	570,057	610,897	546,165	634,512
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	133,448	118,196	111,836	125,450
Postage	1,362	1,900	980	1,900
Professional Development	4,820	6,040	4,064	5,900
Building Expense	8,671	14,200	19,733	14,200
Insurance	4,376	3,969	3,969	4,354
Other Contractual Services	66,991	72,300	83,422	71,300
Concessions	0	0	0	18,000
Advertising	12,865	19,000	17,181	19,000
Licenses	2,753	3,300	3,150	4,250
Vehicle & Equipment	<u>80,401</u>	<u>51,200</u>	<u>49,219</u>	<u>54,800</u>
Subtotal	315,687	290,105	293,554	319,154
<b><u>SUPPLIES &amp; MATERIALS</u></b>	96,555	101,900	105,296	109,450
<b>GRAND TOTAL</b>	<u>\$982,299</u>	<u>\$1,002,902</u>	<u>\$945,015</u>	<u>\$1,063,116</u>
<b>Full-Time Equivalent</b>	18.57	17.88	18.90	19.36



**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 increase by \$88,000 for the full year operation.

The Adult revenue category includes revenue enhancements for Dawson field advertising of \$8,000 and concession revenue of \$44,200. Allowing alcohol at City facilities and Parks, which would require the purchase of a permit, is projected to provide an additional \$8,800 worth of revenue.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUE:</b>				
Youth	\$158,720	\$165,000	\$155,208	\$166,000
Adult	159,396	155,200	145,862	216,000
Aquatics	56,216	70,250	73,783	77,000
Ice Skating Center	<u>276,311</u>	<u>169,000</u>	<u>228,009</u>	<u>257,000</u>
Total	<u>\$650,642</u>	<u>\$559,450</u>	<u>\$602,862</u>	<u>\$716,000</u>

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: SENIOR CITIZEN CENTER**

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**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.

	2011	2012	2012	2013
	Actual	Budget	Estimated	Budget

**PERFORMANCE MEASURES:**

Workload Measures (#)

Participants	55,694	62,000	60,000	60,000
Hours Open	2,983	3,000	3,000	3,000
Programs Offered	150	150	150	150

Efficiency Measures

Operating Ratio	29.7%	30.4%	31.8%	31.9%
Subsidy Per Participant	\$2.95	\$2.85	\$2.72	\$3.00

	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**ELEMENT COST:**

Senior Programming	\$173,230	\$196,219	\$180,395	\$201,902
Building Maintenance	<u>60,497</u>	<u>58,680</u>	<u>59,248</u>	<u>61,803</u>
Total	<u>\$233,727</u>	<u>\$254,899</u>	<u>\$239,643</u>	<u>\$263,705</u>

**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 increases \$8,806.

Personal Services has a net increase of \$6,630 primarily due to funding of the Recreation Director for the full year vs. the 3 month delay in the 2012 budget (\$4,825).

Contractual Services has a net increase of \$2,176 primarily due to increased utilities costs (\$1,761).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$102,771	\$111,831	\$113,117	\$118,971
Benefits	<u>38,547</u>	<u>39,779</u>	<u>38,213</u>	<u>39,269</u>
Subtotal	141,318	151,610	151,330	158,240
<b>CONTRACTUAL SERVICES</b>				
Utilities	26,930	25,629	24,695	27,390
Postage	308	400	369	400
Professional Development	678	1,110	150	1,080
Building Expense	14,471	15,950	14,046	15,950
Insurance	1,712	1,529	1,529	1,674
Computer Maintenance	937	1,530	1,183	1,530
Other Contractual Services	29,237	35,800	26,501	35,800
Advertising	0	600	422	600
Vehicle & Equipment	<u>4,595</u>	<u>8,041</u>	<u>7,430</u>	<u>8,341</u>
Subtotal	78,868	90,589	76,325	92,765
<b>SUPPLIES &amp; MATERIALS</b>	13,541	12,700	11,988	12,700
<b>GRAND TOTAL</b>	<u>\$233,727</u>	<u>\$254,899</u>	<u>\$239,643</u>	<u>\$263,705</u>
Full-Time Equivalent	2.50	2.25	2.25	2.47

**REVENUE COMMENT:**

Revenue is generated from fees collected from facility rental, day trips, program activities, and membership fees. These revenues will support 31.9% of the Senior Center costs.

2011	2012	2012	2013
Actual	Budget	Actual	Budget

**REVENUE:**

Facility Rental	\$6,278	\$9,200	\$12,923	\$14,000
Other Revenue	6,947	7,000	4,581	6,000
Day Trips	29,428	38,000	29,054	35,000
Programming	8,589	6,000	9,216	10,000
Membership Fee	<u>18,164</u>	<u>18,000</u>	<u>20,427</u>	<u>19,000</u>
GRAND TOTAL	<u>\$69,406</u>	<u>\$78,200</u>	<u>\$76,201</u>	<u>\$84,000</u>

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: PARKS**

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**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 11 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 eleven (11) 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.

**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>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Park System</u>				
Total Acreage	2,595	2,595	2,595	2,595
Developed Parks (#)	64	64	64	64
<u>Grounds Maintenance</u>				
Mowed (Acres)	666	666	666	666
Playgrounds (#)	43	43	43	43
<u>Building Maintenance</u>				
Picnic Pavilions (#)	50	17	42	45
Pavilion Reservations (#)	527	535	440	475
<u>Natural Areas</u>				
Preserved Acreage (#)	805	805	805	805
<u>Trails</u>				
Paved (Miles)	28	28	28	28
<u>Athletic Fields</u>				
Baseball Games (#)				
Soccer Games (#)	167	135	216	220
	2011 Actual	2012 Budget	2012 Actual	2013 Budget

**ELEMENT COST:**

Trails	\$75,227	\$78,063	\$65,803	\$49,800
Athletic Fields	41,667	48,431	75,143	44,667
Grounds Maintenance	1,022,473	1,018,618	979,495	1,105,410
Building Maintenance	176,963	154,664	196,807	172,008
Natural Areas	40,148	93,047	31,693	47,827
Forestry	<u>0</u>	<u>0</u>	<u>0</u>	<u>107,675</u>
Total	<u>\$1,356,478</u>	<u>\$1,392,823</u>	<u>\$1,348,941</u>	<u>\$1,527,387</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget has a net increase of \$134,564 and provides for an enhancement of current service levels with the addition of a Forestry program (\$107,675).

Personal Services has a net increase of \$52,755 primarily due to the reallocation of positions into the forestry program (\$38,174) from the Utilities. A crew of 4 existing employees is budgeted for 270 hours for tree removal and tree planting activities.

(\$25,000), local match for the DNR Urban Forestry grant (\$25,000) and increased VOM equipment usage (\$23,200) for the forestry program.

Supplies and Materials increase \$7,900 for forestry program supplies (\$5,000) and for timed door locks at Rockport park restrooms (\$2,900).

### **REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$568,314	\$904,199	\$600,915	\$711,222
Overtime	21,518	0	23,971	17,200
Benefits	347,244	55,664	292,233	284,196
Miscellaneous Benefits	<u>3,275</u>	<u>0</u>	<u>759</u>	<u>0</u>
Subtotal	940,350	959,863	917,877	1,012,618
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	77,192	75,708	80,334	75,340
Postage	131	110	111	115
Professional Development	4,234	3,155	1,298	3,155
Building Expense	112	0	2,908	0
Insurance	6,528	6,045	6,045	6,517
Other Contractual Services	2,555	4,745	8,396	29,745
Park Contractual	4,924	14,000	541	39,000
Vehicle & Equipment	<u>263,505</u>	<u>272,427</u>	<u>264,910</u>	<u>296,227</u>
Subtotal	359,180	376,190	364,542	450,099
<b><u>SUPPLIES &amp; MATERIALS</u></b>	56,947	56,770	66,522	64,670
<b>GRAND TOTAL</b>	<b><u>\$1,356,478</u></b>	<b><u>\$1,392,823</u></b>	<b><u>\$1,348,941</u></b>	<b><u>\$1,527,387</u></b>
Full-Time Equivalent	15.45	13.72	13.72	14.34

**DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT**

**DIVISION: COMMUNITY DEVELOPMENT**

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**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 2012:

1. Implementation of GIS & GOVERN
2. Downtown Planning Activities
3. Safe Routes to School Plan Implementation
4. Implement Tallman House Business Plan & Improvement Prioritization Reports.
5. Grant preparation for additional Tallman House repairs.
6. Implementation of Dean/St. Mary's Project and Mercy Hospital/Clinic expansion.
7. Participation in Highway 14/11 Corridor Study Improvements.
8. Sidewalk Plan Revision Assistance and Implementation.
9. Prepared Safe Routes to School Infrastructure Grant for Bicycle/Pedestrian Overpass.
10. Completed Transit Development Plan.
11. Assistance with Brownfield Site Inventory and Prioritization.
12. Riverfront Redevelopment/Plaza Removal Planning Efforts.

Major Activities to be Undertaken in 2013:

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. Develop Strategic Plan for Parking Plaza Removal and Reuse of Riverfront..
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.

**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
GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>

	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**ELEMENT COST:**

Building & Development Services	\$683,388	\$653,490	\$594,951	\$669,106
Planning Services	<u>276,200</u>	<u>304,205</u>	<u>267,692</u>	<u>348,501</u>
Total	<u>\$959,588</u>	<u>\$957,695</u>	<u>\$862,643</u>	<u>\$1,017,607</u>

	2011 Actual	2012 Budget	2012 Estimate	2013 Budget
<b>PERFORMANCE MEASURES:</b>				
<u>Building Services (#)</u>				
<u>Construction</u>				
Complaints	120	70	57	114
Other Variances	4	10	1	3
<u>New Residential</u>				
Permits	178	95	156	198
Inspections	547	490	372	612
<u>Existing Residential</u>				
Permits	1,359	950	718	1,465
Inspections	2,276	1,895	995	2,453
<u>New Commercial</u>				
Permits	61	45	25	46
Inspections	937	630	246	705
<u>Existing Commercial</u>				
Permits (including all plan review)	974	755	464	824
Inspections	2,455	2,265	959	2,076
<u>Development Services (#)</u>				
<u>Signs</u>				
Complaints	1	10	1	20
Permits	256	225	142	230
Variances	3	4	1	3
Inspections	43	58	148	185
<u>Site Plans</u>				
Permits	44	42	24	48
Inspections	116	42	72	132
<u>Total</u>				
Complaints	121	80	58	134
Permits	2,872	2,112	1,529	2,811
Variances	7	14	2	6
Inspections	6,374	5,380	2,792	6,163
<u>Planning Services (Hours)</u>				
Administration	1,400	1,400	1,400	1,400
Planning Services	2,700	2,600	2,600	2,600
Current Planning	2,400	2,300	2,300	2,300
Comprehensive Planning	<u>1,600</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Total Hours	<u>8,100</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 increase of \$59,912.

Personal Services increases \$61,517 primarily due to 3 months funding for the vacant Community Development Director position (\$40,527) which was not funded in 2012 and filling the full-time plumbing inspector position which was unfunded for 2 months during 2012 (\$12,740).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$658,061	\$660,158	\$605,131	\$688,357
Benefits	251,263	232,947	210,365	266,265
Miscellaneous Benefits	<u>0</u>	<u>4,200</u>	<u>0</u>	<u>4,200</u>
Subtotal	909,324	897,305	815,497	958,822
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	2,514	2,500	2,438	2,500
Postage	2,797	3,100	2,989	3,250
Professional Development	10,574	12,090	8,115	12,435
Audit & Consulting	560	500	65	400
Other Contractual Services	12,392	20,000	11,304	18,000
Vehicle & Equipment	<u>15,840</u>	<u>16,000</u>	<u>15,960</u>	<u>16,000</u>
Subtotal	44,677	54,190	40,870	52,585
<b><u>SUPPLIES &amp; MATERIALS</u></b>	5,587	6,200	6,276	6,200
<b>GRAND TOTAL</b>	<b><u>\$959,588</u></b>	<b><u>\$957,695</u></b>	<b><u>\$862,643</u></b>	<b><u>\$1,017,607</u></b>
<b>Full-Time Equivalent</b>	10.49	10.89	10.60	11.31
<b>Revenues</b>	<b>\$345,218</b>	<b>\$253,600</b>	<b>\$317,533</b>	<b>\$270,000</b>

**DEPARTMENT: NEIGHBORHOOD SERVICES**

**DIVISION: NEIGHBORHOOD SERVICES**

**PROGRAM: PROPERTY MAINTENANCE**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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**ACTIVITIES:**

City Code (#)

Housing-Related

Violations	624	500	306	450
Inspections	1,299	1,400	836	1,000

Nuisance

Violations	1,231	1,300	1,104	1,300
Inspections	1,653	3,500	1,490	2,000

Zoning

Violations	137	200	266	300
Inspections	318	350	388	400

Proactive

Inspections	<u>2,896</u>	<u>2,000</u>	<u>2,652</u>	<u>3,000</u>
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Total

Violations	1,992	2,000	1,676	2,050
Inspections	6,166	7,250	5,366	6,400

**PERMANENT POSITIONS:**

Neighborhood Development Specialist	1
Property Maintenance Specialist	<u>2</u>
	<u>3</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels.

Personal Services has a net increase \$19,447 primarily due to a salary redistribution of 0.17 FTE from the Housing Grants budget to reflect the actual time distribution on property maintenance activities.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$157,664	\$158,717	\$157,120	\$172,999
Benefits	<u>66,741</u>	<u>65,732</u>	<u>67,174</u>	<u>70,897</u>
Subtotal	224,405	224,449	224,294	243,896
<u>CONTRACTUAL SERVICES</u>				
Utilities	380	450	339	450
Postage	1,554	2,110	1,347	2,110
Professional Development	1,035	1,540	1,089	1,540
Audit & Consulting	20,400	20,400	20,400	20,400
Other Contractual Services	150	250	63	250
Vehicle & Equipment	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
Subtotal	30,719	31,950	30,439	31,950
<u>SUPPLIES &amp; MATERIALS</u>	960	1,000	935	1,000
<b>GRAND TOTAL</b>	<u>\$256,084</u>	<u>\$257,399</u>	<u>\$255,667</u>	<u>\$276,846</u>
<b>Full-Time Equivalent</b>	2.59	2.59	2.59	2.76

**DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT**

**DIVISION: ECONOMIC DEVELOPMENT**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Planning &amp; Administration - hours</u>	400	375	350	325
<u>Business Retention &amp; Expansion - hours</u>	1,100	850	800	800
Business Contacts #	120	100	55	55
<u>Marketing</u>				
Rock County 5.0/Janesville Initiatives - hours	912	830	200	250
Business Contacts, meetings , prospects	42	85	130	180
Economic Development Website - hours	100	87	90	120
Website Hits (#)	7,200	6,800	7,000	7,700
Madison Marketing Strategy - hours	160	110	50	45
Business Attraction overall # initial contacts	10	10	27	30
<u>Other Activities</u>				
General Motors Site - hours	60	40	20	5
Brownfield Redevelopment Program - hours	30	30	650	650
Sites Remediated (#)	2	3	0	2
Downtown Development - hours	50	50	75	50
Development Projects Facilitated (#)	5	5	5	5
EDA Business Incubator - hours	100	150	350	400
Square Feet leased	4,800	6,000	1,200,000	450,000
Total Hours	97 2,912	2,522	2,585	2,645

**POSITIONS:**

Economic Development Director 1  
1

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for an increase in present service levels by the opening of the business incubator and has a net decrease of \$4,683.

Personal Services has a net decrease of \$4,958 primarily due to the redistribution of salaries to the TIF Funds to reflect actual time spent on TIF activities.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$86,387	\$95,645	\$76,184	\$91,041
Benefits	29,766	30,424	23,040	30,070
Miscellaneous Benefits	<u>3,850</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	120,003	130,269	103,424	125,311
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	142	150	139	150
Postage	42	210	71	50
Professional Development	3,233	7,000	7,986	7,635
Audit & Consulting	0	5,000	0	5,000
Other Contractual Services	<u>35</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Subtotal	3,452	13,360	8,196	12,835
<b><u>SUPPLIES &amp; MATERIALS</u></b>	832	200	918	1,000
<b><u>GRAND TOTAL</u></b>	<u>\$124,286</u>	<u>\$143,829</u>	<u>\$112,538</u>	<u>\$139,146</u>
<b>Full-Time Equivalent</b>	1.25	1.25	1.05	1.05

**DEPARTMENT: NEIGHBORHOOD SERVICES**

**DIVISION: TRANSIT**

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**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 15 of 17 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 7 to 11 years, service and support vehicles, the Operations and Maintenance facility, Downtown Transit Transfer Center, as well as 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 2013, 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. For the 2013 budget year, Tripper Service also includes the expenses associated with the Janesville-Milton-Whitewater commuter bus service which was added in April 2012 and did not appear in that year's original budget.

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.



	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
General Administration (Hours)	7,846	8,510	7,590	8,360
Maintenance (Hours)				
Scheduled	3,080	3,700	3,251	3,700
Unscheduled	999	1,200	1,032	1,200
Emergency	125	150	153	150
Indirect Labor	8,971	9,700	8,068	9,700
Regular Service				
Mileage	403,599	402,345	401,167	402,464
Hours	25,241	28,500	25,155	25,241
Ridership (#)	309,248	304,000	337,683	348,000
Tripper Service				
Mileage	23,150	22,295	53,760	69,609
Hours	2,224	2,188	3,568	4,255
Ridership (#)	36,742	33,000	35,588	37,000
Night Service				
Mileage	44,933	45,110	44,756	45,110
Hours	3,239	3,251	3,239	3,251
Ridership (#)	17,331	16,500	18,543	19,000
<u>Paratransit Service</u>				
Hours	2,247	2,300	2,061	2,100
Ridership (#)	6,421	6,500	5,888	6,000
<b><u>Total Services:</u></b>				
Ridership (#)	369,742	360,000	397,702	410,000

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
General Administration	\$619,903	\$652,401	\$606,295	\$660,240
Maintenance	1,017,852	1,042,689	1,079,896	1,112,510
Regular Service	1,062,090	1,051,344	1,127,794	1,140,558
Tripper Service	63,492	84,716	96,682	94,580
Paratransit Service	60,857	66,550	53,438	63,895
Night Service	138,176	139,779	135,399	141,635
Janesville-Milton-Whitewater Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>359,500</u>
Subtotal - Operating	2,962,370	3,037,479	3,099,504	3,572,918
Capital	<u>259,292</u>	<u>2,787,500</u>	<u>20,106</u>	<u>3,969,000</u>
Total	<u>\$3,221,662</u>	<u>\$5,824,979</u>	<u>\$3,119,610</u>	<u>\$7,541,918</u>

**POSITIONS:**

Transit Director	1
Assistant Transit Director (To be filled April 1)	1
Maintenance Supervisor	1
Transit Operations Supervisor	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	14
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	<u>1</u>
	<u>35</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget has a net increase of \$535,439 in operating expenses and provides for the addition of the Janesville-Milton-Whitewater tripper service. General Fund support to the Transit System is \$853,518, a decrease of \$1,651.

Personal Services has a net increase of \$266,480 due to the addition of positions to support the expanded Janesville-Milton-Whitewater service (\$171,910), increase in rates for the Wisconsin Retirement System (\$18,574), increasing the Operation Supervisor to a full-time position (\$35,595), increases for retiree health insurance (\$19,645) and increased overtime (\$14,938).

Contractual Services has a net increase of \$148,641 due to increases consulting fees for legal expenses (\$10,200), increases in insurance costs (\$23,335), other contractual service (\$81,145) and advertising (\$20,000) due to the Janesville-Milton-Whitewater expansion.

Supplies and Materials have a net increase of \$120,318 due to increased diesel prices and additional service miles (\$89,802), and vehicle repair and maintenance costs (\$32,516).

The City's share of Transit Capital Outlay increases by \$236,300 compared to 2012 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	\$2,175,000	\$435,000
Capital Repair Parts – Rebuilt Engines, Transmissions	40,000	8,000
Replace Coin Sorter/Counter	12,000	2,400
Replace Radio System Components – Year 3 - FCC Narrow Band Requirement	50,000	10,000
Replace 3 Computers	8,000	1,600
Replace Bus Stop Signs	9,000	1,800
Replace Service/Utility Vehicle	75,000	15,000
First Year Local Share Installment - Replace 4 Buses	1,600,000	320,000
TOTAL	\$3,969,000	\$793,800

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$1,340,412	\$1,434,484	\$1,366,621	\$1,580,161
Overtime	\$191,700	\$125,665	\$238,449	\$137,975
Benefits	593,338	617,685	626,836	736,716
Miscellaneous Benefits	14,547	10,538	6,361	0
Subtotal	2,139,996	2,188,372	2,238,267	2,454,852
<b>CONTRACTUAL SERVICES</b>				
Utilities	36,675	40,425	33,952	40,425
Postage	287	360	252	375
Professional Development	5,830	6,195	2,228	5,645
Auditing/Consulting	6,679	5,600	20,874	15,800
Building Expense	33,976	33,205	40,544	33,205
Insurance	146,711	152,796	147,468	176,131
Uniform and Tool	0	0	5,387	11,528
Computer Services	10,333	9,798	8,888	9,966
Other Contractual Services	86,630	86,950	70,394	168,095
Recruitment/Physicals	685	300	1,209	1,000
Advertising/Promotions	22,921	20,000	25,677	40,000
Vehicle Oper/Maintenance	26,245	18,950	17,736	21,050
Subtotal	376,972	374,579	374,609	523,220
SUPPLIES & MATERIALS	445,402	474,528	486,628	594,846
TOTAL OPER. EXPENSE	2,962,370	3,037,479	3,099,504	3,572,918
CAPITAL OUTLAY	259,292	2,787,500	20,106	3,969,000
GRAND TOTAL	<u>\$3,221,662</u>	<u>\$5,824,979</u>	<u>\$3,119,610</u>	<u>\$7,541,918</u>
Full-Time Equivalent	30.74	31.39	31.79	34.29

**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 6 years, no fare increase is proposed for 2013. Without raising fares, ridership increased in 2012 by about 8% compared to 2011 results, and would be expected to increase by at least 5% in 2013, generating some additional revenue. The 2013 farebox revenue estimate is based on a projected ridership of approximately 410,000 with corresponding revenue of \$493,600. 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 \$77,000 in the form of the local funding contributed by the sponsors of the Beloit-Janesville Express service and \$122,500 from the sponsors of the Janesville-Milton-Whitewater "Innovation Express" is projected. The Beloit-Janesville Express estimate is based on a continuation of the current service levels and ridership trends. The Janesville-Milton-Whitewater estimate is based upon an anticipated increase in service level if the STRAP grant is awarded.

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

**OPERATING ASSISTANCE:**

During 2013, the Wisconsin Department of Transportation (WISDOT) Operating Assistance is expected to be approximately 22% of expenses, similar to 2013. State Operating Assistance is expected to total \$712,200.

For the first time in years, a new Federal surface transportation authorization, MAP-21, will govern operating and capital assistance from the Federal Transit Administration. Federal Transit Operating Assistance is expected to amount to approximately 31% of operating expenses. Total Federal Operating Assistance is expected to be \$1,003,600. Combined state and federal assistance is expected to total 53% of operating expenses, the same as estimated 2012 amounts. This budget also includes funding from a Supplemental Transit-Rural Assistance Program (STRAP) grant specifically for the Janesville-Milton-Whitewater commuter bus service and a Paratransit Operating grant that was awarded in 2012 and is expected to continue in 2013.

Total Local Operating Assistance equals \$853,518. This is a decrease of \$1,651 compared to 2012.

**CAPITAL ASSISTANCE:**

Federal Assistance is expected to cover \$3,175,200 or 80% of the 2013 Capital Outlay requests. The remaining \$793,800 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 received in 2012 completing the 80% federal share of that project's cost. The \$435,000 will match \$1,740,000 in federal funding for a total value of \$2,175,000 toward the project. In addition to the funding of the Transit Services Center, a 20% City share of \$350,800 is matched with 80% Federal Assistance of \$1,403,200 to fund other Capital Outlay requests of \$1,754,000 for routine replacement of various items of equipment. One of these items is \$50,000 for the third year of a three 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. Funding for the first installment on the replacement of 8 buses in 2014 is also included, with a local share of \$320,000.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
<b>Operating Revenue</b>				
Fares	\$381,845	\$416,248	\$403,160	\$493,600
Advertising	27,827	28,000	27,828	28,000
Beloit-Janesville Express Subsidy	77,284	72,000	82,760	77,000
Janesville-Milton-Whitewater Subsidy	0	41,058	41,857	122,500
Miscellaneous	65,544	15,000	34,659	15,000
Subtotal	552,500	572,306	590,264	736,100
<b><u>Operating Assistance</u></b>				
Local Assistance	722,218	855,169	773,490	853,518
State Paratransit Operations	0	0	23,283	23,000
State STRAP	0	0	0	244,500
State Assistance	781,815	668,228	779,554	712,200
Federal Operating	<u>905,837</u>	<u>941,776</u>	<u>932,913</u>	<u>1,003,600</u>
Subtotal	2,409,870	2,465,173	2,509,240	2,836,818
<b>Capital Assistance</b>				
Local Capital	8,943	557,500	4,021	793,800
Federal Capital	250,349	2,230,000	16,085	3,175,200
Subtotal	259,292	2,787,500	20,106	3,969,000
<b>Total</b>	<b>\$3,221,662</b>	<b>\$5,824,979</b>	<b>\$3,119,610</b>	<b>\$7,541,918</b>

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: STORMWATER UTILITY**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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**ACTIVITIES:**

Leaf Collection

Miles	227	227	227	227
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Street Sweeping

Curb (Miles)	6,800	7,200	7,200	7,200
Residential Cycles (#)	4	5	5	5
Downtown Cycles (#)	6	6	6	6

Storm Sewer Maintenance

Storm Sewer Cleaning (Feet)	1,000	6,500	1,000	1,200
Catch Basin Cleaning (#)	200	650	400	500

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
<u>Base Component</u>				
EPA Permit Compliance	\$31,997	\$85,643	\$40,100	\$65,909
Administration	<u>328,315</u>	<u>289,128</u>	<u>292,574</u>	<u>290,413</u>
Subtotal	360,312	374,771	332,674	356,322
<u>Operations</u>				
Street Cleaning	496,068	469,145	458,385	458,111
Storm Sewer Maintenance	149,435	142,750	138,390	160,026
Catch Basin Maintenance	274,255	226,091	225,485	248,716
Greenbelt/Drainageway Maintenance	253,115	286,113	310,985	279,041
Flood Control/Response	0	<u>21,725</u>	<u>161</u>	<u>11,426</u>
Subtotal	1,172,873	1,145,824	1,133,406	1,157,320
Debt Service	<u>553,703</u>	<u>536,516</u>	<u>514,135</u>	<u>529,136</u>
Total	<u>\$2,086,888</u>	<u>\$2,057,111</u>	<u>\$1,980,215</u>	<u>\$2,042,778</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and decreases \$14,333 which equate to a 1% decrease in Stormwater fees.

Personal Services has a net decrease of \$13,518 primarily due to changes in employee contributions towards Wisconsin Retirement System (\$14,810) and the redistribution of staff to the Forestry Program (\$9,571). A portion of these decreases are offset by increases to reflect actual time distribution of maintenance activities (\$10,863).

Contractual Service has a net decrease of \$13,435 primarily due to a decrease in EPA compliance consulting needs (\$19,900) partially offset by increased VOM rental costs (\$5,200).

Supplies and Material increase \$20,000 to provide for additional greenbelt maintenance.

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>
Monterey Lagoon Improvements	\$85,000	\$85,000	\$0
N. Wright Rd. Overland Flow Drainageway	110,000	110,000	0
Rockport Park Drainage Repairs Near Crosby	60,000	60,000	0
Storm Manhole Maintenance	60,000	60,000	0
Storm Sewer Enhancements	220,000	220,000	0
Storm Sewer Repairs	220,000	220,000	0
TIF 35 Stormwater Improvements	<u>165,000</u>	<u>165,000</u>	
Total	<u>\$920,000</u>	<u>\$920,000</u>	<u>\$0</u>

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$526,344	\$827,450	\$573,089	\$609,841
Overtime	31,034	0	27,923	35,700
Benefits	<u>335,862</u>	<u>92,698</u>	<u>301,911</u>	<u>261,089</u>
Subtotal	893,241	920,148	902,923	906,630
<u>CONTRACTUAL SERVICES</u>				
Professional Development	5,000	5,450	0	5,450
Audit & Consulting	6,063	47,700	16,011	27,800
Insurance	11,946	9,342	9,342	12,157
Computer Maintenance	56,477	8,130	7,631	6,580
Other Contractual Services	32,904	30,500	44,584	30,500
Licenses	8,000	8,000	8,000	8,000
Vehicle & Equipment	<u>431,144</u>	<u>423,700</u>	<u>411,832</u>	<u>428,900</u>
Subtotal	551,534	532,822	497,401	519,387
<u>SUPPLIES &amp; MATERIALS</u>				
Total Operations and Maintenance	1,533,185	1,520,595	1,466,080	1,513,642
<u>DEBT SERVICE</u>				
Principal	480,000	465,000	465,000	470,000
Interest Expense	71,715	71,516	47,345	59,136
Amortization of Debt Expense	<u>1,988</u>	<u>0</u>	<u>1,790</u>	<u>0</u>
Subtotal	553,703	536,516	514,135	529,136
<b>GRAND TOTAL</b>	<b><u>\$2,086,888</u></b>	<b><u>\$2,057,111</u></b>	<b><u>\$1,980,215</u></b>	<b><u>\$2,042,778</u></b>
Full-Time Equivalent	9.92	11.19	10.86	10.65

**REVENUE COMMENT:**

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2012 was \$40.20 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 annual stormwater rate for 2013 is \$39.72 per ERU. The impact of this on the typical residential customer will be a decrease \$0.12 per quarter, or a 1.19% decrease.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
User Fees				
Residential	\$815,522	\$776,000	\$772,951	\$767,000
Non-Residential	1,475,717	1,411,000	1,406,468	1,408,000
Non-Use Credit	(132,593)	(130,000)	(127,788)	(133,000)
CDBG- Emergency Assistance Program	(5,570)	0	0	0
Late Payment Charge	13,563	10,000	13,425	13,000
Transfer In- Health Insurance Rebate	5,250	0	0	0
Interest Income	<u>1,508</u>	<u>0</u>	<u>684</u>	<u>1,000</u>
Total	<u>\$2,173,397</u>	<u>\$2,067,000</u>	<u>\$2,065,740</u>	<u>\$2,056,000</u>

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: WASTEWATER UTILITY**

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**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 2013, the Utility will serve 24,313 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 318 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 completed and has increased 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 on DNR approved agricultural land.

**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	2
	<u>18</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Administration (Hours)</u>	11,565	11,565	11,565	11,565
<u>Customer Accounts (#)</u>	24,260	24,290	24,285	24,313
<u>Collection System (Miles)</u>	316	318	318	319
<u>Treatment Plant Operation</u>				
Gallons (Billion)	5.08	5.75	4.82	5.25
Suspd Solids (Pounds/Million)	7,608	7,500	7,403	7,500
BOD (Pounds/Million)	6,831	7,000	6,599	6,700
<u>Laboratory Operations (#)</u>				
Samples	7,293	7,528	7,481	7,552
Tests	22,275	22,896	22,852	23,235
<u>Sludge Disposal</u>				
Gallons (Million)	16.70	17.00	16.70	16.70
	2011 Actual	2012 Budget	2012 Actual	2013 Budget

**ELEMENT COST:**

General Administration	\$873,755	\$843,556	\$838,685	\$869,896
Customer Accounts	313,536	264,537	261,530	255,980
Plant Oper/Maintenance	1,797,503	1,762,867	1,655,965	1,641,144
Laboratory Operations	207,993	198,009	192,457	204,920
Sludge Disposal	485,009	463,943	438,235	480,352
Collection Maintenance	774,746	804,620	734,676	804,086
Meter Maintenance	<u>301,986</u>	<u>296,266</u>	<u>306,451</u>	<u>328,770</u>
Total Operation & Maintenance	4,754,528	4,633,798	4,427,999	4,585,148
Depreciation	2,832,865	3,812,000	3,412,697	3,717,000
Interest Expense	197,112	907,100	817,759	834,800
Other Expenses	<u>56,872</u>	<u>65,000</u>	<u>59,045</u>	<u>65,000</u>
Total Expenses	7,841,377	9,417,898	8,717,500	9,201,948
Principal Payment	2,573,143	3,674,000	3,534,000	3,259,000
Capital	<u>34,937,811</u>	<u>1,887,000</u>	<u>2,717,696</u>	<u>1,194,313</u>
Grand Total	<u>\$45,352,331</u>	<u>\$14,978,898</u>	<u>\$14,969,196</u>	<u>\$13,655,261</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and the operating budget decreases \$48,650. No rate increase is proposed.

Personal Services has a net decrease of \$38,204 primarily as a result of the change in employee contributions towards Wisconsin Retirement System (\$24,171), salaries due to turnover (\$8,717) and transfer of parks employees to the forestry budget (\$19,088) and adjustment to hourly staffing trends (\$10,300). These decreases are partially offset by changes in retiree health insurance (\$13,333), increases in overtime (\$5,335) and the reallocation of .11 FTE Secretaries (\$4,663).

Contractual Services has a net decrease of \$58,960 primarily due to reductions to natural gas (\$11,400), computer maintenance (\$15,402), and contractor payments reflecting a reduction in sludge hauled to the landfill and reduced treatment plant maintenance (\$153,000). These increases are partially offset by increases in electricity (\$50,000), contractual services for a local limits study and testing (\$37,000), and meter expense (\$32,504).

Supplies and Materials increase by \$48,514 primarily due to the need for more polymer.

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 (\$1,156,000). Replacement of laboratory equipment, vehicles, minor infrastructure and other smaller capital items will be funded through User Fees (\$38,313).

**G.O. NOTE/REVENUE BONDS**

Interceptor Sewers	\$ 100,000
Sanitary Sewer Lining	750,000
Inflow/Infiltration Reduction Program	125,000
200 KW Microturbine	131,000
Technology Projects	50,000
Subtotal	<u>\$ 1,156,000</u>

**USER FEES/GRANT FUNDS**

Replacement of IT Equipment	\$ 7,313
Laboratory Equipment	5,000
Skid Steer Broom	6,000
Phosphorous Analyzer	20,000
Subtotal	<u>\$ 38,313</u>

**REPLACEMENT FUND**

Subtotal	\$ -
Total	<u>\$ 1,194,313</u>

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$1,513,232	\$1,517,452	\$1,507,262	\$1,525,194
Overtime	47,343	44,265	49,092	49,600
Benefits	761,649	707,008	679,435	655,727
Miscellaneous Benefits	<u>1,602</u>	<u>4,200</u>	<u>12,557</u>	<u>4,200</u>
Subtotal	2,323,826	2,272,925	2,248,346	2,234,721
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	612,626	545,770	543,948	584,370
Postage	22,574	30,400	24,894	30,400
Professional Development	13,202	17,620	11,766	17,620
Auditing/Consulting	31,451	34,600	44,480	34,700
Building Maintenance	37,017	31,500	22,643	31,500
Insurance	71,434	72,104	72,104	79,142
Computer Services	103,059	56,563	39,901	41,161
Other Contractual Services	71,685	70,000	75,799	109,500
Wastewater Testing	31,251	26,000	11,945	21,000
Sewer TV/Repair	392,701	482,000	328,316	482,000
Payment to Contractors	140,723	128,000	85,511	0
Landfill Fees	90,696	75,000	11,750	50,000
Vehicle Oper/Maintenance	118,182	119,150	158,460	115,850
Meter Expense	<u>301,986</u>	<u>296,266</u>	<u>306,451</u>	<u>328,770</u>
Subtotal	2,038,587	1,984,973	1,737,967	1,926,013
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	<u>392,115</u>	<u>375,900</u>	<u>441,686</u>	<u>424,414</u>
Total Oper/Maintenance	<u>\$4,754,528</u>	<u>\$4,633,798</u>	<u>\$4,427,999</u>	<u>\$4,585,148</u>

**REQUIRED RESOURCES (Continued)**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Total Oper/Maintenance	\$4,754,528	\$4,633,798	\$4,427,999	\$4,585,148
Interest on Debt	197,112	907,100	817,759	834,800
Principal Payment	2,573,143	3,674,000	3,534,000	3,259,000
Cost of Laterals/Merchandise	15,760	0	5,692	0
Service Charge	46,606	50,000	45,956	50,000
Capital (User Fees & Direct Pay)	<u>53,230</u>	<u>27,000</u>	<u>417,115</u>	<u>38,313</u>
Subtotal	7,640,380	9,291,898	9,133,964	8,767,261
Amortization of Debt	10,266	15,000	7,397	15,000
Depreciation	2,817,104	3,812,000	3,412,697	3,717,000
Capital (Debt Funded)	32,184,581	1,700,000	2,300,581	1,156,000
Capital (Replacement)	<u>2,700,000</u>	<u>160,000</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$45,352,331</u>	<u>\$14,978,898</u>	<u>\$14,854,639</u>	<u>\$13,655,261</u>
Full-Time Equivalent	25.73	26.17	28.78	28.99

**REVENUE COMMENT:**

As revenues are projected to be adequate for 2013, there is no rate increase proposed.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**REVENUES:**

Residential	\$5,855,141	\$6,177,000	\$6,125,982	\$6,013,000
Commercial	1,490,018	1,581,000	1,516,744	1,494,000
Industrial	853,000	388,000	673,376	388,000
Public Authority	226,429	281,000	225,986	245,000
Surcharge	438,857	452,000	563,125	458,000
Pretreat/Reserve	37,086	34,000	52,316	34,000
Forfeited	93,474	50,000	91,887	90,000
Electricity Generation	154,913	330,000	132,667	175,000
Misc. Revenue	<u>301,758</u>	<u>300,000</u>	<u>92,225</u>	<u>200,000</u>
Subtotal	9,450,675	9,593,000	9,474,307	9,097,000
Interest Income	38,597	57,000	32,200	40,000
Operating Transfer In	16,590	0	0	0
Capital Contributions	<u>43,010</u>	<u>300,000</u>	<u>320,136</u>	<u>200,000</u>
Total	<u>\$9,548,872</u>	<u>\$9,950,000</u>	<u>\$9,826,643</u>	<u>\$9,337,000</u>
Operating Cash 12/31	\$1,542,000	\$1,485,500	\$770,144	\$1,516,200
Debt Service Cash 12/31	\$129,769	\$919,427	\$0	\$670,012

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: WATER UTILITY**

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**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 fluorid 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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
<u>Administration (Hours)</u>	9,641	9,641	9,641	9,641
<u>Customer Accounts (#)</u>	24,413	24,466	24,434	24,453
<u>Pumping</u>				
Gallons (Billion)	3.55	3.90	3.90	3.90
<u>Water Treatment (#)</u>				
Samples	2,519	2,500	2,519	1,275
Tests	4,866	4,900	4,866	2,572
<u>Distribution (#)</u>				
Main Repairs	162	100	100	110
Service Repairs	150	100	150	150
Valves Operated	1,831	1,450	1,800	1,800
Meters Tested	1,801	1,500	1,600	1,600
Hydrants Flushed	2,497	2,570	2,570	2,570



	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Pumping	\$874,354	\$1,042,007	\$880,471	\$993,761
Water Treatment	93,472	114,345	98,356	115,380
Distribution	930,470	942,937	1,056,834	1,110,609
Customer Accounts	265,439	218,143	225,691	240,606
Administration	<u>1,020,728</u>	<u>1,059,385</u>	<u>809,474</u>	<u>745,717</u>
Total Operation & Maintenance	3,184,463	3,376,817	3,070,826	3,206,073
Depreciation	1,650,352	1,933,900	1,636,032	1,825,000
Taxes	1,338,936	1,383,750	1,389,695	1,561,853
Interest Expense	393,755	438,000	383,193	368,600
Other Expenses	<u>32,234</u>	<u>60,000</u>	<u>43,725</u>	<u>59,330</u>
Total Expenses	6,599,740	7,192,467	6,523,471	7,020,856
Principal Repayment	2,682,062	2,376,000	2,376,260	1,941,000
Capital	<u>2,914,585</u>	<u>2,235,250</u>	<u>2,353,762</u>	<u>1,387,110</u>
Grand Total	<u>\$12,196,387</u>	<u>\$11,803,717</u>	<u>\$11,253,493</u>	<u>\$10,348,966</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 decreases \$171,611. This budget also provides for the 22% rate increase 2740-WR-108 budgeted, approved and implemented effective 1/1/2013.

Personal Services has a net increase of \$57,944 primarily due to the reallocation of the Wastewater Utility's portion of the joint metering expense from Contractual Services (\$144,819), the increase in Wisconsin Retirement System employer rate (\$12,069), and increased health insurance expense (\$21,572). These increases are partially offset employee contributions to the Wisconsin Retirement System (\$47,368), salary savings due to turnover (\$16,266), the reduction of hourly wages for maintenance of services (\$26,927) and the reallocation of employees to the Forestry budget (\$9,544).

Contractual Services has a net decrease of \$224,488 primarily due to the reallocation of the Wastewater Utility's portion of the joint metering expense to Personal Services (\$144,819), consulting services (\$53,600), computer maintenance (\$11,402), and other contractual services (\$80,015).

Supplies and Materials have a net decrease of \$4,200 primarily due to savings in chemicals (\$10,000).

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 (\$1,025,000). 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 (\$362,110).

**G.O. NOTE**

Undersized Main Replacement	700,000
Lead Service Replacement	225,000
Valve & Manhole Rehab/Replacement	50,000
Technology Projects	50,000
Subtotal	<u>\$1,025,000</u>

**USER FEES/CONTIBUTIONS**

Network Computers	\$7,110
Meter Replacement	300,000
Hydrant Replacement	30,000
Excavation Safety	5,000
Garage Trench Drain Repair	20,000
Subtotal	<u>\$362,110</u>
Total	<u>\$1,387,110</u>

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$1,248,619	\$1,249,200	\$1,263,507	\$1,325,166
Overtime	100,207	103,075	86,996	97,000
Benefits	503,398	494,908	487,479	482,961
Miscellaneous Benefits	<u>3,850</u>	<u>4,200</u>	<u>5,785</u>	<u>4,200</u>
Subtotal	1,856,074	1,851,383	1,843,767	1,909,327
<b>CONTRACTUAL SERVICES</b>				
Utilities	569,862	561,870	546,962	556,780
Postage	23,104	28,900	25,503	28,900
Professional Development	9,380	16,710	11,637	16,910
Auditing/Consulting	22,452	104,600	26,835	89,823
Building Expense	35,781	39,500	43,709	42,000
Insurance	51,771	48,531	48,531	50,376
Computer Services	102,714	54,063	35,774	42,661
Other Contractual Services	120,565	252,510	74,475	50,546
Vehicle Oper/Maintenance	<u>107,933</u>	<u>122,950</u>	<u>116,909</u>	<u>127,150</u>
Subtotal	1,043,562	1,229,634	930,335	1,005,146
<b>SUPPLIES &amp; MATERIALS</b>				
	<u>284,827</u>	<u>295,800</u>	<u>296,724</u>	<u>291,600</u>
Total Oper/Maintenance	3,184,463	3,376,817	3,070,826	3,206,073
Interest Expense	393,755	438,000	383,193	368,600
Principal Repayment	2,682,062	2,376,000	2,376,260	1,941,000
Cost Merchandise & Jobbing	22,096	40,000	35,638	39,330
Taxes	1,338,936	1,383,750	1,389,695	1,561,853
Capital (User Fees & Developer Pay)	<u>439,443</u>	<u>514,000</u>	<u>494,550</u>	<u>362,110</u>
Subtotal	8,060,755	8,128,567	7,750,162	7,478,966
Depreciation	1,650,352	1,933,900	1,636,032	1,825,000
Amortization Debt	10,138	20,000	8,087	20,000
Capital (G.O. Note/Revenue Bond)	<u>2,475,142</u>	<u>1,721,250</u>	<u>1,859,212</u>	<u>1,025,000</u>
<b>GRAND TOTAL</b>	<u>\$12,196,387</u>	<u>\$11,803,717</u>	<u>\$11,253,493</u>	<u>\$10,348,966</u>
<b>Full-Time Equivalent</b>	22.55	19.59	25.78	25.98

**REVENUE COMMENT:**

This budget includes a 22% rate increase, WR-2740-108 approved and implemented effective 1/1/2013. This rate increase was approved as part of the 2012 operating budget but was delayed due to lack of resources to prepare the rate case. The case was submitted to the Public Service Commission and approved 12/11/2012. The impact of this increase on the typical residential customer is \$8.93 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 .13% in 2011 and was 2.54% in 2012. The 22% rate increase that was approved in the 2012 operating budget was implemented on 1/1/2013 is projected to yield a rate of return of 5.58%.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
Residential	\$2,764,592	\$4,052,000	\$3,089,741	\$3,846,000
Commercial	954,650	1,295,000	1,001,553	1,183,000
Industrial	996,109	1,246,000	1,070,640	1,211,000
Public Authority	209,055	293,000	257,349	272,000
Private Fire Protection	46,245	56,000	47,086	56,000
Public Fire Protection	804,031	952,000	861,001	952,000
Forfeited	56,046	45,000	54,359	60,000
Equipment Rental	27,184	50,000	40,436	50,000
Merchandise & Jobbing	21,175	60,000	31,454	60,000
Miscellaneous Revenue	<u>66,751</u>	<u>40,000</u>	<u>68,561</u>	<u>64,300</u>
Subtotal	5,945,838	8,089,000	6,522,180	7,754,300
Interest Income	18,557	25,000	15,144	0
Transfers In	14,130	0	0	0
Capital Contributions	<u>101,810</u>	<u>295,000</u>	<u>279,399</u>	<u>175,000</u>
Total	<u>\$6,080,335</u>	<u>\$8,409,000</u>	<u>\$6,816,724</u>	<u>\$7,929,300</u>
Rate of Return	0.13%	5.35%	2.54%	5.58%
Operating Cash 12/31	(\$1,388,244)	(\$985,713)	(\$2,159,540)	(\$1,433,627)
Debt Service Cash 12/31	\$0	\$0	\$0	\$0

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: CEMETERY**

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**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.

**POSITIONS:**

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

2011	2012	2012	2013
Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Number of Burials (includes cremations)	119	110	112	115
Number of Lot Sales	94	80	85	85

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and increases \$2,022.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$99,635	\$105,496	\$117,790	\$120,556
Overtime	5,232	3,000	3,970	4,400
Benefits	<u>65,551</u>	<u>55,743</u>	<u>51,746</u>	<u>39,307</u>
Subtotal	170,418	164,239	173,506	164,263
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	9,922	9,372	9,980	8,800
Postage	33	200	18	160
Professional Development	306	1,100	0	950
Building Expense	6	4,000	425	4,000
Insurance	3,096	3,458	3,458	3,518
Other Contractual Services	0	1,000	670	1,000
Advertising	641	500	422	500
Vehicle & Equipment	<u>43,084</u>	<u>44,325</u>	<u>45,076</u>	<u>47,025</u>
Subtotal	57,088	63,955	60,050	65,953
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	5,162	8,200	5,608	8,200
<b>GRAND TOTAL</b>				
	<u>\$232,668</u>	<u>\$236,394</u>	<u>\$239,164</u>	<u>\$238,416</u>
<b>Full -Time Equivalent</b>				
	3.28	3.29	3.28	3.91

**REVENUE COMMENT:**

The budgeted revenue from Cemetery activities is \$159,800 and the General Fund annual operating subsidy is remaining constant at \$75,000.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUE:</b>				
Burials	\$96,150	\$76,000	\$97,595	\$89,800
Grave Sales	73,496	70,000	68,100	65,000
Interest Income	3,434	5,000	10,031	5,000
Transfer -General Fund Subsidy	<u>50,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total	<u>\$223,080</u>	<u>\$226,000</u>	<u>\$250,726</u>	<u>\$234,800</u>

The Cemetery has a remaining fund balance of \$233,077 as of December 31, 2012, and an estimated balance of \$229,461 at December 31, 2013.

	2011 Actual	2012 Actual	2013 Budget
<b>FUND BALANCE:</b>			
Beginning Balance at January 1	\$ 231,103	\$221,515	\$233,077
Revenue	223,080	250,726	234,800
Expense	<u>232,668</u>	<u>239,164</u>	<u>238,416</u>
Total Fund Balance at December 31	<u>\$ 221,515</u>	<u>\$233,077</u>	<u>\$229,461</u>

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: LEISURE SERVICES**

**PROGRAM: GOLF COURSES**

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**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.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**PERFORMANCE MEASURES:**

Workload Measures (#)

Rounds Played

Riverside	33,329	36,287	36,628	36,030
Blackhawk	<u>20,568</u>	<u>21,291</u>	<u>20,740</u>	<u>22,266</u>
Total Rounds Played	53,897	57,578	57,368	58,296

Season Passes Sold	363	350	356	358
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Efficiency Measures

Cost Per Round

Riverside	\$33.26	\$25.89	\$27.63	\$25.79
Blackhawk	\$9.77	\$15.87	\$17.07	\$15.28

Revenue Per 9 Hole Round

Riverside	\$11.97	\$11.61	\$12.44	\$11.56
Blackhawk	\$3.78	\$3.87	\$3.93	\$4.06

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
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**ELEMENT COST:**

Riverside Golf Course	\$1,108,448	\$939,298	\$1,012,105	\$929,391
Blackhawk Golf Course	<u>201,037</u>	<u>337,975</u>	<u>354,076</u>	<u>340,171</u>
Total	<u>\$1,309,485</u>	<u>\$1,277,273</u>	<u>\$1,366,180</u>	<u>\$1,269,562</u>



**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels and decreases \$7,711. An increase in greens fees of 2-3% is proposed.

Capital Outlay is provided in the major capital project section of the budget.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$7,643	\$7,496	\$9,952	\$5,630
Benefits	<u>4,464</u>	<u>2,912</u>	<u>4,287</u>	<u>2,311</u>
Subtotal	12,107	10,408	14,239	7,941
<u>CONTRACTUAL SERVICES</u>				
Professional Development	0	357	0	357
Audit & Consulting	0	5,000	0	5,000
Building Expense	832	600	0	600
Insurance	639	1,079	1,079	1,698
Other Contractual Services	1,281,308	1,255,828	1,333,652	1,249,966
Park Contractual	0	2,000	600	2,000
Vehicle & Equipment	<u>1,293</u>	<u>1,501</u>	<u>3,630</u>	<u>1,500</u>
Subtotal	1,284,072	1,266,365	1,338,960	1,261,121
<u>SUPPLIES &amp; MATERIALS</u>	13,307	500	12,982	500
<b>GRAND TOTAL</b>	<u>\$1,309,485</u>	<u>\$1,277,273</u>	<u>\$1,366,180</u>	<u>\$1,269,562</u>
Full-Time Equivalent	0.10	0.10	0.10	0.10
Revenues	\$1,166,027	\$1,281,133	\$1,371,700	\$1,320,573

Revenue projections were provided by KemperSports. An increase in greens fees and pass rates of 2-3% is proposed, as approved by the Golf Course Advisory Committee. In addition, an annual general fund subsidy of \$81,000 is included in the proposed budget.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>RECEIPTS:</b>				
Green Fees	595,466	647,042	660,557	639,763
Cart Rentals	253,155	244,079	278,564	271,035
Beer/Food/Beverages	192,872	204,267	222,544	219,482
Pro Shop	119,276	99,383	123,820	103,203
Range	<u>5,258</u>	<u>5,362</u>	<u>5,215</u>	<u>6,090</u>
Sub-Total from Operations	1,166,027	1,200,133	1,290,700	1,239,573
General Fund Subsidy	<u>0</u>	<u>81,000</u>	<u>81,000</u>	<u>81,000</u>
Grand Total	<u>\$1,166,027</u>	<u>\$1,281,133</u>	<u>\$1,371,700</u>	<u>\$1,320,573</u>
Total Riverside	<u>\$885,578</u>	<u>\$898,898</u>	<u>\$975,978</u>	<u>\$921,995</u>
Total Blackhawk	<u>\$280,449</u>	<u>\$301,235</u>	<u>\$314,722</u>	<u>\$317,578</u>

**FUND BALANCE:**

The Golf Course Special Revenue Fund has a fund balance of (\$99,270) as of January 1, 2013 and proposes a fund balance of (\$48,259) at year ending December 31, 2013.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>FUND BALANCE:</b>				
Beginning Balance at January 1	\$38,669	(\$104,789)	(\$104,789)	(\$99,270)
Revenue	1,166,027	1,281,133	1,371,700	1,320,573
Expense	<u>1,309,485</u>	<u>1,277,273</u>	<u>1,366,180</u>	<u>1,269,562</u>
Total Fund Balance at December 31	<u>(\$104,789)</u>	<u>(\$100,929)</u>	<u>(\$99,270)</u>	<u>(\$48,259)</u>

**DEPARTMENT: HEDBERG PUBLIC LIBRARY**

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**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 2011, 13.8% of the circulation of materials was to township residents.

**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)	45
Public Information Coordinator	1	Custodians	<u>2</u>
Computer Systems Manager	1	Total Positions	<u>74</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
Total Circulation	1,153,991	1,200,000	1,141,500	1,150,000
Total Attendance	741,552	740,000	740,000	740,000
Registered Patrons (Total)	69,277	69,000	69,000	69,000
Programs, Group Visits, Classes, Etc.	825	900	875	850
Participants in All Group Contacts	29,008	30,000	28,000	28,000
Volunteers (Hours)	7,455	7,500	7,550	7,500

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Administration	\$503,038	\$507,079	\$459,504	\$526,858
Circulation Services	557,903	557,097	523,426	516,272
Operations	443,063	443,912	421,601	467,771
Information Services	670,870	636,385	598,573	617,088
Computer Systems	215,782	224,077	222,733	233,915
Technical Services	831,818	802,436	814,982	810,559
Youth Services	<u>598,298</u>	<u>590,365</u>	<u>551,945</u>	<u>576,435</u>
Operations Subtotal	3,820,771	3,761,351	3,592,764	3,748,898
Debt Service	<u>240,694</u>	<u>215,502</u>	<u>215,502</u>	<u>225,318</u>
Total	<u>\$4,061,465</u>	<u>\$3,976,853</u>	<u>\$3,808,266</u>	<u>\$3,974,216</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and has a net decrease of \$2,637.

Personal Services had a net decrease of \$54,969 due to turnover savings from retirements.

Contractual Services has a net increase of \$39,997 primarily due to increases for Building Maintenance (\$27,491) and Equipment Maintenance (\$5,000). The Library does not plan on having a Note Issue in 2013, and instead will cover our major projects with operating funds from the 2013 Library Budget (Children's Dept. remodeling and lighting upgrade).

Supplies & Materials, and Capital Outlay (which includes books, periodicals, audio-visual, and electronic materials) have no significant increase.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$2,130,821	\$2,120,384	\$2,047,262	\$2,071,044
Overtime	394	0	299	0
Benefits	<u>619,556</u>	<u>549,873</u>	<u>493,473</u>	<u>544,244</u>
Subtotal	2,750,771	2,670,257	2,541,035	2,615,288
<u>CONTRACTUAL SERVICES</u>				
Utilities	133,785	145,457	133,220	145,770
Postage	11,648	15,582	10,376	15,582
Professional Development	11,132	14,605	15,395	15,600
Audit & Consulting	14,414	5,400	4,853	5,400
Building Expenses	93,023	102,371	86,672	129,862
Insurance	32,851	32,396	31,424	32,396
Computer Maintenance	129,049	125,327	124,674	128,705
Other Contractual Services	37,208	45,000	37,710	46,670
Advertising	4,608	5,000	4,881	5,150
Vehicle & Equipment	<u>65,494</u>	<u>63,145</u>	<u>59,628</u>	<u>69,145</u>
Subtotal	533,213	554,283	508,833	594,280
<u>SUPPLIES &amp; MATERIALS</u>	64,976	70,730	70,627	71,730
TRANSFERS	240,694	215,502	215,502	225,318
<u>CAPITAL OUTLAY</u>	<u>471,810</u>	<u>466,081</u>	<u>472,270</u>	<u>467,600</u>
GRAND TOTAL	<u>\$4,061,465</u>	<u>\$3,976,853</u>	<u>\$3,808,266</u>	<u>\$3,974,216</u>
Full-Time Equivalent	47.28	47.00	46.78	48.13

**REVENUE COMMENT:**

The Library Budget is about the same as it was in 2012. Debt Service will increase slightly from \$215,502 to \$225,318. Revenue from Rock County and neighboring counties is estimated to decrease \$10,162 from 2012 Estimated figures. The contract with Arrowhead Library System for 2012 is budgeted to be \$100,000, a decrease of \$8,261. The Library does not anticipate the use of Library Fund Balance for the 2013 Budget.

2011	2012	2012	2013
Actual	Budget	Actual	Budget

**REVENUES:**

## Tax Levy:

Operations	\$2,967,225	\$2,986,419	\$2,986,419	\$2,976,318
Debt Service	240,694	215,502	215,502	225,318
Subtotal	3,207,919	3,201,921	3,201,921	3,201,636
Applied Funds	0	0	0	0
State Exempt Computer Aid	13,325	0	13,560	19,000
Fines & Fees	100,003	130,708	100,894	110,000
Rock County & Non-Resident	500,913	485,963	502,260	483,080
Arrowhead Library System	123,087	108,261	108,261	100,000
Miscellaneous	111,551	50,000	57,502	60,500
Transfers In	<u>9,780</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$4,066,579</u>	<u>\$3,976,853</u>	<u>\$3,984,398</u>	<u>\$3,974,216</u>

2011	2012	2013
Actual	Actual	Budget

**FUND BALANCE:**

Undesignated Beginning Balance at January 1	\$425,144	\$430,258	\$606,390
Add: Revenue (Without Applied Fund Balance)	4,066,579	3,984,398	3,974,216
Less: Expenses	4,061,465	3,808,266	3,974,216
Total Fund Balance at December 31	<u>\$430,258</u>	<u>\$606,390</u>	<u>\$606,390</u>

**DEPARTMENT: LIBRARY**

**DIVISION: PUBLIC ACCESS CABLE TELEVISION (JATV)**

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**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 the AT&T U-Verse and Charter Communication's franchise fee for operations, collected in accordance with the Franchise Agreement between the State of Wisconsin, AT&T and Charter Communications. Additional funding is provided through grants, donations, tape/copy sales, and Friends of JATV.

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
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**ACTIVITIES:**

Programming (Hours)

Programs	7,852	7,482	8,059	6,570
Community Calendar	908	1,278	701	2,190
Total Programs (#)	1,889	1,900	1,820	1,900
Locally Produced	1,087	1,200	1,133	1,200
Imported	802	700	687	700
New Programs (#)	693	740	700	700
Locally Produced	416	420	450	420
Imported	277	320	250	250
Videos uploaded for Internet viewing	240	150	169	180
Number of views online	23,564	25,000	21,000	30,000

**POSITIONS:**

Director JATV Media Services	1
Production Assistant (part-time)	<u>3</u>
	<u>4</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of programming service levels.

Personal services increase \$4,259 primarily due to the addition of a part-time (10-hr week) administrative assistant (\$6,952) to help the station manage the community calendar and other weekly regular activities and a production assistant (\$12,315). A portion of these increases are offset by savings in benefits (\$16,823).

Contractual services increase \$1,700 due to conference expenses to send JATV staff to two state conferences each year, including the Wisconsin Community Media conference.

Materials and supplies increase \$1,341.

Capital Outlay of \$49,500 is proposed which includes replacing camera equipment, technology upgrades, and a renovation of the current JATV space at Hedberg Public Library. The renovation is covered by \$25,000 in Charter-Capital Funds, money from PEG funding which the station received through 2010 (see Fund Balance, Designated for Capital Expenditures).



**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$88,056	\$97,741	\$96,508	\$112,259
Benefits	<u>15,469</u>	<u>25,266</u>	<u>12,534</u>	<u>15,007</u>
Subtotal	103,525	123,007	109,041	127,266
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	550	550	550	550
Postage	0	100	30	150
Professional Development	1,453	1,600	1,458	3,250
Audit & Consulting	0	200	0	200
Insurance	1,016	1,355	972	1,355
Advertising	390	600	132	600
Vehicle & Equipment	<u>0</u>	<u>800</u>	<u>90</u>	<u>800</u>
Subtotal	3,409	5,205	3,232	6,905
<b><u>SUPPLIES &amp; MATERIALS</u></b>	4,203	4,488	15,648	5,829
Total Operations and Maintenance	111,137	132,700	127,921	140,000
<b><u>CAPITAL OUTLAY</u></b>	<u>7,745</u>	<u>22,200</u>	<u>38,949</u>	<u>49,500</u>
<b>GRAND TOTAL</b>	<b><u>\$118,882</u></b>	<b><u>\$154,900</u></b>	<b><u>\$166,870</u></b>	<b><u>\$189,500</u></b>
Full-Time Equivalent	2.23	2.25	2.17	3.20

**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 annual revenue from Charter/AT&T for Capital Funds (a one-time payment was received in early 2011), however the station has accumulated Capital Funds over the years. This money was designated for capital expenditures, such as station renovations and equipment, and a portion of that money will be used in 2013 for that purpose. Additional funding will come from donations, tape sales, programming fees, and from the Friends of JATV.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
Charter - Operating Funds	\$153,605	\$150,400	\$151,380	\$158,000
Charter - Capital Funds	4,811	0	37,431	0
Tape Sales/Fees	1,259	2,000	232	1,500
Grants & Gifts	2,065	1,500	2,890	1,500
Friends of JATV	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>3,500</u>
Total	<u>\$161,741</u>	<u>\$154,900</u>	<u>\$191,933</u>	<u>\$164,500</u>

The Undesignated Fund Balance for year ending 2012 is \$161,288. The Undesignated Fund Balance for year ending 2013 is projected to be \$185,788.

	2011 Actual	2012 Actual	2013 Budget
<b>FUND BALANCE:</b>			
Beginning Undesignated Balance at January 1	\$91,848	\$134,706	\$161,288
Add: Revenue	161,741	191,933	164,500
Less: Expenses	111,137	166,870	189,500
Change in Designated Fund Balance	<u>(7,746)</u>	<u>1,519</u>	<u>49,500</u>
Undesignated Fund Balance at December 31	134,706	161,288	185,788
Designated for Capital Expenditures	<u>235,881</u>	<u>234,362</u>	<u>184,862</u>
Designated Fund Balance	<u>235,881</u>	<u>234,362</u>	<u>184,862</u>
Total Fund Balance at December 31	<u>\$370,587</u>	<u>\$395,649</u>	<u>\$370,649</u>



**SIGNIFICANT EXPENDITURES, STAFFING AND PROGRAM CHANGES:**

This budget provides for a reduction of present service levels and decreases \$221,830 due to a decrease in funding related to the 2013 federal sequestration order.

Personal Services has a net decrease of \$7,893 due to a reallocation of salaries to Transit based on the actual time spent.

Contractual Services has a net decrease of \$218,287 primarily due to decreases in other contractual service (\$7,500) and housing rent assistance payments (\$213,000).

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

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$168,352	\$160,982	\$156,154	\$155,715
Benefits	<u>78,922</u>	<u>71,824</u>	<u>68,286</u>	<u>69,198</u>
Subtotal	247,274	232,806	224,440	224,913
<u>CONTRACTUAL SERVICES</u>				
Utilities	777	800	750	800
Postage	6,160	6,330	5,304	6,596
Professional Development	5,368	3,632	2,666	3,385
Audit & Consulting	5,000	5,200	5,383	5,400
Building Expense	10,814	11,812	9,470	11,812
Insurance	1,912	1,912	1,912	2,248
Computer Maintenance	5,944	6,930	6,362	7,088
Other Contractual Services	4,223	16,500	9,897	9,000
Housing Payments	2,606,697	2,835,000	2,631,640	2,622,000
Advertising	631	600	351	2,000
Vehicle & Equipment	<u>192</u>	<u>600</u>	<u>326</u>	<u>700</u>
Subtotal	2,647,719	2,889,316	2,674,060	2,671,029
<u>SUPPLIES &amp; MATERIALS</u>	2,250	3,500	2,898	3,500
<u>DEPRECIATION</u>	4,269	0	4,571	4,350
<u>CAPITAL OUTLAY</u>	<u>3,487</u>	<u>0</u>	<u>1,288</u>	<u>0</u>
<b>ADMINISTRATION TOTAL</b>	<u>\$2,904,999</u>	<u>\$3,125,622</u>	<u>\$2,907,258</u>	<u>\$2,903,792</u>
Full-Time Equivalent	3.00	2.70	2.70	2.84

**REVENUE COMMENT:**

Section 8 administrative fees were reduced 20% by HUD in 2012, and the reduction is anticipated to continue to 2013. Housing assistance payments were significantly reduced by HUD in 2012 as part of an effort to mandate the usage of Housing Assistance Payment equity (\$344,147). In addition, the 2013 federal sequestration order reduced rent assistance funding by \$214,837.

Administrative fees of \$238,000 offset administrative and depreciation expenses of \$287,054, with the balance of \$43,792 coming from Administrative fee equity. Housing Assistance Payments (\$2,488,143) and the planned use of operating reserve (\$177,649) are used to provide direct rent assistance to clients.

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

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUE:</b>				
Administrative Fees	\$276,867	\$270,000	\$288,541	\$238,000
Housing Assistance Payments	<u>2,883,899</u>	<u>2,570,000</u>	<u>2,325,724</u>	<u>2,488,143</u>
Subtotal	3,160,766	2,840,000	2,614,265	2,726,143
Operating Res. Increase (Withdrawal)	<u>255,767</u>	<u>(285,622)</u>	<u>(292,993)</u>	<u>(177,649)</u>
Total	<u>\$3,416,533</u>	<u>\$2,554,378</u>	<u>\$2,321,273</u>	<u>\$2,548,494</u>

	12/31/2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>FUND EQUITY:</b>				
Administrative Fee Equity*	\$166,521	\$148,915	\$177,960	\$134,168
Housing Assistance Payments Equity	<u>528,663</u>	<u>319,294</u>	<u>224,230</u>	<u>90,373</u>
Total Fund Equity at December 31	<u>\$695,184</u>	<u>\$468,209</u>	<u>\$402,190</u>	<u>\$224,541</u>

\*The Administrative Equity Includes Investment in Capital Assets of \$38,394 at 12/31/12.

**DEPARTMENT: NEIGHBORHOOD SERVICES**

**DIVISION: HOUSING**

**PROGRAM: STATE AND FEDERAL GRANTS**

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**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 Department of Administration, Division of Housing.

Emphasis will be on the continued revitalization of Janesville's residential neighborhoods through the implementation of housing programs that support 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 2013, emphasis will also be placed on continued implementation of Neighborhood Stabilization Programs through the purchase of foreclosed properties and the rehabilitation, redevelopment, or demolition of properties to provide affordable housing and stabilize neighborhoods. In 2013, emphasis will also be placed on assisting a business located within the floodplain to relocate under the CDBG-Emergency Assistance Program.

**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>

	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
<b>ACTIVITIES:</b>				
Owner Rehabilitation Projects	9	10	9	4
Rental Rehabilitation Units	19	12	76	20
Home Buyer Workshop Participants	100	100	100	100
Home Ownership Down Payment Asst.	35	28	40	40
Home Ownership Rehabilitation	12	13	7	14
Neighborhood Stabilization Projects	3	5	5	5

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
<u>Administration *</u>				
General Administration	\$111,813	\$144,715	\$180,357	\$112,360
Neighborhood Development	<u>64,957</u>	<u>64,330</u>	<u>69,240</u>	<u>54,331</u>
Subtotal	176,770	209,045	249,597	166,691
<u>Program Services</u>				
Neighborhood	80,510	30,172	26,372	31,516
Housing	1,538,660	1,799,164	1,687,391	1,950,917
Community Development	324,688	0	7,457	602,000
Public Service**	<u>81,901</u>	<u>75,000</u>	<u>90,784</u>	<u>85,000</u>
Subtotal	2,025,759	1,904,336	1,812,005	2,669,433
<u>Unallocated</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$2,202,529</u>	<u>\$2,113,381</u>	<u>\$2,061,601</u>	<u>\$2,836,124</u>

\* General administration includes Administration for the Neighborhood Stabilization Program and, Neighborhood Stabilization 3 Program, 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 decreases \$42,354. Personal services has a net decrease of \$34,804 primarily due to a reallocation of salary distribution to property maintenance based on actual time spent.

Program Services

The budget for Program Services has a net increase of \$765,097. It provides for the continuation of neighborhood, housing, and public service activities at current service levels and increases the service level for community development activities.

Neighborhood Activities have a net increase of \$1,344 and include the addition of 200 hours of pro-active housing enforcement in the CDBG focus area.

Housing Activities have a net increase of \$151,753 primarily due to increases in Home Ownership (\$168,970), Housing Service Delivery (\$9,605) and Neighborhood Stabilization (\$33,000). These increases are offset by decreases in Owner Rehabilitation (\$49,062) and Rental Rehabilitation (\$10,760).

Community Development Activities have a net increase of \$602,000 due to a project designed to purchase, relocate and demolish a property located within the floodplain and damaged during the 2008 flood event.

Funding for the following Public Service activities is included in the budget: \$43,000 for ECHO's emergency rent assistance program, \$33,000 for HealthNet to provide primary medical care for those without insurance and \$9,000 for the Literacy Connection to provide one-on-one adult literacy education. Public service activities are subject to a program cap of 15% of the current year's allocation and the previous year's program income. The cap for public service activities is \$85,000 for 2013.



**REQUIRED RESOURCES: ADMINISTRATION**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$107,380	\$132,621	\$169,376	\$108,726
Overtime	673	0	2,284	0
Benefits	<u>36,556</u>	<u>44,796</u>	<u>48,415</u>	<u>33,887</u>
Subtotal	144,609	177,417	220,076	142,613
<u>CONTRACTUAL SERVICES</u>				
Utilities	372	400	366	400
Postage	2,191	2,110	1,969	1,750
Professional Development	768	2,657	1,149	2,360
Auditing/Consulting	7,040	6,900	4,015	3,400
Building Rental	10,814	11,812	9,470	11,812
Insurance	1,473	2,290	2,290	1,503
Equipment Maintenance	1,818	659	902	753
Other Contractual Services	1,025	500	2,613	0
Advertising/Promotions	<u>2,647</u>	<u>2,300</u>	<u>1,816</u>	<u>1,300</u>
Subtotal	28,148	29,628	24,591	23,278
<u>SUPPLIES &amp; MATERIALS</u>	4,013	2,000	4,930	800
<b>ADMINISTRATION TOTAL</b>	<u>\$176,770</u>	<u>\$209,045</u>	<u>\$249,597</u>	<u>\$166,691</u>
<u>Full-Time Equivalent</u>	4.15	4.16	4.16	4.13

**REQUIRED RESOURCES: PROGRAM SERVICES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<u>Neighborhood</u>				
Code Enforcement	\$31,020	\$30,172	\$26,372	\$31,516
Neighborhood Block Grants <sup>(1)</sup>	47,407	0	0	0
Neighborhood Livability - Scholarships <sup>(1)</sup>	<u>2,083</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	80,510	30,172	26,372	31,516
<u>Downtown</u>				
Revitalization	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	2,600	0	0	0
<u>Housing</u>				
Owner Rehabilitation	70,826	205,950	358,654	156,888
Rental Rehabilitation	567,809	238,950	315,035	228,190
Home Ownership	314,396	262,600	264,692	431,570
Buy/Rehab/Sell	4,000	0	0	0
CDBG Housing Service Delivery	159,211	141,664	89,126	151,269
Neighborhood Stabilization Program	<u>422,418</u>	<u>950,000</u>	<u>659,885</u>	<u>983,000</u>
Subtotal	1,538,660	1,799,164	1,687,391	1,950,917
<u>Community Development</u>				
CDBG Recovery & Reinvestment	34,690	0	0	0
CDBG Emergency Assistance Program	<u>287,398</u>	<u>0</u>	<u>7,457</u>	<u>602,000</u>
Subtotal	322,088	0	7,457	602,000
<u>Other CDA Allocations</u>				
Boys & Girls Club <sup>(1)</sup>	3,000	0	3,000	0
Emergency Rent <sup>(1)</sup>	37,231	34,000	44,550	43,000
Healthnet <sup>(1)</sup>	36,670	34,000	36,834	33,000
The Literacy Connection <sup>(1)</sup>	2,000	7,000	6,400	9,000
YWCA (1)	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	81,901	75,000	90,784	85,000
<b>PROGRAM TOTAL</b>	<u>\$2,025,759</u>	<u>\$1,904,336</u>	<u>\$1,812,005</u>	<u>\$2,669,433</u>

<sup>(1)</sup> Public service activities allocated by CDA including, - Support for the Look West and Fourth Ward Neighborhood Action Team, emergency rent assistance contracted through ECHO and other activities that benefit low to moderate income individuals.

**REVENUE COMMENT:**

Community Development Block Grant (CDBG) funding for increases \$87,201 in 2013 to \$471,443 with program income rising slightly to \$81,000. Overall funding under the Neighborhood Stabilization Programs increases \$23,135 with decreases in our grant allocation of \$280,916 as our allocation is fully expended by the end of 2013 and increases in program income of \$304,051 as rehabilitated homes are resold. 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 for Janesville remains constant in 2013, with an annual allocation of \$137,468 for Janesville, \$236,564 remaining from prior grants and \$81,000 estimated in program income. Other State and Federal Grant Programs include: the Homebuyer's Workshops, Wisconsin Rental Energy Program and the Wisconsin Rental Rehabilitation Program. Funding for the Lead Hazard Reduction Grant Program and the Lead Hazard Reduction Demonstration Grant Program is not included as those grants concluded in 2013. Funding in the amount of \$602,000 is included for the purchase, relocation and demolition of a property under the CDBG-EAP 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.

	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**REVENUES:**

CDBG

Formula Allocation	\$543,034	\$384,242	\$387,940	\$471,443
Program Income	<u>51,202</u>	<u>110,771</u>	<u>71,548</u>	<u>81,000</u>
Subtotal	594,236	495,013	459,487	552,443

NSP

Formula Allocation	\$452,478	\$654,948	\$368,680	\$374,032
Program Income	<u>64,970</u>	<u>340,000</u>	<u>272,897</u>	<u>644,051</u>
Subtotal	517,448	994,948	641,577	1,018,083

HOME Consortium

Formula Allocation	342,891	192,314	145,332	366,268
Program Income	<u>144,173</u>	<u>95,000</u>	<u>122,304</u>	<u>81,000</u>
Subtotal	487,064	287,314	267,637	447,268

Other State & Federal Grants

Current Year	421,835	246,647	484,982	0
Program Income	32,549	80,400	68,928	4,670
CDBG- Downtown Activities	30,600	0	28,000	0
CDBG- Emergency Assistance Prog.	<u>286,323</u>	<u>0</u>	<u>0</u>	<u>602,000</u>
Subtotal	771,306	327,047	581,910	606,670

Transfer In- Health Insurance Rebate	2,760	0	0	0
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Total	<u>\$2,372,814</u>	<u>\$2,104,322</u>	<u>\$1,950,611</u>	<u>\$2,624,464</u>
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**DEPARTMENT: PUBLIC WORKS**  
**DIVISION: OPERATIONS**  
**PROGRAM: INDUSTRIAL WASTE DISPOSAL**

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**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.

	2011	2012	2012	2013
	Actual	Budget	Actual	Budget

**ELEMENT COST:**

Gas System Operation	\$21,599	\$31,835	\$19,214	\$32,578
Maintenance	5,225	1,522	30,438	100
Construction Administration	13,985	7,994	2,619	8,038
Quality Control	5,457	14,882	255	14,420
Leachate Disposal	5,100	11,425	7,889	10,273
Legal	<u>2,902</u>	<u>5,000</u>	<u>102</u>	<u>5,000</u>
Total	<u>\$54,268</u>	<u>\$72,658</u>	<u>\$60,517</u>	<u>\$70,409</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels and decreases \$2,249.

Personal Services has a net decrease of \$1,250 due to a reduction in site maintenance efforts.

Contractual Services has a net decrease of \$999 primarily due to a reduction in electricity costs.

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$10,259	\$15,231	\$8,264	\$11,678
Overtime	0	0	88	0
Benefits	<u>4,186</u>	<u>2,302</u>	<u>4,265</u>	<u>4,605</u>
Subtotal	14,445	17,533	12,618	16,283
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	7,019	9,512	8,291	8,513
Professional Development	113	405	113	405
Audit & Consulting	8,052	7,500	899	7,500
Insurance	128	163	163	163
Other Contractual Services	17,395	27,945	28,102	27,945
Vehicle & Equipment	<u>2,603</u>	<u>6,000</u>	<u>2,741</u>	<u>6,000</u>
Subtotal	35,309	51,525	40,308	50,526
<b><u>SUPPLIES &amp; MATERIALS</u></b>	4,514	3,600	7,591	3,600
<b>GRAND TOTAL</b>	<u>\$54,268</u>	<u>\$72,658</u>	<u>\$60,517</u>	<u>\$70,409</u>
<b>Full-Time Equivalent</b>	0.16	0.22	0.22	0.19

**REVENUE**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Transfer from Trust Fund	<u>\$54,268</u>	<u>\$72,658</u>	<u>\$60,517</u>	<u>\$70,409</u>

The Superfund Agency Fund accounts for receipts from industrial responsible parties and the City of Janesville to cover costs for Industrial Waste Disposal Fund activities. In 2011, funds were received from General Motors which will be used to cover costs in 2012 and 2013. In future years, funding will be paid from available reserve funds in the Sanitation Fund. The balance of the reserve funds is \$904,394.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>SUPERFUND AGENCY FUND:</b>				
Beginning Fund Balance	\$79,843	\$145,661	\$145,661	\$85,312
Additions to Fund Balance:				
Interest Income	107	0	167	0
Other Revenue (Industry)	119,979	0	0	0
Transfers -Sanitation Reserved Funds	<u>0</u>	<u>88,835</u>	<u>0</u>	<u>0</u>
Subtotal	120,086	88,835	167	0
Reductions in Fund Balance:				
Transfer- Industrial Waste	<u>54,268</u>	<u>72,658</u>	<u>60,517</u>	<u>70,409</u>
Ending Fund Balance	<u>\$145,661</u>	<u>\$161,838</u>	<u>\$85,312</u>	<u>\$14,903</u>

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: OPERATIONS**

**PROGRAM: SANITATION**

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**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.

**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>7</u>
	<u>16</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
<b>ACTIVITIES:</b>				
Sanitary Landfill (tons)	185,061	176,600	161,900	163,400
Clean-Fill Site (cubic yards)	25,000	40,000	30,000	40,000
<u>Curbside Trash/Recycling Programs</u>				
Households per Week	23,473	23,473	23,473	23,473
Trash Collection/Disposal Cost/HH/Year	\$55.92	\$58.44	\$60.91	\$58.47
Recycling Program Net Cost/HH/Year	\$12.41	\$16.06	\$16.39	\$18.60
<u>Tire Recycling</u>				
Tons	191	154	0	0
Contract Processing Cost (per ton)	\$175.00	\$175.00	\$175.00	\$175.00
<u>Appliance Recycling</u>				
Tons	393	500	500	500
Net Operating Cost (per ton)	(\$181.04)	(\$116.40)	(\$114.07)	(\$120.00)



	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Solid Waste Collection	\$1,122,045	\$1,176,812	\$1,230,790	\$1,052,620
Solid Waste Disposal	4,384,882	4,620,635	4,244,140	4,340,709
Recycling Program	<u>766,425</u>	<u>811,879</u>	<u>856,987</u>	<u>797,981</u>
Subtotal	<u>6,273,352</u>	<u>6,609,326</u>	<u>6,331,917</u>	<u>6,191,310</u>
Debt Retirement - Landfill	892,460	922,855	924,346	1,015,191
Debt Retirement - Automated Collection	0	0	0	255,000
Transfer for Long Term Care Escrow	226,000	226,000	226,000	226,000
Reserve transfer for Superfund Site	<u>0</u>	<u>72,658</u>	<u>0</u>	<u>0</u>
Subtotal	<u>1,118,460</u>	<u>1,221,513</u>	<u>1,150,346</u>	<u>1,496,191</u>
Total	<u>\$7,391,812</u>	<u>\$7,830,839</u>	<u>\$7,482,263</u>	<u>\$7,687,501</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for an increase in service levels by implementing automated collection of trash and single-stream recyclables effective May 1, 2013. The date of conversion was originally planned for October 1, 2012 but was required to be delayed because of a manufacturing failure on the part of the vendor providing automated collection carts. Overall Sanitation Fund expenses decrease of \$143,338.

Personal Services has a net decrease of \$101,364 primarily due to implementation of automated solid waste collection (\$72,000), and employee contributions towards Wisconsin Retirement System (\$35,960).

Contractual Services has a net decrease of \$303,972 primarily due to a reduction in landfill tonnage and associated DNR tonnage fees (\$247,172) and a decrease in VOM rental rates (\$46,000).

Supplies and Materials has a net decrease of \$19,680 primarily due to a reduction of aggregate (\$25,000) needed for landfill cover due to the reduction of tonnage.

This budget proposes capital funding from operations of \$7,000 to replace a roll-off container. Capital funding from the GO Note issue totals \$3,580,000:

Sanitation Fund

## Construction

Clay Procurement	\$2,000,000
Leachate Recirculation System	<u>200,000</u>
Subtotal	\$2,200,000

## Closure:

Phase 1 Closure	1,300,000
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## Other Capital Projects:

Replace Stationary Compactors and Containers	<u>80,000</u>
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Total Sanitation Fund	<u>\$3,580,000</u>
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**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$920,504	\$1,740,845	\$1,080,801	\$1,112,376
Overtime	86,778	0	97,557	95,800
Benefits	716,387	137,813	691,306	569,118
Miscellaneous Benefits	<u>3,850</u>	<u>4,200</u>	<u>4,447</u>	<u>4,200</u>
Subtotal	1,727,519	1,882,858	1,874,112	1,781,494
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	144,933	173,610	126,490	168,610
Postage	73	100	99	100
Professional Development	2,089	5,035	2,726	4,040
Audit & Consulting	15,086	50,000	46,100	50,000
Building Expense	2,551	3,000	1,472	3,000
Insurance	27,258	26,291	26,291	24,911
Computer Maintenance	6,221	7,078	6,339	7,078
Other Contractual Services	134,478	188,850	155,805	189,650
Advertising	0	3,677	0	2,452
Licenses	2,669,393	2,347,622	2,212,195	2,100,450
Vehicle & Equipment	<u>1,458,312</u>	<u>1,788,700</u>	<u>1,764,459</u>	<u>1,739,700</u>
Subtotal	4,460,394	4,593,963	4,341,975	4,289,991
<b><u>SUPPLIES &amp; MATERIALS</u></b>	76,662	132,505	111,867	112,825
<b><u>CAPITAL OUTLAY</u></b>	<u>8,777</u>	<u>0</u>	<u>3,963</u>	<u>7,000</u>
Total Expenditures	6,273,352	6,609,326	6,331,917	6,191,310
<b><u>TRANSFERS</u></b>				
Debt Retirement	892,460	922,855	924,346	1,270,191
Long Term Care Escrow	226,000	226,000	226,000	226,000
Reserve Transfer for Superfund Site	<u>0</u>	<u>72,658</u>	<u>0</u>	<u>0</u>
	1,118,460	1,221,513	1,150,346	1,496,191
<b>GRAND TOTAL</b>	<u>\$7,391,812</u>	<u>\$7,830,839</u>	<u>\$7,482,263</u>	<u>\$7,687,501</u>
Full-Time Equivalent	19.94	20.85	21.35	23.80

**REVENUE COMMENT:**

This budget proposes an increase in the user fee for residential curbside trash collection and disposal of \$4.50 per quarterly bill for an annual rate of \$58.00 per household per year. The 2012 rate is \$40, or \$10/qr.

2012 Sanitary Landfill revenue is \$545,360 less than budgeted due primarily a reduction in tons disposed at the sanitary landfill by Veolia Environmental Services and Waste Management. Sanitary landfill revenue in 2013 is expected to be similar to 2012 revenue.

Revenue from the sale of recyclables collected curbside in 2013 is expected to increase by \$33,000 from 2012 budgeted levels due to improved market conditions and expected higher volumes of material collected under the automated collection system.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>REVENUES:</b>				
<u>Sanitary Landfill</u>				
Janesville	\$1,665,338	\$1,578,050	\$1,170,119	\$1,379,000
Non-Janesville	1,019,320	1,040,400	1,288,892	1,284,500
Landfill Cubes	121,452	160,000	123,074	140,000
Town & Country	1,558,271	1,318,000	1,620,123	1,728,900
Waste Management	528,526	680,000	381,607	402,500
Green County	468,898	560,150	227,335	210,000
Wastes Used as Daily Cover	291,683	312,000	255,934	258,000
Landfill Gas Agreement	73,019	75,000	70,747	85,000
<u>Demolition Landfill</u>	16,020	25,000	15,410	25,000
<u>State Recycling Grant</u>	209,833	210,000	226,881	227,000
<u>User Fees/Material Sales</u>				
Curbside Collection	152,161	137,000	160,076	170,000
Appliance/Metal Recycling	73,528	60,000	57,035	60,000
Tire Recycling	38,873	27,000	27,525	27,000
<u>Other</u>				
Resident Waste Management Fee	959,868	938,920	951,589	1,361,434
Bins Sales/Cart Service Fees	<u>667</u>	<u>1,000</u>	<u>814</u>	<u>5,000</u>
 Total	 <u>\$7,177,455</u>	 <u>\$7,122,520</u>	 <u>\$6,577,160</u>	 <u>\$7,363,334</u>

**INCOME STATEMENT BY PROGRAM:**

This budget results in a decrease in Sanitation Fund unreserved fund balance of \$294,753 to an estimated balance at 12/31/2013 of -\$29,414.

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 2013 Proposed.

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Budgeted 2012</u>	<u>Actual 2012</u>	<u>Proposed 2013</u>
<b>Revenues</b>							
Solid Waste Disposal- User Fees	\$ 5,794,980	\$ 5,278,788	\$ 6,405,306	\$ 5,742,526	\$ 5,748,600	\$ 5,153,241	\$ 5,512,900
Solid Waste Collection- User Fees	\$ -	\$ -	\$ -	\$ 959,868	\$ 938,920	\$ 951,589	\$ 1,361,434
Recycling-Material Sales/User Fees	\$ 283,095	\$ 107,509	\$ 211,587	\$ 265,228	\$ 225,000	\$ 245,450	\$ 262,000
Recycling-State Grant	\$ 342,702	\$ 308,478	\$ 324,554	\$ 209,833	\$ 210,000	\$ 226,881	\$ 227,000
<b>Total Revenue</b>	<b>\$ 6,420,777</b>	<b>\$ 5,694,775</b>	<b>\$ 6,941,447</b>	<b>\$ 7,177,455</b>	<b>\$ 7,122,520</b>	<b>\$ 6,577,160</b>	<b>\$ 7,363,334</b>
<b>Expenditures</b>							
Solid Waste Collection	\$ 1,023,193	\$ 1,171,644	\$ 1,152,693	\$ 1,122,045	\$ 1,176,812	\$ 1,230,790	\$ 1,052,620
Solid Waste Disposal	\$ 3,320,390	\$ 3,711,144	\$ 4,689,854	\$ 4,384,882	\$ 4,620,635	\$ 4,244,140	\$ 4,340,709
Recycling	\$ 664,627	\$ 797,214	\$ 788,637	\$ 766,425	\$ 811,879	\$ 856,986	\$ 797,981
<b>Total Expenditures</b>	<b>\$ 5,008,210</b>	<b>\$ 5,680,002</b>	<b>\$ 6,631,184</b>	<b>\$ 6,273,352</b>	<b>\$ 6,609,326</b>	<b>\$ 6,331,916</b>	<b>\$ 6,191,310</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 1,412,567</b>	<b>\$ 14,773</b>	<b>\$ 310,263</b>	<b>\$ 904,103</b>	<b>\$ 513,194</b>	<b>\$ 245,244</b>	<b>\$ 1,172,024</b>
<b>Transfers</b>							
Transfer In- Health Insurance Rebate	\$ -	\$ -	\$ 14,644	\$ -	\$ -	\$ -	\$ -
Transfer for DNR Escrow Site 3939	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)
Transfer to Superfund (from reserve)	\$ (55,757)	\$ (61,362)	\$ (49,339)	\$ -	\$ (72,658)	\$ -	\$ -
Transfer for Debt Service - Landfill	\$ -	\$ (64,268)	\$ (266,894)	\$ (892,460)	\$ (922,855)	\$ (924,346)	\$ (1,015,191)
Transfer for Debt Service - Auto Coll.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (255,000)
Transfer to G/F	\$ (200,000)	\$ (400,000)	\$ (450,000)	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers</b>	<b>\$ (481,757)</b>	<b>\$ (751,630)</b>	<b>\$ (977,589)</b>	<b>\$ (1,118,460)</b>	<b>\$ (1,221,513)</b>	<b>\$ (1,150,346)</b>	<b>\$ (1,496,191)</b>
<b>Revenues over Expenditures (deficit)</b>	<b>\$ 930,810</b>	<b>\$ (736,857)</b>	<b>\$ (667,326)</b>	<b>\$ (214,357)</b>	<b>\$ (708,319)</b>	<b>\$ (905,102)</b>	<b>\$ (324,167)</b>
Fund Balance January 1	\$ 2,791,979	\$ 3,722,789	\$ 2,985,932	\$ 2,318,606	\$ 2,104,249	\$ 2,104,249	\$ 1,199,147
Fund Balance December 31	\$ 3,722,789	\$ 2,985,932	\$ 2,318,606	\$ 2,104,249	\$ 1,395,930	\$ 1,199,147	\$ 874,980
<b>Fund Balance Analysis Dec 31</b>							
Designated for Vacation							
Reserved for Superfund	\$ 1,015,095	\$ 953,733	\$ 904,394	\$ 904,394	\$ 831,736	\$ 904,394	\$ 904,394
Available	\$ 2,707,694	\$ 2,032,199	\$ 1,414,212	\$ 1,199,855	\$ 564,194	\$ 294,753	\$ (29,414)
	<b>\$ 3,722,789</b>	<b>\$ 2,985,932</b>	<b>\$ 2,318,606</b>	<b>\$ 2,104,249</b>	<b>\$ 1,395,930</b>	<b>\$ 1,199,147</b>	<b>\$ 874,980</b>

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: INSURANCE FUND**

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**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.

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b>ELEMENT COST:</b>				
Risk Management	\$100,066	\$102,540	\$96,697	\$104,479
Liability Insurance	321,065	307,500	284,981	307,500
Workers' Compensation	199,071	338,710	471,881	362,300
Property/Other Insurance	187,472	168,917	169,062	178,917
Health, Dental & Vision Insurance	9,305,121	8,745,048	10,206,315	8,744,926
Flex Benefits	<u>175,004</u>	<u>180,000</u>	<u>154,230</u>	<u>180,000</u>
Subtotal	10,287,799	9,842,715	11,383,166	9,878,122
Transfers	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>261,400</u>
Total	<u>\$10,587,799</u>	<u>\$9,842,715</u>	<u>\$11,383,166</u>	<u>\$10,139,522</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and increases \$296,807.

Personal Services has a net increase of \$3,025 primarily due the reallocation of the special payment.

Insurance Expense increases \$35,000 primarily due to a projected increase in re-insurance costs.

This budget includes a \$261,400 transfer of Health Insurance surplus to the General Fund.

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$76,325	\$59,580	\$73,587	\$59,841
Benefits	\$18,407	\$16,228	\$21,268	\$17,592
Miscellaneous Benefits	<u>2,567</u>	<u>2,800</u>	<u>2,800</u>	<u>4,200</u>
Subtotal	97,299	78,608	97,655	81,633
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	244	250	239	250
Postage	670	322	438	336
Professional Development	0	1,260	0	1,260
Audit & Consulting	112,403	104,950	92,683	104,950
Insurance	9,542,787	8,963,393	11,178,433	8,998,393
Computer Maintenance	1,008	1,100	0	0
Other Contractual Services	524,095	680,122	3,425	680,000
Recruiting Expense	<u>8,434</u>	<u>10,000</u>	<u>7,710</u>	<u>10,000</u>
Subtotal	10,189,641	9,761,397	11,282,929	9,795,189
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	859	2,710	2,582	1,300
Subtotal	10,287,799	9,842,715	11,383,166	9,878,122
<b><u>TRANSFERS</u></b>				
	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>261,400</u>
<b>GRAND TOTAL</b>				
	<u>\$10,587,799</u>	<u>\$9,842,715</u>	<u>\$11,383,166</u>	<u>\$10,139,522</u>
<hr/>				
Full-Time Equivalent	0.93	0.93	0.90	0.90

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: OPERATIONS**

**PROGRAM: VEHICLE OPERATION & MAINTENANCE**

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**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.

	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
<b>ACTIVITIES:</b>				
<u>General Administration (Hours)</u>	8,063	8,500	8,300	8,300
<u>Vehicle Maintenance (#)</u>				
Scheduled Work Orders	690	800	750	800
Unscheduled Work Orders (Repairs)	<u>2,009</u>	<u>2,500</u>	<u>2,200</u>	<u>2,300</u>
Subtotal	2,699	3,300	2,950	3,100
Direct Labor (Hours)	7,430	8,600	8,000	8,600
Indirect Labor (Hours)	<u>4,572</u>	<u>3,700</u>	<u>3,800</u>	<u>3,700</u>
Subtotal	12,002	12,300	11,800	12,300
<u>Facility Maintenance (Hours)</u>	729	750	400	750
<u>Support Programs (Hours)</u>	<u>1,956</u>	<u>2,500</u>	<u>2,300</u>	<u>2,300</u>
Total Hours	<u>22,750</u>	<u>24,050</u>	<u>22,800</u>	<u>23,650</u>

	2011 Actual	2012 Budget	2012 Actual	2013 Proposed
<b>ELEMENT COST:</b>				
General Administration	\$460,380	\$461,354	\$453,949	\$467,334
Vehicle Maintenance	2,320,466	2,261,624	2,287,076	2,442,817
Facility Maintenance	178,106	210,548	158,238	209,705
Support Programs	<u>89,190</u>	<u>92,575</u>	<u>91,495</u>	<u>86,734</u>
Subtotal Operating	3,048,142	3,026,101	2,990,758	3,206,590
Capital	<u>1,156,500</u>	<u>2,183,000</u>	<u>1,198,000</u>	<u>1,521,000</u>
Total	<u>\$4,204,642</u>	<u>\$5,209,101</u>	<u>\$4,188,758</u>	<u>\$4,727,590</u>

**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for the continuation of present service levels and the operating budget increases \$180,489.

Personal Services has an increase of \$22,094 to better reflect historical trends in labor costs.

Contractual Services has an increase of \$4,595. Consultant services increase \$15,000 for an evaluation of the City's existing fleet maintenance software. This is partially offset by decreases in computer maintenance expense (\$2,042) and VOM expense (\$9,800).

Supplies & Materials has a net increase of \$153,800 due to increases in fuel prices (\$68,800) and due to cost increases for repair parts (\$85,000).

This budget includes an \$86,000 transfer to the General Fund.

Capital Outlay of \$1,435,000 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**

		2009	2010	2011	2012 Budget	2013 Budget
<b>Diesel</b>	Gallons	173,039	178,375	160,168	170,000	170,000
	Total Cost	\$ 357,015	\$ 461,000	\$ 539,275	\$ 552,500	\$ 595,000
	Avg. Cost/Gallon	\$ 2.06	\$ 2.58	\$ 3.37	\$ 3.25	\$ 3.50
<b>Gasoline</b>	Gallons	105,211	105,860	101,260	107,000	107,000
	Total Cost w/Fed Tax Reimb.	\$ 224,459	\$ 268,736	\$ 318,983	\$ 331,700	\$ 358,000
	Avg. Cost/Gallon	\$ 2.13	\$ 2.54	\$ 3.15	\$ 3.10	\$ 3.35



The following vehicles and equipment are scheduled for replacement in 2013:

**VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2013**

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
1986	4301	Refuse Truck - Used	\$ 16,000	26
2000	4045	Dump Truck - Tandem Axle	\$ 170,000	12
2001	4147	Landfill Wheeled Loader	\$ 190,000	11
2001	4605	Street Sweeper	\$ 175,000	11
2002	4098	Hot Asphalt Patcher	\$ 132,000	10
2003	4216	Street Painter - Self Propelled	\$ 130,000	9
		Plows, salt spreaders and other attachments	\$ 29,000	
		Miscellaneous small equipment	\$ 35,000	
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 877,000</b>	
<b>CAPITAL CARRYOVER FROM 2012</b>				
1984	4157	Landfill Scraper - Used	\$ 211,000	28
1996	4099	Storm Sewer Vacuum Truck	\$ 237,000	16
1999	4159	Landfill Roll-off Truck	\$ 196,000	13
		<b>TOTAL CAPITAL CARRYOVER</b>	<b>644,000</b>	
		<b>Less Council Reductions</b>	<b>\$ (86,000)</b>	
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,435,000</b>	

**REQUIRED RESOURCES**

	2011 Actual	2012 Budget	2012 Actual	2013 Proposed
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$559,204	\$829,699	\$577,707	\$634,610
Overtime	22,561	0	23,773	25,000
Benefits	<u>392,503</u>	<u>107,298</u>	<u>327,136</u>	<u>299,481</u>
Subtotal	974,268	936,997	928,616	959,091
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	53,680	67,480	46,045	65,800
Professional Development	565	4,050	580	4,050
Audit & Consulting	0	0	0	15,000
Building Expense	59,757	80,000	67,562	80,000
Insurance	85,794	90,452	90,452	91,569
Uniform and Tool Expense	9,311	10,000	8,644	10,000
Computer Maintenance	15,976	17,382	16,446	15,340
Other Contractual Services	28,646	25,000	29,873	27,000
Vehicle & Equipment	<u>192,218</u>	<u>180,900</u>	<u>155,389</u>	<u>171,100</u>
Subtotal	445,947	475,264	414,990	479,859
<b><u>SUPPLIES &amp; MATERIALS</u></b>	1,627,139	1,613,840	1,647,151	1,767,640
<b><u>TRANSFERS</u></b>	1,156,500	0	1,198,000	86,000
<b><u>CAPITAL OUTLAY</u></b>	<u>788</u>	<u>2,183,000</u>	<u>0</u>	<u>1,435,000</u>
<b>GRAND TOTAL</b>	<u>\$4,204,642</u>	<u>\$5,209,101</u>	<u>\$4,188,758</u>	<u>\$4,727,590</u>
Full-Time Equivalent	12.50	12.46	12.46	12.33

**REVENUE COMMENT:**

The VOM Fund derives its revenue primarily from four (4) sources: General Fund, Sanitation, Utilities and other miscellaneous sources. Revenue increases \$160,000 from the 2012 budget 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.

	2011 Actual	2012 Budget	2012 Actual	2013 Proposed
<b>REVENUE:</b>				
Vehicle Repair	\$759,796	\$775,000	\$731,191	\$775,000
Equipment Rental - Operations	1,594,901	2,175,000	2,013,759	2,185,000
Replacement - Capital	1,542,000	1,400,000	1,400,000	1,550,000
Miscellaneous	<u>34,262</u>	<u>50,000</u>	<u>37,030</u>	<u>50,000</u>
Total	<u>\$3,930,959</u>	<u>\$4,400,000</u>	<u>\$4,181,979</u>	<u>\$4,560,000</u>

	2011 Actual	2012 Actual	2013 Proposed
<b>OPERATING CASH:</b>			
Beginning Cash Balance	\$294,752	\$57,404	\$10,636
Operating Revenue	2,782,341	2,781,979	3,210,000
O & M Expenditures	3,047,353	2,990,758	3,206,590
Adjust for Changes	<u>27,664</u>	<u>162,011</u>	<u>0</u>
Cash Balance Operating	\$57,404	\$10,636	\$14,046
<b>CAPITAL REPLACEMENT CASH:</b>			
Beginning Cash Balance	\$775,455	\$882,338	\$401,788
Replacement Revenue	1,202,364	1,223,403	1,350,000
Capital Outlay	<u>1,095,481</u>	<u>1,703,953</u>	<u>1,435,000</u>
Cash Balance Capital Replacement	\$882,338	\$401,788	\$316,788
<b>TOTAL CASH</b>	<u>\$939,742</u>	<u>\$412,424</u>	<u>\$330,834</u>

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: TECHNICAL SERVICES**

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**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 (2) Master Electricians, three (2) 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.

**POSITIONS:**

Facilities Manager	1
Property Technician/Electrician	4
Equipment Operator	1
Maintenance (part-time)	<u>1</u>
	<u>7</u>

	2011 Actual	2012 Budget	2012 Estimated	2013 Proposed
<b>ACTIVITIES: ( Hours)</b>				
<u>General Fund</u>				
General Government	318	186	239	308
Public Safety	283	218	152	195
Public Works	4,683	4,938	4,386	5,642
Leisure Services	1,395	1,067	605	778
Parks	<u>187</u>	<u>178</u>	<u>155</u>	<u>199</u>
Subtotal	6,865	6,588	5,537	7,123
<u>Special Funds</u>				
Oakhill Cemetary	7	8	7	9
Hedberg Public Library	2	0	0	0
Reimbursable Public Works	647	640	787	988
Transit	148	147	41	53
Golf Courses	23	29	36	47
Stormwater Utility	0	0	0	0
Water Utility	316	583	278	358
Wastewater Utility	168	509	39	50
Vehicle Oper/Maintenance	385	328	276	355
CDBG	6	10	1	1
Industrial Waste	28	66	199	254
Sanitation	<u>441</u>	<u>435</u>	<u>231</u>	<u>297</u>
Subtotal	2,168	2,755	1,895	2,411
<u>Construction Funds</u>				
TIF	2,103	0	1,348	1,709
Capital Projects	<u>712</u>	<u>837</u>	<u>542</u>	<u>698</u>
Subtotal	2,815	837	1,890	2,407
Total Hours	<u>11,847</u>	<u>10,180</u>	<u>9,322</u>	<u>11,940</u>

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: MAJOR CAPITAL PROJECTS**

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**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 2013, \$50,000 is proposed for this program.
- (b) Undersize main replacements totaling \$700,000 are proposed for 2013. 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 (\$225,000) are based upon a three-year historical trend.
- (d) 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 2013, funds are requested from the General Fund (\$100,000), 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.

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 2013 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) 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.
- (d) 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.
- (e) Proposed for 2013 is \$131,000 for a heat exchanger. This unit will be installed on our 200 KW microturbine to allow the Utility to capture heat off of the exhaust of the turbine. The heat, that is captured, will be used to heat water that will be used to heat the anaerobic digesters. The anaerobic digesters are heated up to 98 degrees. This will allow more flexibility in operation of the 200 KW microturbine.

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 2013, funding in the amount of \$60,000 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 2013 (\$255,000) including a greenbelt located on the west side of N. Wright Road north of USH 14 and along the west side of Beloit Avenue south of STH 11.
- (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 2013 are expected to cost \$220,000. Planned projects include Mt. Zion Avenue from Martin Road to Lexington Drive, and Lexington Drive from Holiday Drive to Mt. Zion Avenue. Planned projects may change based upon need.
- (d) Storm sewer repair projects totaling \$220,000 have been identified for 2013. Planned projects include: S. River Street from Court Street to Racine Street. Projects can change if other repairs are identified and are considered higher priority.

Sanitation Fund Capital Program

- (a) The City has been fortunate for many years in that it had a readily accessible source of clay to cap landfill phases as they were closed. That source of clay is no longer available and clay must now be purchased for landfill closure. In 2013, \$2,000,000 is proposed for this purpose.
- (b) 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 2013 \$200,000 is proposed to begin the implementation.

- (c) Phase 1 of the operating landfill is expected to reach capacity in 2013. Funds are proposed for the closure of this phase including a gas collection system, synthetic membrane, clay cap, topsoil, and seeding (\$1,300,000).
- (d) Proposed for 2013 is the replacement of the stationary compactors and containers at the landfill (\$80,000). These units are 18 – 20 years old and have reached the end of their useful life. These are the facilities used by the public to drop off waste and other large items at the landfill.

Tax Increment Financing Capital Program

- (a) Improvements are proposed in 2013 for TIF 35 including the extension of a road, water, sanitary sewer and storm sewer into the industrial park (\$1,040,000). This work needs to be completed in 2013 in advance of the State of Wisconsin upgrading Beloit Avenue to use as an alternate route during the I-90 widening project.

General Fund Capital Program

- (a) New and Replacement Sidewalk totals \$565,000. This will be used to construct new sidewalks and to replace deteriorated sidewalks and/or sidewalks with other safety deficiencies. Proposed for 2013 is the third year of funding for a plan to close gaps in the existing sidewalk network consistent with the recommendations of the Sidewalk Advisory Committee (General Fund - \$104,000; Assessable - \$311,000). Also included is the replacement of deteriorated walks (General Fund - \$50,000; Assessable - \$100,000). 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.
- (b) Curb and Gutter Replacement and Reconstruction totals \$1,930,000 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. This amount assumes an increase in the amount of annual street maintenance and reconstruction.
- (c) 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. Consistent with Council Policy, in 2013, \$950,000 in borrowing is proposed for this program.
- (d) Major Arterials and Connecting Highways. This category proposes a total of \$1,124,000 in funding for 2013. There are several projects that provide for preliminary engineering on projects. This funding provides the local match to federal funding in most cases.
  - In 2013 River Street will be reconstructed from Racine Street to Court Street under the STP-Urban program. Total construction costs are estimated to be \$1,424,000 with \$1,103,000 provided in Federal STP funds and a local share of \$321,000. Proposed for 2013 is the local share of the construction costs (\$321,000)
  - Milton Avenue will be reconstructed from Centerway to Kennedy Road by the State under the STP program. Design and engineering costs are estimated to be \$1,065,000 with the State paying 75% (\$798,750) and the City responsible for 25% (\$266,250). Proposed for 2013 is the local share of design and engineering (\$266,250). Construction is planned for 2018 and is estimated to cost \$8,056,000 and will be 100% state and federally funded.



- USH 14 from Lexington to Deerfield is scheduled for reconstruction by the State under the STP program and as part of the Interstate widening project. The portion from Lexington to Pontiac will be funded through the STP program with total design and engineering costs estimated to be \$180,000 with \$135,000 provided in federal funding and a local share of \$45,000. Proposed for 2013 is \$45,000 as the local share of the design and engineering costs. Construction is estimated at \$1,296,000 and will be 100% state and federally funded.
- North Pearl Street is scheduled for resurfacing from Court Street to Highland Avenue in 2013. Total construction costs are estimated to be \$649,000 with \$157,000 being provided by the State through the Local Road Improvement Program (LRIP) and a local share of \$491,000.
- (e) The City has yet to receive the results of the 2012 bridge inspections, but we anticipate that some bridge repairs will be required. In order to fund these repairs \$50,000 is proposed for the 2013.
- (f) In 1996, the City began a program to renovate/replace playground equipment in neighborhood parks. To date, renovations have been completed at 32 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 the Palmer Park Hilltop area (\$40,000).
- (g) 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 \$150,000 is proposed to create a pool of funds for such property acquisitions.
- (h) 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 2013 budget includes \$190,000 to continue funding these repairs.
- (i) This project proposes \$25,000 to replace the existing pipe railings along the south side of W. Memorial Drive adjacent to Traxler Park and under the railroad viaduct on N. Parker Drive (across from the former CB&K site)
- (j) Funding is proposed in the amount of \$100,000 for repairs to the aquatic facilities.
- (k) The first paved bike trail was constructed in 1994 in the area of Palmer Park. As parts of the trail age throughout the community, repair and replacement will be needed. Funding in the amount of \$50,000 is proposed for these repairs in 2013
- (l) Funding in the amount of \$120,000 is proposed for 2013 for implementation of energy saving measures that would result in a reasonable payback period. Facilities that are targeted with these funds include Senior Center, City Services Center, Police Pistol Range and most Fire Stations. Energy use is currently one of the City's highest O&M costs. Typically, outdated HVAC equipment and lighting can easily be retrofitted to result in a quick payback period and can result in a more comfortable work environment. The measures can and typically do reduce the cost of repairs and maintenance to a facility.
- (m) 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 2013.

- (n) 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 2013, \$435,000 is proposed as the final share of the local match.
- (o) Proposed for 2013 is \$50,000 for the replacement of the warning track material on four fields at Dawson Softball Complex. The current cinder material on the warning tracks is not able to be compacted and causes players to roll ankles while making plays.
- (p) The City has been working with a local benefactor to construct a roof structure over the amphitheater in lower courthouse park. The estimated cost of this project is \$125,000 with \$62,500 provided in private funds and a City share of \$62,500.
- (q) Peace Trail from Tripp Road to Eau Claire Road currently has an uneven gravel surface that is difficult to pass in places. This project proposes \$95,000 to replace the current base with crushed limestone. Crushed limestone surface is a low cost short term recommendation to make trail enjoyable to users. Asphalt paving is a long term recommendation.
- (r) The CAMDEN Playground at Palmer Park will become 20 years old in May of 2013. This playground is Janesville's largest, busiest and provides full handicap accessibility. Over 50,000 children annually use the playground. It was built in 1993 through the donation of \$400,000 in cash and in kind services. Proposed is \$100,000 (\$70,000 City and \$30,000 from the CAMDEN Board) to replace extensive treated wood areas with recycled plastic material and the entire playground will be renovated and modernized. Extensive volunteer participation will make the renovation of this community built playground possible.
- (s) Land for the youth sports complex was purchased in 1996 and included a red barn used for storage. This project provides \$90,000 to repair and reroofing the red storage barn (\$60,000) and to repair and repaint the wood walls (\$30,000). The roof in its current state is so poor that you can see sunlight through the roof and portions of the roof are boarded with cardboard.
- (t) The City of Janesville's contract with the Humane Society may be ending and we will need to develop a strategy to ensure animal control services continue. An animal shelter is part of that strategy. In 2012 \$100,000 was provided to begin the design process and an additional \$1,160,000 is proposed for 2013 for design (\$110,000) and ½ of the estimated construction costs (\$1,050,000). The balance of the estimated construction costs (\$1,050,000) are proposed for 2014.
- (u) Currently, the maintenance building at Oakhill Cemetery is too small for all necessary equipment and does not a small area for staff working in winter months nor a staff restroom. Proposed for 2013 in the construction of a new maintenance building at an estimated cost of \$150,000.
- (v) For 2013 \$100,000 is proposed for preventative maintenance needed to prolong the life expectancy of the roofs and for any roof replacements of all City owned public buildings. It will also serve to repair any medium sized building rehab needs.
- (w) City Services Fuel Island Funding in the amount of \$125,000 is included for making repairs to the fuel island at the City Services Center including replacing the concrete fueling pad and fueling island,

salvaging and reinstalling four fuel dispensers and one "Fuel Force" operator interface station, disconnecting all electrical components, replacing all conduit and electrical feeds, replacing all fuel piping, replacing manhole skirts and covers, reconnecting all electrical components, and replacement of disturbed asphalt pavement.

- (x) 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.
- (y) 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 2013, funds are requested from the General Fund (\$100,000), 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.
- (z) Funding in the amount of \$20,000 is proposed to replace the aging underground electrical systems, relocate poles that are being damaged on a regular basis, and replace traffic controllers that are becoming obsolete and no longer repairable.
- (aa) Several pieces of Fire equipment are scheduled for replacement in 2013. These include the second installment of funding for the replacement of a 1997 Quint with a 105' aerial ladder with a dedicated aerial ladder (\$650,000) and a 1992 ambulance (\$210,000).
- (bb) 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 8 busses is estimated to be \$3,200,000, with 80% (\$2,560,000) provided in federal funds and a local share of 20% (\$640,000). It is proposed to fund this replacement over two (2) years with an initial borrowing of \$320,000 in 2013.
- (cc) Funding is included for several small Transit capital projects (\$38,800) including replacement of service/utility vehicle (\$15,000), replace radio system components (\$10,000), capital repair parts (\$8,000), replace coin sorter/counter (\$2,400), purchase/install bus stop signs (\$1,800) and computer replacements (\$1,600). Transit projects are funded 80% from the Federal Transit Act and these costs represent the projects local share (20%).
- (dd) In 1996, the City of Janesville purchased voting equipment. All voting equipment used in the State of Wisconsin must be approved by the Government Accountability Board. The current equipment that we use is no longer manufactured and parts will become difficult to obtain in the future. Rock County municipalities are reviewing equipment in the summer of 2012, come to a consensus of what would work in our County and look towards purchasing new equipment in 2013. The County, who provides all election programming, will be switching to the new programming equipment in 2013. In order for us to be compatible with the County, we must implement a change at the same time. In 2013 \$75,000 is provided for this purpose.

ELEMENT COST:	2012 Estimated	2013 Proposed
<i><u>Water Utility Capital Program</u></i>		
System Improvements:		
Manhole and Valve Replacement	\$20,000	\$50,000
Undersize Main Replacement	470,000	700,000
Lead Service Replacement	580,000	225,000
Main Reinforcement	<u>0</u>	<u>0</u>
Subtotal	1,070,000	975,000
System Expansion:		
Development Main Extensions	50,000	0
Transmission Mains	<u>0</u>	<u>0</u>
Subtotal	50,000	0
Other Capital Projects:		
Technology Enhancements	<u>50,000</u>	<u>50,000</u>
Subtotal	50,000	50,000
Total Water Utility	<u>\$1,170,000</u>	<u>\$1,025,000</u>
<i><u>Wastewater Utility Capital Program</u></i>		
System Improvements:		
Main Repair/Replacement	0	0
Inflow/Infiltration Reduction	0	125,000
Sewer Lining	825,000	750,000
Collection System Reinforcements	<u>350,000</u>	<u>0</u>
Subtotal	1,175,000	875,000
System Expansion:		
Development Sewer Extensions	275,000	0
Interceptor Extensions	<u>0</u>	<u>100,000</u>
Subtotal	275,000	100,000
Other Capital Projects:		
Technology Enhancements	50,000	50,000
Heat Exchanger	<u>0</u>	<u>131,000</u>
Subtotal	50,000	181,000
Total Wastewater Utility	<u>1,500,000</u>	<u>1,156,000</u>

	2012 Estimated	2013 Proposed
<u><i>Stormwater Utility Capital Program</i></u>		
System Improvements:		
Manhole Rehabilitation/Replacement	70,000	60,000
Channel/Pond Enhancements	195,000	255,000
Storm Sewer Enhancements	0	220,000
Storm Sewer Repairs	<u>135,000</u>	<u>220,000</u>
Subtotal	400,000	755,000
System Expansion:		
Drainage Structures	0	0
Channels/Ponds	0	0
Storm Sewer Extensions	<u>45,000</u>	<u>0</u>
Subtotal	45,000	0
Total Stormwater Utility	<u>\$445,000</u>	<u>\$755,000</u>
<u><i>Sanitation Fund</i></u>		
Construction		
Clay Procurement	\$0	\$2,000,000
Leachate Recirculation System	<u>0</u>	<u>200,000</u>
Subtotal	\$0	\$2,200,000
Closure:		
Phase 1 Closure	1,600,000	1,300,000
Other Capital Projects:		
Automated Collection of Trash and Recyclables	3,150,000	0
Replace Stationary Compactors and Containers	<u>0</u>	<u>80,000</u>
Subtotal	\$3,150,000	\$80,000
Total Sanitation Fund	<u>\$4,750,000</u>	<u>\$3,580,000</u>
<u><i>Tax Increment Financing Capital Program</i></u>		
TIF 25 Infrastructure - Design and Construction	400,000	0
TIF 35 Infrastructure - Design and Construction	0	1,040,000
Total TIF	<u>\$400,000</u>	<u>\$1,040,000</u>
<u><i>Hedberg Library Capital Program</i></u>		
Technology Enhancements	95,000	0
Building Improvements	<u>0</u>	<u>0</u>
Total Hedberg Library	<u>\$95,000</u>	<u>\$0</u>

	2012 Estimated	2013 Proposed
<b>ELEMENT COST CONTINUED:</b>		
<i>General Fund Capital Program</i>		
Infrastructure Maintenance and Extensions:		
Street Extensions	165,000	0
New and Replacement-Sidewalks	345,000	565,000
Curb & Gutter Replacement & Reconstruction	672,000	1,930,000
Street Maintenance and Improvements	950,000	950,000
Major Arterials and Connecting Highways:		
Milwaukee & Wuthering Hills Roundabout	78,000	0
River St. Reconstruction - Court to Racine	65,000	321,000
Milton Ave. Reconst. - Centerway to Kennedy (Design)	0	266,000
USH 14 - Lexington to Deerfield (Design)	0	45,000
N. Pearl Street Reconstruction - Court to Highland	0	491,000
Bridge Repairs	30,000	50,000
Parking Plaza Repairs	<u>100,000</u>	<u>0</u>
Subtotal	\$2,405,000	\$4,618,000
Public Buildings and Grounds:		
Parking Improvements at Youth Sports Complex	110,000	0
Palmer Tennis Courts - Reconstruction of Courts 7-9	60,000	0
Ice Arena Renovation	680,000	0
Ice Arena - Alternate Bid/Other Improvements	100,000	0
Rehabilitate Municipal Building Elevators	60,000	0
Acquisition of 55 S. River Street	310,000	0
Renovate Playgrounds/Maintain Equipment	40,000	40,000
Property Acquisitions (Downtown and Neighborhood)	225,000	150,000
Tallman House	185,000	190,000
Traxler Lagoon Sidewalk and Railing Replacement	100,000	25,000
Aquatic Facility Repairs/Updates	50,000	100,000
Repair/replace Bike Trail	50,000	50,000
Building Energy Efficiency Improvements	220,000	120,000
Fire Station #1	0	3,000,000
Transit Operations and Maintenance Facility	0	435,000
Renovations to Dawson Softball Fields	0	50,000
Lower Courthouse Park Amphitheater	0	62,500
Improvements to Peace Trail	0	95,000
Renovate Camden Playground	0	70,000
Youth Sports Complex Building Maintenance	0	90,000

	2012 Estimated	2013 Proposed
<b>ELEMENT COST CONTINUED:</b>		
<i>General Fund Capital Program Continued:</i>		
Animal Shelter	0	1,160,000
Oakhill Cemetery Maintenance Building	0	150,000
Building Maintenance	0	100,000
Repair of City Services Fuel Island	<u>0</u>	<u>125,000</u>
Subtotal	2,190,000	6,012,500
Equipment and Technology:		
Public Safety Equipment	80,000	0
Golf Course Capital	200,000	200,000
Technology Enhancements	150,000	100,000
Traffic Signal and Street Light Replacement	20,000	20,000
Fire Vehicle Replacement	650,000	860,000
Bus Replacements	0	320,000
Transit Capital Projects	0	38,800
Election Equipment	<u>0</u>	<u>75,000</u>
Subtotal	1,100,000	1,613,800
Total General Fund	<u>\$5,695,000</u>	<u>\$12,244,300</u>
<b>TOTAL MAJOR CAPITAL PROJECTS:</b>	<u>\$14,055,000</u>	<u>\$19,800,300</u>
<b><u>APPROPRIATIONS</u></b>	<u>216,248</u>	<u>149,161</u>

**REQUIRED RESOURCES:**

	2012 Estimated	2013 Proposed
<b>Water Utility</b>		
Assessments	\$50,000	\$0
Note Proceeds	<u>1,120,000</u>	<u>1,025,000</u>
Subtotal	1,170,000	1,025,000
<b>Wastewater Utility</b>		
Assessments	125,000	0
Note Proceeds	<u>1,375,000</u>	<u>1,156,000</u>
Subtotal	1,500,000	1,156,000
<b>Stormwater Utility</b>		
Assessments	45,000	0
Note Proceeds	<u>400,000</u>	<u>755,000</u>
Subtotal	445,000	755,000
<b>Sanitation Fund</b>		
Note Proceeds	4,750,000	3,580,000
<b>TIF Fund</b>		
Note Proceeds	400,000	1,040,000
<b>Hedberg Library</b>		
Note Proceeds	95,000	0
<b>General Fund</b>		
Assessments		
Street Extensions	65,000	0
Sidewalks	<u>220,000</u>	<u>411,000</u>
Assessments Subtotal	285,000	411,000
Note Proceeds	<u>5,410,000</u>	<u>11,833,300</u>
Subtotal	5,695,000	12,244,300
<b>TOTAL MAJOR CAPITAL PROJECTS</b>	<b><u>\$14,055,000</u></b>	<b><u>\$19,800,300</u></b>
<b>Appropriations</b>		
City Property	0	0
Maintenance Services	25,000	25,000
Deficit Reduction	167,248	111,161
Deferrals (Interest Costs)	1,000	1,000
Debt Issuance Expense	<u>23,000</u>	<u>12,000</u>
Subtotal	216,248	149,161
<b>GRAND TOTAL</b>	<b><u>\$14,271,248</u></b>	<b><u>\$19,949,461</u></b>



**CITY OF JANESVILLE, WISCONSIN**

Computation of Legal Debt Margin

December 31, 2012

Equalized Value of Real and Personal Property	<u>\$3,895,706,200</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$194,785,310</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2012 (38.09% of Legal Limit)	<u>\$74,190,000</u> *
Remaining Legal Debt Margin	<u>\$120,595,310</u>

\* Does not include Wastewater Utility Revenue Debt in the amount of \$29,407,191.

\* Does not include Water Utility Revenue Debt in the amount of \$2,332,737.

General Obligation Debt Service for 2013 and  
Total Outstanding Indebtedness as of December 31, 2012

			2013		2013 Principal & Interest	12/31/2012		
			Principal	Interest		Principal	Interest	Total
<b>Water Utility</b>								
2005 L.T. Note	1,515,000	Water Utility Impr.	40,000	4,300	44,300	125,000	7,750	132,750
2006 L.T. Note	1,850,000	Water Utility Impr.	75,000	10,500	85,500	300,000	24,200	324,200
2006A L.T. Note	3,335,000	Water Utility Impr.	300,000	69,375	369,375	1,850,000	210,000	2,060,000
2007 L.T. Note	1,375,000	Water Utility Impr.	205,000	17,225	222,225	505,000	43,850	548,850
2008 L.T. Note	3,050,000	Water Utility Impr.	415,000	56,263	471,263	1,590,000	160,363	1,750,363
2009 L.T. Note	2,145,000	Water Utility Impr.	230,000	41,200	271,200	1,465,000	163,950	1,628,950
2009B L.T. Note	1,105,000	Water Utility Impr.	300,000	3,187	303,187	300,000	3,187	303,187
2010 L.T. Note	970,000	Water Utility Impr.	90,000	17,125	107,125	790,000	78,212	868,212
2011 L.T. Note	2,510,000	Water Utility Impr.	95,000	60,675	155,675	2,500,000	382,463	2,882,463
2011A L.T. Note	310,000	Water Utility Impr.	15,000	5,937	20,937	295,000	28,369	323,369
2012 L.T. Note	1,170,000	Water Utility Impr.	-	15,574	15,574	1,145,000	134,823	1,279,823
2012A L.T. Note	440,000	Water Utility Impr.	-	6,009	6,009	440,000	52,384	492,384
<b>Water Utility Total</b>			<b>\$ 1,765,000</b>	<b>\$ 307,370</b>	<b>\$ 2,072,370</b>	<b>\$ 11,305,000</b>	<b>\$ 1,289,551</b>	<b>\$ 12,594,551</b>
<b>Wastewater Utility</b>								
2005 L.T. Note	2,115,000	Wastewater Utility Impr.	120,000	12,300	132,300	360,000	22,350	382,350
2006 L.T. Note	2,705,000	Wastewater Utility Impr.	145,000	20,300	165,300	580,000	46,600	626,600
2007 L.T. Note	3,850,000	Wastewater Utility Impr.	460,000	62,150	522,150	1,670,000	170,225	1,840,225
2008 L.T. Note	1,885,000	Wastewater Utility Impr.	265,000	33,869	298,869	965,000	95,409	1,060,409
2009 L.T. Note	765,000	Wastewater Utility Impr.	90,000	13,575	103,575	495,000	52,938	547,938
2010 L.T. Note	525,000	Wastewater Utility Impr.	55,000	8,662	63,662	405,000	39,206	444,206
2011 L.T. Note	191,000	Wastewater Utility Impr.	200,000	38,500	238,500	1,800,000	197,250	1,997,250
2011A L.T. Note	250,000	Wastewater Utility Impr.	125,000	1,250	126,250	125,000	1,250	126,250
2012 L.T. Note	1,580,000	Wastewater Utility Impr.	125,000	16,265	141,265	1,380,000	122,170	1,502,170
2012A L.T. Note	150,000	Wastewater Utility Impr.	75,000	850	75,850	150,000	1,225	151,225
<b>Wastewater Utility Total</b>			<b>\$ 1,660,000</b>	<b>\$ 207,721</b>	<b>\$ 1,867,721</b>	<b>\$ 7,930,000</b>	<b>\$ 748,623</b>	<b>\$ 8,678,623</b>
<b>Storm Sewer Utility Improvements</b>								
2005 L.T. Note	750,000	Greenbelt Xings - Drainage Str.	75,000	10,675	85,675	295,000	21,637	316,637
2006 L.T. Note	140,000	Greenbelt Xings - Drainage Str.	15,000	1,700	16,700	50,000	3,600	53,600
2008 L.T. Note	25,000	Storm Improvements	5,000	100	5,100	5,000	100	5,100
2009 L.T. Note	1,045,000	Storm Improvements	115,000	19,700	134,700	705,000	77,900	782,900
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enhancements	100,000	20,281	120,281	925,000	95,641	1,020,641
2011A L.T. Note	60,000	Storm Sys. Imps., ERP & GIS enhancements	30,000	300	30,300	30,000	300	30,300
2012 L.T. Note	480,000	Storm Improvements	30,000	5,247	35,247	435,000	40,797	475,797
2012A L.T. Note	200,000	Greenbelt Xings - Drainage Str.	100,000	1,133	101,133	200,000	1,633	201,633
<b>Storm Sewer Utility Improvements Total</b>			<b>\$ 470,000</b>	<b>\$ 59,136</b>	<b>\$ 529,136</b>	<b>\$ 2,645,000</b>	<b>\$ 241,608</b>	<b>\$ 2,886,608</b>
<b>WRS Internal Service</b>								
2005 Tax GO Note	795,000	WRS Prior Service Costs	38,000	29,655	67,655	633,000	83,733	716,733
<b>WRS Internal Service Total</b>			<b>\$ 38,000</b>	<b>\$ 29,655</b>	<b>\$ 67,655</b>	<b>\$ 633,000</b>	<b>\$ 83,733</b>	<b>\$ 716,733</b>
<b>Library</b>								
2005 Tax GO Note	487,000	WRS Prior Service Costs	23,000	18,178	41,178	388,000	51,348	439,348
2006 L.T. Note	160,000	Soffit Repairs, Automation/Computers	10,000	1,600	11,600	45,000	3,900	48,900
2007 L.T. Note	125,000	Bldg. Maint., Renovations	10,000	1,938	11,938	50,000	4,806	54,806
2008 L.T. Note	225,000	Bldg. Maint., Renovations, Technology	30,000	3,675	33,675	105,000	11,456	116,456
2009 L.T. Note	350,000	Library Bldg. Maint., Renovations, Technology	70,000	2,450	72,450	140,000	3,325	143,325
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	10,000	1,311	11,311	65,000	4,766	69,766
2011 L.T. Note	150,000	Bldg Maint., Computer Replacements	25,000	2,250	27,250	125,000	5,750	130,750
2012 L.T. Note	95,000	Bldg Maint., Computer Replacements	15,000	916	15,916	95,000	3,717	98,717
<b>Library Total</b>			<b>\$ 193,000</b>	<b>\$ 32,318</b>	<b>\$ 225,318</b>	<b>\$ 1,013,000</b>	<b>\$ 89,068</b>	<b>\$ 1,102,068</b>

General Obligation Debt Service for 2013 and  
Total Outstanding Indebtedness as of December 31, 2012

			2013		2013 Principal & Interest	12/31/2012		
			Principal	Interest		Principal	Interest	Total
<b>Sanitation - Waste Management</b>								
2005 L.T. Note	525,000	Site Const - Yr 3	51,000	5,310	56,310	155,000	9,665	164,665
2006 L.T. Note	605,000	Closure - Phase 5	60,000	8,560	68,560	244,000	19,560	263,560
2006 L.T. Note	750,000	LT Care Financial Responsibility	75,000	10,500	85,500	300,000	24,000	324,000
2006 L.T. Note	410,000	Site Const - Yr 4	41,000	5,740	46,740	164,000	13,120	177,120
2007 L.T. Note	480,000	Compactor	50,000	9,880	59,880	253,000	27,783	280,783
2007 L.T. Note	300,000	Constr. of Phase II (Yr 1)	32,000	6,150	38,150	158,000	17,195	175,195
2007 L.T. Note	60,000	Horizontal Gas Collection Sys.	6,000	1,170	7,170	30,000	3,300	33,300
2007 L.T. Note	150,000	Maint. Facility/Fuel Tank	16,000	3,075	19,075	79,000	8,598	87,598
2008 L.T. Note	300,000	Constr. of Phase II (Yr 2)	30,000	6,750	36,750	180,000	22,313	202,313
2008 L.T. Note	30,000	Horizontal Gas Collection Sys.	3,000	675	3,675	18,000	2,231	20,231
2008 L.T. Note	135,000	Maint. Facility/Fuel Tank	12,000	3,325	15,325	87,000	11,744	98,744
2009 L.T. Note	270,000	Constr. of Phase II (Final)	27,000	5,400	32,400	189,000	21,870	210,870
2009 L.T. Note	160,000	Horizontal Gas Collection Sys.	16,000	3,200	19,200	112,000	12,960	124,960
2009 L.T. Note	1,180,000	Ph III - Leachate Upgrade	118,000	23,600	141,600	826,000	95,580	921,580
2009 L.T. Note	140,000	Scale/Scale house Replacement	14,000	2,800	16,800	98,000	11,340	109,340
2009B L.T. Note	180,000	Constr./Closure	-	1,250	1,250	50,000	1,875	51,875
2009B L.T. Note	120,000	Remediation Gas/Leachate	-	2,000	2,000	80,000	3,000	83,000
2010 L.T. Note	240,000	Odor Remediation Project	25,000	4,306	29,306	200,000	19,578	219,578
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	-	4,563	4,563	200,000	24,406	224,406
2011A L.T. Note	135,302	Constr./Closure	65,300	653	65,953	65,300	653	65,953
2012 L.T. Note	3,150,000	Automated Waste Collection Equipment	255,000	30,517	285,517	2,580,000	235,567	2,815,567
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	18,880	178,880	1,600,000	145,280	1,745,280
2012A L.T. Note	22,000	Constr./Closure	14,669	159	14,828	28,349	228	28,577
2012A L.T. Note	83,000	Site Const - Yr 2	40,331	428	40,759	76,651	608	77,259
<b>Sanitation - Waste Management Total</b>			<b>\$ 1,111,300</b>	<b>\$ 158,891</b>	<b>\$ 1,270,191</b>	<b>\$ 7,773,300</b>	<b>\$ 732,454</b>	<b>\$ 8,505,754</b>
<b>TIF Districts &amp; Land Acquisition</b>								
2005 L.T. Note	225,000	TIF #16	40,000	4,100	44,100	120,000	7,450	127,450
2005 L.T. Note	170,000	TIF #26	75,000	1,500	76,500	75,000	1,500	76,500
2006 L.T. Note	125,000	TIF #26	10,000	2,400	12,400	65,000	3,500	68,500
2007 L.T. Note	70,000	TIF #22	10,000	1,950	11,950	50,000	5,500	55,500
2008 L.T. Note	590,000	TIF #22	-	25,075	25,075	590,000	137,913	727,913
2008 L.T. Note	325,000	TIF #26	30,000	7,569	37,569	200,000	25,022	225,022
2009 L.T. Note	210,000	TIF #24	20,000	4,300	24,300	150,000	17,100	167,100
2009 L.T. Note	315,000	TIF #27	30,000	6,525	36,525	225,000	27,212	252,212
2009 L.T. Note	100,000	TIF #34	10,000	2,000	12,000	70,000	8,100	78,100
2009B L.T. Note	5,095,000	TIF #22	610,000	106,326	716,326	3,915,000	345,039	4,260,039
2010 L.T. Note	190,000	TIF #26	-	4,492	4,492	190,000	19,039	209,039
2010 L.T. Note	865,000	TIF #23	100,000	18,450	118,450	800,000	91,225	891,225
2011 L.T. Note	850,000	TIF #22	100,000	14,500	114,500	775,000	51,150	826,150
2011A L.T. Note	95,000	TIF #17	50,000	500	50,500	50,000	500	50,500
2011A L.T. Note	390,000	TIF #25	70,000	5,700	75,700	320,000	13,400	333,400
2012 L.T. Note	400,000	TIF #25	-	5,689	5,689	400,000	52,689	452,689
2012A L.T. Note	260,000	TIF #22	130,000	1,473	131,473	260,000	2,123	262,123
2012A L.T. Note	660,000	TIF #26	-	9,387	9,387	660,000	103,086	763,086
<b>TIF Districts &amp; Land Acquisition Total</b>			<b>\$ 1,285,000</b>	<b>\$ 221,936</b>	<b>\$ 1,506,936</b>	<b>\$ 8,915,000</b>	<b>\$ 911,548</b>	<b>\$ 9,826,548</b>
<b>Special Assessment Fund</b>								
2007 L.T. Note	2,790,000	DPW Infrastructure Impr.	550,000	11,000	561,000	550,000	11,000	561,000
2008 L.T. Note	2,285,000	DPW Infrastructure Impr.	455,000	27,100	482,100	905,000	36,100	941,100
2009 L.T. Note	760,000	DPW Infrastructure Impr.	150,000	10,050	160,050	460,000	19,125	479,125
2010 L.T. Note	285,000	DPW Infrastructure Impr.	50,000	4,200	54,200	235,000	9,850	244,850
2011 L.T. Note	435,000	DPW Infrastructure Impr.	75,000	7,950	82,950	435,000	22,350	457,350
2012 L.T. Note	330,000	DPW Infrastructure Impr.	-	3,783	3,783	330,000	19,403	349,403
<b>Special Assessment Fund Total</b>			<b>\$ 1,280,000</b>	<b>\$ 64,083</b>	<b>\$ 1,344,083</b>	<b>\$ 2,915,000</b>	<b>\$ 117,828</b>	<b>\$ 3,032,828</b>

General Obligation Debt Service for 2013 and  
Total Outstanding Indebtedness as of December 31, 2012

			2013		2013 Principal & Interest	12/31/2012		
			Principal	Interest		Principal	Interest	Total
<b>GENERAL CITY</b>								
<b>General Government</b>								
2005 L.T. Note	100,000	Gen'l Bldg. Repairs	10,000	1,025	11,025	30,000	1,863	31,863
2005 L.T. Note	440,000	Municipal Bldg. - 1st Floor	44,000	4,510	48,510	132,000	8,195	140,195
2005 Tax GO Note	3,003,000	WRS Prior Service Costs	139,000	111,932	250,932	2,389,000	316,449	2,705,449
2006 L.T. Note	200,000	Gen'l Bldg. Repairs	20,000	2,800	22,800	80,000	6,400	86,400
2006 L.T. Note	100,000	Tallman House Tuck Pointing	10,000	1,400	11,400	40,000	3,200	43,200
2006 L.T. Note	350,000	Tech. - CAMA Software	35,000	4,900	39,900	140,000	11,200	151,200
2006 L.T. Note	100,000	Tech. Enhancements	10,000	1,400	11,400	40,000	3,200	43,200
2007 L.T. Note	134,000	Gen'l Bldg. Repairs	14,000	2,730	16,730	70,000	7,700	77,700
2007 L.T. Note	100,000	Tech. Enhancements	10,000	2,080	12,080	53,000	5,828	58,828
2008 L.T. Note	350,000	ERP Phase II	35,000	7,875	42,875	210,000	26,031	236,031
2008 L.T. Note	500,000	Gen'l Bldg. Repairs	50,000	11,250	61,250	300,000	37,188	337,188
2008 L.T. Note	25,000	GIS Enhancements	2,000	655	2,655	17,000	2,211	19,211
2008 L.T. Note	250,000	Municipal Building - Relocate Server Room	25,000	5,625	30,625	150,000	18,594	168,594
2008 L.T. Note	200,000	Tech. Enhancements	20,000	4,500	24,500	120,000	14,875	134,875
2009 L.T. Note	100,000	ERP Phase III	20,000	700	20,700	40,000	950	40,950
2009 L.T. Note	250,000	Gen'l Bldg. Repairs	26,000	4,870	30,870	172,000	19,535	191,535
2009 L.T. Note	250,000	Tallman House	26,000	4,870	30,870	172,000	19,535	191,535
2009 L.T. Note	100,000	Tech. Enhancements	20,000	700	20,700	40,000	950	40,950
2009B L.T. Note	34,000	Acquis. 200 W Milwaukee St	14,000	149	14,149	14,000	149	14,149
2009B L.T. Note	75,000	GIS Hardware/Software	-	375	375	15,000	562	15,562
2010 L.T. Note	995,000	Gen'l Bldg. Repairs, Tallman House	127,000	16,986	143,986	816,000	71,732	887,732
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	8,000	4,290	12,290	188,000	24,365	212,365
2011 L.T. Note	60,000	Oakhill Cemetery - Capital Projects	3,000	1,268	4,268	56,000	7,134	63,134
2011 L.T. Note	50,000	City Service Center- Storage Building	2,000	1,065	3,065	47,000	5,952	52,952
2011 L.T. Note	300,000	Tallman House	13,000	6,365	19,365	282,000	35,657	317,657
2011 L.T. Note	120,000	Technology Enhancements	25,000	1,750	26,750	100,000	4,000	104,000
2011A L.T. Note	41,000	Gen'l Bldg. Repairs	20,285	203	20,488	20,285	203	20,488
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	24,000	3,344	27,344	280,000	26,024	306,024
2012 L.T. Note	185,000	Tallman House	14,000	2,221	16,221	185,000	17,231	202,231
2012 L.T. Note	125,000	Technology Enhancements	25,000	1,172	26,172	125,000	4,672	129,672
2012 L.T. Note	-	Animal Control Facility	-	-	-	-	-	-
2012A L.T. Note	6,000	Gen'l Bldg. Repairs	-	85	85	6,000	685	6,685
<b>General Government Total</b>			<b>\$ 791,285</b>	<b>\$ 213,095</b>	<b>\$ 1,004,380</b>	<b>\$ 6,329,285</b>	<b>\$ 702,270</b>	<b>\$ 7,031,555</b>
<b>Public Safety</b>								
2005 L.T. Note	140,000	Ambulance	14,000	1,435	15,435	42,000	2,607	44,607
2005 L.T. Note	710,000	Police Services Constr. - Yr 3 Funding	71,000	7,278	78,278	213,000	13,234	226,234
2006 L.T. Note	80,000	Intersection Pre-emption Units	8,000	1,120	9,120	32,000	2,560	34,560
2006 L.T. Note	1,155,000	Police Services Constr. - Yr 4 Funding	116,000	16,080	132,080	460,000	36,640	496,640
2006 L.T. Note	150,000	Station #1 Land Acquis.	15,000	2,100	17,100	60,000	4,800	64,800
2007 L.T. Note	190,000	Police Communication Sys.	20,000	3,855	23,855	99,000	10,797	109,797
2007 L.T. Note	350,000	Station #1	37,000	7,170	44,170	184,000	20,102	204,102
2007 L.T. Note	70,000	Vehicles	7,000	1,452	8,452	37,000	4,113	41,113
2008 L.T. Note	60,000	Police Pistol Range Renovation	6,000	1,350	7,350	36,000	4,462	40,462
2008 L.T. Note	125,000	Public Safety Equip.-Police Squads/Fire Act	13,000	2,720	15,720	73,000	8,945	81,945
2008 L.T. Note	35,000	Public Safety Network (T1 for Fire)	3,000	880	3,880	23,000	2,955	25,955
2008 L.T. Note	500,000	Station #1	50,000	11,250	61,250	300,000	37,187	337,187
2009 L.T. Note	230,000	Public Safety Equipment - Fire	46,000	1,610	47,610	92,000	2,185	94,185
2009 L.T. Note	65,000	Public Safety Equipment - Police	7,000	1,235	8,235	44,000	4,907	48,907
2009B L.T. Note	52,000	Public Safety Equipment- Police Radios	-	525	525	21,000	787	21,787
2009B L.T. Note	64,000	Police Services	-	675	675	27,000	1,012	28,012
2009B L.T. Note	45,000	Truck - Ambulance	20,000	213	20,213	20,000	212	20,212
2010 L.T. Note	25,000	Public Safety Equip - GIS Enhancements	5,000	250	5,250	15,000	450	15,450
2011 L.T. Note	500,000	Fire Station #1 - Construction Yr. 3	21,000	10,655	31,655	470,000	60,022	530,022
2011 L.T. Note	1,000,000	Public Safety Equip - Fire Vehicle Replace	41,000	21,302	62,302	939,000	120,260	1,059,260
2011 L.T. Note	800,000	Public Safety Equip- Public Safety Radios	33,000	17,038	50,038	751,000	96,078	847,078
2011A L.T. Note	58,348	Ambulance/Pumper	28,868	289	29,157	28,868	288	29,156
2011A L.T. Note	150,380	Police Services Construction	74,400	745	75,145	74,400	745	75,145
2012 L.T. Note	-	Public Safety Equip - Fire Vehicle Replace	-	-	-	-	-	-
2012 L.T. Note	80,000	Public Safety Equip- Records Management	7,000	954	7,954	80,000	7,384	87,384
2012A L.T. Note	58,000	Ambulance/Pumper	-	825	825	58,000	6,625	64,625
2012A L.T. Note	370,000	Police Services Constr. - Yr 2 Funding	-	5,262	5,262	370,000	42,342	412,342
<b>Public Safety Total</b>			<b>\$ 643,268</b>	<b>\$ 118,268</b>	<b>\$ 761,536</b>	<b>\$ 4,549,268</b>	<b>\$ 491,699</b>	<b>\$ 5,040,967</b>

General Obligation Debt Service for 2013 and  
Total Outstanding Indebtedness as of December 31, 2012

			2013		2013 Principal & Interest	12/31/2012		
			Principal	Interest		Principal	Interest	Total
<b>Public Works</b>								
2005 L.T. Note	250,000	Marshall Auditorium	25,000	2,562	27,562	75,000	4,656	79,656
2005 L.T. Note	90,000	Parking Plaza Repairs	9,000	922	9,922	27,000	1,676	28,676
2005 L.T. Note	50,000	Traffic Signal Impr.	5,000	512	5,512	15,000	931	15,931
2005 L.T. Note	10,000	Transit Equip.	1,000	102	1,102	3,000	186	3,186
2005 L.T. Note	730,000	DPW Infrastructure Impr.	73,000	7,400	80,400	217,000	13,430	230,430
2006 L.T. Note	90,000	Downtown Riverwall Railing	9,000	1,260	10,260	36,000	2,880	38,880
2006 L.T. Note	250,000	Marshall Auditorium (JPAC)	25,000	3,500	28,500	100,000	8,000	108,000
2006 L.T. Note	60,000	Parking Plaza Repairs	6,000	840	6,840	24,000	1,920	25,920
2006 L.T. Note	190,000	River Front Property Acquis.	19,000	2,660	21,660	76,000	6,080	82,080
2006 L.T. Note	75,000	Riverwall Replacement	7,000	1,100	8,100	31,000	2,540	33,540
2006 L.T. Note	150,000	Transit Equip.	15,000	2,100	17,100	60,000	4,800	64,800
2006 L.T. Note	100,000	Transit Services Bldg. Design	10,000	1,400	11,400	40,000	3,200	43,200
2006 L.T. Note	990,000	DPW Infrastructure Impr.	99,000	13,820	112,820	395,000	31,500	426,500
2007 L.T. Note	475,000	Transit Services Bldg. Design	50,000	9,790	59,790	251,000	27,422	278,422
2007 L.T. Note	1,554,000	DPW Infrastructure Impr.	162,000	31,930	193,930	818,000	89,598	907,598
2008 L.T. Note	1,250,000	Downtown Parking Structure - Yr I	125,000	28,125	153,125	750,000	92,969	842,969
2008 L.T. Note	780,000	Property Acquisition	78,000	17,550	95,550	468,000	58,012	526,012
2008 L.T. Note	195,000	Salt Storage Building	20,000	4,295	24,295	115,000	14,151	129,151
2008 L.T. Note	70,000	Snow Fighting - GPS & Anti-Ice	7,000	1,575	8,575	42,000	5,206	47,206
2008 L.T. Note	25,000	Transit Capital Projects	2,000	655	2,655	17,000	2,211	19,211
2008 L.T. Note	1,495,000	DPW Infrastructure Impr.	150,000	33,537	183,537	895,000	110,394	1,005,394
2009 L.T. Note	2,900,000	Downtown Parking Structure - Yr I	289,000	58,280	347,280	2,037,000	236,610	2,273,610
2009 L.T. Note	598,000	Property Acquisition	58,000	12,185	70,185	424,000	49,542	473,542
2009 L.T. Note	332,000	DPW Flood Remediation	35,000	6,412	41,412	227,000	25,736	252,736
2009 L.T. Note	1,455,000	DPW Infrastructure Impr.	153,000	28,133	181,133	996,000	112,661	1,108,661
2009B L.T. Note	376,000	DPW Infrastructure Impr.	59,000	1,702	60,702	102,000	2,239	104,239
2009B L.T. Note	58,000	Downtown Parking Str.	8,000	460	8,460	23,000	648	23,648
2009B L.T. Note	31,000	E Milwaukee	11,000	117	11,117	11,000	117	11,117
2009B L.T. Note	36,000	E Rotamer Rd	16,000	170	16,170	16,000	170	16,170
2009B L.T. Note	78,000	East Racine St LGIP	-	400	400	16,000	600	16,600
2009B L.T. Note	21,000	Riverfront Property Acquis.	6,000	64	6,064	6,000	64	6,064
2009B L.T. Note	87,000	Transit Buses	-	575	575	23,000	862	23,862
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	171,500	29,030	200,530	1,352,000	131,390	1,483,390
2010 L.T. Note	200,000	Property Acquisition	20,000	3,445	23,445	160,000	15,663	175,663
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	5,598	38,098	260,000	25,452	285,452
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	112,000	50,550	162,550	2,255,000	277,955	2,532,955
2011 L.T. Note	140,000	Property Acquisition	-	2,862	2,862	140,000	12,006	152,006
2011A L.T. Note	246,000	DPW Infrastructure Impr.	42,550	4,187	46,737	202,550	22,831	225,381
2011A L.T. Note	6,000	Downtown Streetscape Impr.	2,968	30	2,998	2,968	30	2,998
2011A L.T. Note	6,000	Parking Plaza Repairs	2,968	30	2,998	2,968	30	2,998
2011A L.T. Note	22,000	Pothole Patching Unit	10,884	109	10,993	10,884	109	10,993
2011A L.T. Note	16,041	South Main St. Parking Lot	7,936	79	8,015	7,936	79	8,015
2011A L.T. Note	30,878	Transit Buses	15,279	153	15,432	15,279	153	15,432
2012 L.T. Note	125,000	Property Acquisition	8,000	1,513	9,513	125,000	11,783	136,783
2012 L.T. Note	310,000	Property Acquis. - 55 S. River St.	16,000	3,964	19,964	310,000	34,484	344,484
2012 L.T. Note	100,000	Parking Plaza Repairs	8,000	1,200	9,200	100,000	9,400	109,400
2012 L.T. Note	20,000	Traffic Signal Impr.	2,000	236	2,236	20,000	1,816	21,816
2012 L.T. Note	2,020,000	DPW Infrastructure Impr.	167,000	24,143	191,143	2,020,000	187,213	2,207,213
2012A L.T. Note	85,000	Marshall Auditorium	-	242	242	17,000	1,952	18,952
2012A L.T. Note	155,000	Parking Plaza Repairs	-	441	441	31,000	3,551	34,551
2012A L.T. Note	89,000	Traffic Signal Impr.	-	256	256	18,000	2,056	20,056
2012A L.T. Note	132,000	DPW Infrastructure Impr.	-	1,877	1,877	132,000	15,077	147,077
<b>Public Works Total</b>			<b>\$ 2,151,585</b>	<b>\$ 404,078</b>	<b>\$ 2,555,663</b>	<b>\$ 15,518,585</b>	<b>\$ 1,664,041</b>	<b>\$ 17,182,626</b>

General Obligation Debt Service for 2013 and  
Total Outstanding Indebtedness as of December 31, 2012

			2013		2013 Principal & Interest	12/31/2012		
			Principal	Interest		Principal	Interest	Total
<b>Leisure Services</b>								
2005 L.T. Note	190,000	Bike Trail Impr.	19,000	1,948	20,948	57,000	3,539	60,539
2005 L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	307	3,307	9,000	559	9,559
2006 L.T. Note	255,000	Aquatics Facility Impr.	25,000	3,620	28,620	103,000	8,300	111,300
2006 L.T. Note	110,000	Bike Trail - Rockport Park to Lock Lomond	11,000	1,540	12,540	44,000	3,520	47,520
2006 L.T. Note	160,000	Grade Separation - E Milwaukee Bike Trail	16,000	2,240	18,240	64,000	5,120	69,120
2006 L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	420	3,420	12,000	960	12,960
2006 L.T. Note	100,000	Youth Sports Complex Pavilion	10,000	1,400	11,400	40,000	3,200	43,200
2007 L.T. Note	1,000,000	Aquatics Facility Impr.	104,000	20,753	124,753	531,000	58,256	589,256
2007 L.T. Note	72,000	Renovate Playgrounds/Equip.	7,000	1,452	8,452	37,000	4,114	41,114
2008 L.T. Note	35,000	Renovate Playgrounds/Equip.	4,000	695	4,695	19,000	2,251	21,251
2008 L.T. Note	500,000	Youth Sports	50,000	11,250	61,250	300,000	37,188	337,188
2009 L.T. Note	1,150,000	Ice Arena	116,000	22,870	138,870	802,000	92,435	894,435
2009 L.T. Note	35,000	Renovate Playgrounds/Equip.	4,000	635	4,635	23,000	2,478	25,478
2009 L.T. Note	500,000	Youth Sports	45,000	10,675	55,675	366,000	44,113	410,113
2009B L.T. Note	90,000	Senior Center	20,000	212	20,212	20,000	212	20,212
2009B L.T. Note	21,000	Youth Sports Facility	11,000	117	11,117	11,000	117	11,117
2009B L.T. Note	30,000	Golf Course- Riverside Irrigation System	7,000	574	7,574	27,000	824	27,824
2009B L.T. Note	10,000	Golf Course- Riverside Irrigation System	3,000	157	3,157	8,000	219	8,219
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	2,412	16,412	112,000	10,964	122,964
2010 L.T. Note	100,000	Golf Course - Operating Equipment	10,000	1,722	11,722	80,000	7,831	87,831
2011 L.T. Note	40,000	Renovate Playground Equip.	2,000	853	2,853	38,000	4,721	42,721
2011 L.T. Note	50,000	Skateboard Park	2,000	1,065	3,065	47,000	5,953	52,953
2011 L.T. Note	195,000	Palmer Park - Parking Lot	8,000	4,170	12,170	183,000	23,765	206,765
2011 L.T. Note	100,000	Golf Course - Operating Equipment	5,000	2,130	7,130	94,000	12,010	106,010
2011A L.T. Note	38,051	Traxler Riverwall/Rockport Park Mainl. Bldg.	18,825	188	19,013	18,825	188	19,013
2011A L.T. Note	50,000	Golf Course- Riverside Irrigation System	24,737	247	24,984	24,737	247	24,984
2012 L.T. Note	40,000	Renovate Playground Equip.	3,000	482	3,482	40,000	3,812	43,812
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	9,000	1,318	10,318	110,000	10,288	120,288
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	5,000	718	5,718	60,000	5,568	65,568
2012 L.T. Note	200,000	Golf Course - Operating Equipment	17,000	2,390	19,390	200,000	18,640	218,640
2012 L.T. Note	50,000	Repair/Repace Bike Trail	4,000	600	4,600	50,000	4,640	54,640
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	8,000	1,200	9,200	100,000	9,340	109,340
2012 L.T. Note	780,000	Ice Arena Renovation	65,000	9,320	74,320	780,000	72,290	852,290
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	13,000	1,790	14,790	150,000	13,980	163,980
2012A L.T. Note	85,000	Bike Trail Impr.	-	256	256	18,000	2,056	20,056
2012A L.T. Note	60,000	Renovate Playgrounds/Equip.	-	171	171	12,000	1,371	13,371
2012A L.T. Note	90,000	Tennis Courts - Palmer Park	-	256	256	18,000	2,056	20,056
2012A L.T. Note	55,000	Golf Course- Riverside Irrigation System	-	783	783	55,000	6,332	61,332
<b>Leisure Services Total</b>			<b>666,562</b>	<b>112,936</b>	<b>779,498</b>	<b>4,663,562</b>	<b>483,457</b>	<b>5,147,019</b>
<b>TOTAL GENERAL CITY</b>			<b>\$ 4,252,700</b>	<b>\$ 848,377</b>	<b>\$ 5,101,077</b>	<b>\$ 31,060,700</b>	<b>\$ 3,341,467</b>	<b>\$ 34,402,167</b>
<b>TOTAL DPW IMPROVEMENTS &amp; GENERAL CITY</b>			<b>\$ 4,252,700</b>	<b>\$ 848,377</b>	<b>\$ 5,101,077</b>	<b>\$ 31,060,700</b>	<b>\$ 3,341,467</b>	<b>\$ 34,402,167</b>
<b>GRAND TOTAL GENERAL OBLIGATION DEBT</b>			<b>\$ 12,055,000</b>	<b>\$ 1,929,487</b>	<b>\$ 13,984,487</b>	<b>\$ 74,190,000</b>	<b>\$ 7,555,880</b>	<b>\$ 81,745,880</b>
<b>Wastewater Utility Revenue</b>								
CWF #4335-02	1,100,828	Wastewater Utility Impr.	59,185	15,555	74,740	595,174	76,610	671,784
CWF #4335-03	518,676	Wastewater Utility Impr.	31,136	3,537	34,673	130,415	8,186	138,601
CWF #4335-04	1,128,073	Wastewater Utility Impr.	67,095	8,451	75,546	353,663	23,828	377,491
CWF #4335-05	284,140	Wastewater Utility Impr.	16,243	3,452	19,695	124,348	13,358	137,706
CWF #4335-07	2,032,973	Wastewater Utility Impr.	104,725	29,467	134,192	1,298,333	176,050	1,474,383
CWF #4335-09	26,462,000	Wastewater Utility Impr.	1,281,028	544,325	1,825,353	25,957,935	5,028,117	30,986,052
CWF #4335-10	986,325	Wastewater Utility Impr.	39,938	22,257	62,195	947,323	232,111	1,179,434
<b>Wastewater Utility Revenue Total</b>			<b>\$ 1,599,350</b>	<b>\$ 627,044</b>	<b>\$ 2,226,394</b>	<b>\$ 29,407,191</b>	<b>\$ 5,558,260</b>	<b>\$ 34,965,451</b>
<b>Water Utility Revenue</b>								
SDWL #5119-01	2,150,000	Water Utility Impr.	107,832	33,640	141,472	1,476,310	219,201	1,695,511
SDWL #5119-02	1,336,937	Water Utility Impr.	67,732	22,620	90,352	856,427	135,914	992,341
<b>Water Utility Revenue Total</b>			<b>\$ 175,564</b>	<b>\$ 56,260</b>	<b>\$ 231,824</b>	<b>\$ 2,332,737</b>	<b>\$ 355,115</b>	<b>\$ 2,687,852</b>
<b>TOTAL LONG-TERM DEBT</b>			<b>\$ 13,829,914</b>	<b>\$ 2,612,791</b>	<b>\$ 16,442,705</b>	<b>\$ 105,929,928</b>	<b>\$ 13,469,255</b>	<b>\$ 119,399,183</b>