

# City of Janesville 2014 ANNUAL BUDGET



**The Janesville Transit System began offering regional bus commuter service to Milton and Whitewater.**



**The Friends of Riverside Park and the Hendricks Family donated a new pier to Riverside Park for the enjoyment of boaters, kayakers and other water enthusiasts.**



**Pictured are patrons enjoying the recently renovated Janesville Ice Arena at its grand reopening celebration; the renovation included a new geothermal ice making system, additional locker rooms and improved lighting.**



**Janesville, Wisconsin**

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# CITY OF JANESVILLE

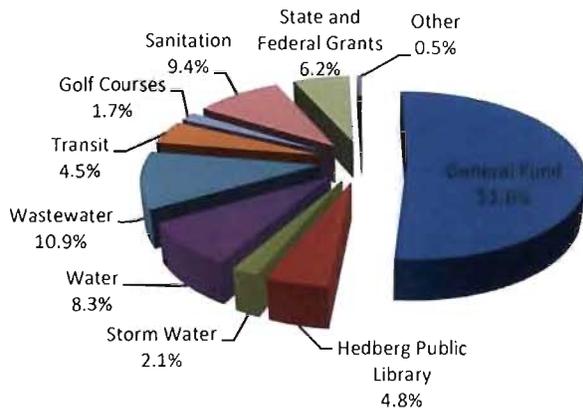
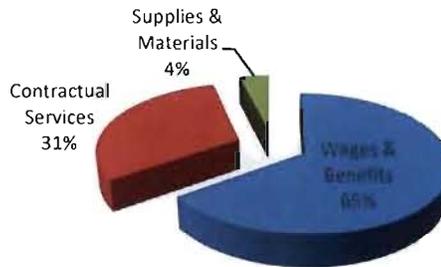
*Wisconsin's Park Place*

## Council President Voskuil and City Council:

The Administration's 2014 City and Library Budgets meet the goals established by the City Council: 1) Reduce the amount of applied Fund Balance; and 2) Maintain current service levels, particularly for Public Safety.

In addition to the Council's two goals, the Administration established some other guiding principles: 1) Eliminate reliance on one-time revenues, such as transfers; 2) Maintain the City's investment in infrastructure; and 3) Continue adapting the organization and allocating resources for the "new normal".

The 2014 City and Library operating budgets for all funds total \$83,495,839. Compared to the 2013 adopted budget, operating expenditures decrease \$4,312,406, or -4.9%. As shown in the pie chart to the right, personnel costs represent the largest portion of the operating budgets at 65%, followed by Contractual Services at 31% and Supplies and Materials at 4%.



The City and Library budgets are comprised of a number of funds and operating budgets as represented in the pie chart to the left. The largest of these funds in terms of operating expenditures is the General Fund at 51.6% of the overall operating budget, followed by the Wastewater Utility at 10.9%, the Sanitation Fund at 9.4%, and the Water Utility at 8.3%. Most of these will be discussed in further detail.

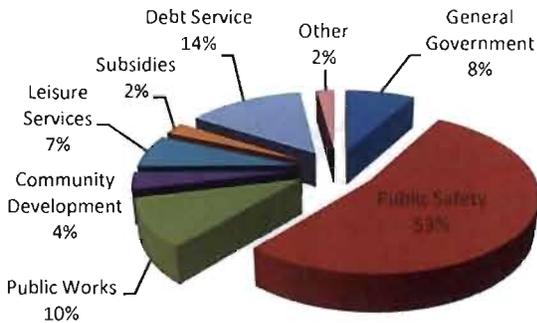
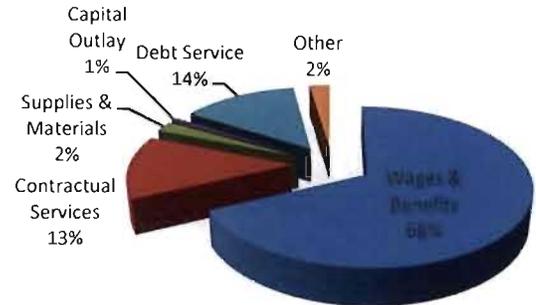
## General Fund

The 2014 General Fund Budget anticipates expenditures totaling \$42,796,692. Compared to the 2013 General Fund adopted budget of \$42,831,225, expenditures decrease \$34,533, or 0.1%. The General Fund operating budget totals \$36,984,513, which is a decrease of \$409,635, or 1.1%, from the 2013 operating budget of \$37,394,148.

The 2014 Budget for debt service increases \$307,102, or 6.9% from 2013. This increase is primarily due to capital projects funded in 2013 and the first year of funding landfill debt from the General Fund.

The following pie charts break-down the proposed General Fund by use of funds and by programs:

Most of the services provided from the General Fund are heavily dependent upon human capital. Expenditures on personnel costs represent the largest category of expenditures at 68% of the Proposed 2014 Budget, followed by Debt Service (14%) and Contractual Services (13%). Within the Operating Budget, which excludes debt service, personnel costs represent 81% of total expenditures.



The pie chart to the left illustrates the variety of programs funded through the General Fund. Public Safety (Police and Fire) represents the majority of proposed expenditures at 53% followed by debt service at 14%. If debt service is excluded, Public Safety represents 61% of the proposed General Fund budget.

The City-only 2014 tax levy increases \$539,080, or 2.02% from the adopted 2013 tax levy. This results in a City-only tax rate, excluding the General Fund's share of the TIF Levy, of \$6.9810, an increase of 1.76%. The owner of an average home assessed at \$120,100 can expect their annual property tax bill to increase \$14.52.

• **Program/Expenditure Changes**

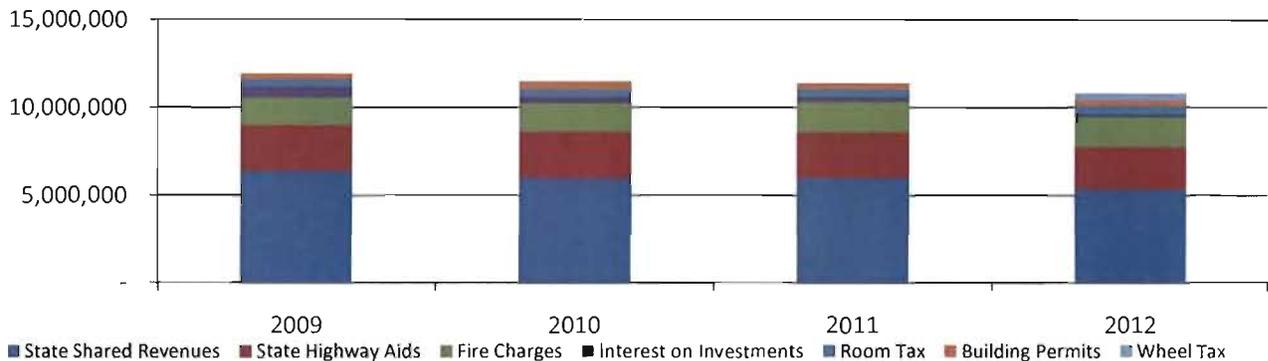
The 2014 General Fund Budget includes a number of significant program and expenditure changes that can be categorized as follows:

- Debt Service +\$375,102
- Economic Adjustments +\$325,207
- Staff reallocations from Special Assessment Fund +\$106,561
- Deputy Fire Chief (full year funding) +\$72,985
- Street Resurfacing (same miles) +\$72,600
- Associate Planner (June 1, 2014 start) +\$37,917
- WRS Duty Disability Rate -\$551,771
- Contingency -\$182,496
- Forestry -\$64,802

- Golf Fund Subsidy - \$57,000
- Special Assessment Subsidy - \$74,161
- Engineering Secretary - \$48,237
- Community Development Director - \$42,033
- Electricity from LED Streetlights (8 months) - \$40,000
- Riverside Wading Pool - \$29,726
- Eliminate Evening Lap Swim - \$11,271

● **Revenue Changes**

The 2014 General Fund Budget anticipates non-property tax revenues totaling \$14,868,422, a decline of \$322,178, or -2.12% from the 2013 budget. As illustrated in the chart below, non-property tax revenues have been declining for several years. From 2009 to 2012, non-property tax revenues declined \$1,271,587, or 7.8%; the most significant decline being State Shared Revenues at \$1,046,975.



The following summarizes major non-property tax revenue changes in the 2014 Budget:

- Community Development Permits +\$104,300
- Fire Dept. Service Charges (ambulance transfers) +\$137,000
- Wheel Tax +\$35,000
- Wading Pool Admission Fee +\$12,500
- Operating Transfers in -\$347,400
- Applied Fund Balance -\$251,435
- State Aids -\$216,285
- Interest on General Investments -\$50,000
- Room Tax -\$36,500

**Sanitation Fund**

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, Recycling, and Industrial Waste Disposal. Excluding Industrial Waste, which is a non-operation account, the 2014 Sanitation Fund operating budget totals \$5,711,298, which is a decrease of \$473,012, or 7.65% from the 2013 Adopted Budget.

- **Program/Expenditure Changes**

The 2014 Sanitation Fund Budget includes a number of significant program and expenditure changes that can be categorized as follows:

○ Part-time Cashiers	+\$74,158
○ Storekeeper at Sanitary Landfill	-\$72,276
○ Environmental Technician	-\$61,681
○ Foreman	-\$44,688
○ Equipment Operator	-\$39,235

- **Revenue Changes**

The 2014 Sanitation Fund budget includes an increase in the per household Solid Waste Collection Fee of \$37.35/year, bringing the total fee to \$95.35/year. Anticipated is a reduction of 50,600 tons in solid waste disposed of at the Sanitary Landfill.

### Utilities

The Utilities are comprised of the Water and Wastewater utilities. The 2014 operating budget for the Water and Wastewater utilities is \$8,185,135, an increase of \$195,531, or 2.45% from the 2013 adopted budget. No increase is proposed in either Water or Wastewater rates.

- **Program/Expenditure Changes**

The 2014 Utilities Budget includes a number of significant program and expenditure changes that can be categorized as follows:

○ Water	
▪ Eng. Reallocation from Special Assessments	+\$58,763
▪ Working Foreman	-\$83,243
○ Wastewater	
▪ Eng. Reallocation from Special Assessments	+\$102,067
▪ Maintenance Worker & Treatment Plant Operator	-\$179,038

### Community Development – State and Federal Grants

The Community Development – State and Federal Grants programs are comprised of the Section 8 Rent Assistance Program, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership Initiative (HOME) Program, the Neighborhood Stabilization Program (NSP), and the Lead Hazard Reduction Program. All programs and staffing expenditures are covered through program revenues.

- **Program/Expenditure Changes**

The 2014 Community Development Budget – State and Federal Grants Budget includes a number of significant program and expenditure changes that can be categorized as follows:

○ Rent Assistance	-\$163,800
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- State and Federal Grants
  - Housing Programs - \$441,412
  - Emergency Assistance Program - \$421,557
  - Public Service Activities
    - Boys & Girls Club +\$4,000
    - Emergency Rent +\$2,000
    - Healthnet -\$1,000
    - Literacy Connection -\$3,000

**Transit**

State funded Operating Assistance for Transit is projected to remain at approximately 24% and Federal Operating Assistance is projected to remain stable at 31%. Total State and Federal Operating Assistance is projected to total \$2,052,700, or 55%. The Local Operating Subsidy is projected to be \$867,952, an increase of \$14,434 over 2013. Transit fares were last increased in 2010 and a \$.25 increase in Transit fares effective January 1, 2014 is proposed.

**Stormwater Utility**

The operating budget for the Stormwater Utility is \$1,538,908, an increase of \$25,266 or 1.67% from the 2013 adopted budget. A rate decrease of 0.20% is proposed effective January 1, 2014.

**Golf Courses**

The operating budget for the Golf Courses is \$1,266,406, a decrease of \$3,156 or .25% from the 2013 adopted budget. Direct costs to operate the two golf courses, including the management contract with KemperSports, are estimated to be \$1,242,996. The 2014 Budget proposes rate increases of 0% to 3% and projects revenues to be \$1,243,219. The 2014 General Fund subsidy is \$24,000, a decrease of \$57,000 from the 2013 adopted budget. Later in 2013 staff will be proposing to transfer \$57,000 from the General Fund to the Golf Fund to eliminate the negative fund balance.

**Hedberg Public Library**

The operating budget for the Hedberg Public Library is \$3,281,298, an increase of \$825 from the 2013 adopted budget. Capital outlay is \$517,600, an increase of \$50,000 from the 2013 adopted budget. The increase is for consulting services to study the remodeling of the main floor of the library.

**Closing**

The 2014 Budget attempts to address long-term structural concerns in the General Fund Budget by reducing the reliance on applied fund balance and eliminating the use of one-time revenues such as transfers from other funds. These two changes alone result in a decrease in revenues of nearly \$600,000. This is accomplished without significant fee increases or reductions in service levels.

I would like to thank all staff involved in the preparation of this budget. A great deal of thought and time went into each departments requests and the vetting of those requests. I would particularly like to thank Patty Lynch, Mandy Price, Rebecca Smith, Max Gagin, Jennifer Bonyata, and Maggie Darr for their work on the budget and Priority Based Budgeting project.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'Jacob J. Winzenz', with a stylized flourish at the end.

Jacob J. Winzenz  
Acting City Manager

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

	Amended 2013	Adopted 2014	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
<b>REVENUES</b>				
General Property Tax	\$26,714,190	\$27,253,270	\$539,080	2.02%
Fund Balance Applied (b)	1,219,109	675,000	(544,109)	-44.63%
Other Taxes	2,561,500	2,556,107	(5,393)	-0.21%
Licenses & Permits	1,141,000	1,241,100	100,100	8.77%
Interest, Rents, & Fines	710,000	682,000	(28,000)	-3.94%
State Shared Revenues	7,795,000	7,578,715	(216,285)	-2.77%
Service Charges	1,760,700	1,902,700	142,000	8.06%
Leisure Services	800,000	832,800	32,800	4.10%
Other & Transfers In	<u>422,400</u>	<u>75,000</u>	<u>(347,400)</u>	<u>-82.24%</u>
<b>TOTAL REVENUES</b>	<b><u>\$43,123,899</u></b>	<b><u>\$42,796,692</u></b>	<b><u>(\$327,207)</u></b>	<b><u>-0.76%</u></b>
<b>EXPENDITURES</b>				
General Government	\$3,304,931	\$3,537,593	\$232,662	7.04%
Public Safety (c)	23,072,669	22,759,659	(313,010)	-1.36%
Public Works (b)	4,592,868	4,337,832	(255,036)	-5.55%
Leisure Services	2,939,297	2,892,907	(46,390)	-1.58%
Community & Economic Dev.	1,433,599	1,490,435	56,836	3.96%
Economic Adjustments (a)	136,572	95,050	(41,522)	-30.40%
Insurance & Other	519,234	482,608	(36,626)	-7.05%
Contingency Account (c)	528,973	346,477	(182,496)	N.A.
General Fund Subsidies	1,158,679	1,041,952	(116,727)	-10.07%
Debt Service	<u>5,437,077</u>	<u>5,812,179</u>	<u>375,102</u>	<u>6.90%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$43,123,899</u></b>	<b><u>\$42,796,692</u></b>	<b><u>(\$327,207)</u></b>	<b><u>-0.76%</u></b>

(a) The 2013 Adopted budget contains \$178,786 for Economic Adjustments. The 2014 Adopted budget contains \$325,207 for Economic Adjustments. These funds have been distributed to the appropriate budgets.

(b) The 2013 Amended Budget includes a supplemental appropriation of \$292,674 for Snow Removal.

(c) 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. The 2014 Contingency budget of \$346,477 is intended to fund the 2015 Police and Fire unions negotiated wage increases under the 2013-2015 contract.

## UNRESTRICTED GENERAL FUND BALANCE

The General Fund's fund balance is generally defined as the excess of assets over liabilities, which have resulted from general City operations. Theoretically, a city could apply this balance in financing the budget for its succeeding year. However, some of the general fund assets are in non-spendable form, such as inventory, prepaid items, and long-term inter-fund receivables, so these funds are unavailable. The non-spendable fund balance is estimated at \$500,000 at December 31, 2013.

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.

We have projected that the General Fund's unrestricted fund balance will be \$8,742,597 as of December 31, 2013. The proposed 2014 Budget includes \$675,000 of Applied Fund balance to reduce the tax levy. Therefore the resulting unrestricted fund balance is projected to be \$8,067,597.

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 12/31/13 of \$8,067,597 divided by the 2014 budgeted operating expenditures of \$36,984,513 yields a ratio of 21.8% which is well within the Council's fund policy.

**City of Janesville**  
**FUND BALANCES**  
**December 31, 2012 and 2013**

	Actual 12/31/2012	Estimated 12/31/2013
<b><u>Enterprise Funds:</u></b>		
Water Utility	\$38,496,517	\$39,737,062
Wastewater Utility	53,433,073	53,854,761
Storm Water Utility	4,937,116	5,278,568
Transit	3,499,480	7,006,480
Total Enterprise Funds *	<u>\$100,366,186</u>	<u>\$105,876,871</u>
<b><u>Internal Service Funds:</u></b>		
Vehicle Operation & Mtce	\$187,664	\$190,378
Insurance Fund	3,984,626	4,089,262
Total Internal Service Funds*	<u>\$4,172,290</u>	<u>\$4,279,640</u>
<b><u>Special Revenue:</u></b>		
Industrial Waste	\$7,461	\$7,461
Landfill - Superfund	85,312	28,740
Sanitation Fund	1,199,147	743,402
Oakhill Cemetery	233,077	216,811
Golf Courses	(99,270)	4,841
Housing & Neighborhood Services Grants	710,874	734,994
TIF Districts	(2,135,499)	1,219,116
Library	606,390	608,478
JATV	395,650	334,418
Special Accounts	2,575,689	2,801,689
Total Special Revenue Funds	<u>\$3,578,831</u>	<u>\$6,699,950</u>
<b><u>Component Unit:</u></b>		
Housing -Section 8 Rent Assistance	<u>\$402,190</u>	<u>\$299,406</u>
<b><u>Debt Service Fund:</u></b>		
	<u>\$594,456</u>	<u>\$162,799</u>
<b><u>Capital Project Fund</u></b>		
	<u>\$11,015,133</u>	<u>\$7,966,621</u>
<b><u>General Fund</u></b>		
Nonspendable	\$488,747	\$500,000
Assigned	926,435	675,000
Unassigned	7,622,953	8,067,597
Total Unrestricted	8,549,388	8,742,597
Total General Fund Balance	<u>\$9,038,135</u>	<u>\$9,242,597</u>

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

## REVENUE SUMMARY

## 2014 BUDGET

	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>GENERAL FUND</b>							
<b>GENERAL PROPERTY TAX</b>							
Real & Personal Property	\$26,126,493	\$26,690,089	\$26,714,190	\$26,680,000	\$27,253,270	\$539,080	2.02%
Fund Balance Applied	<u>825,000</u>	<u>926,435</u>	<u>926,435</u>	<u>926,435</u>	<u>675,000</u>	<u>(251,435)</u>	-27.14%
Subtotal	\$26,951,493	\$27,616,524	\$27,640,625	\$27,606,435	\$27,928,270	\$287,645	1.04%
<b>OTHER TAXES</b>							
Prior Years Omitted Tax	\$917	\$0	\$0	\$100	\$0	\$0	N/A
Penalties & Interest	173,295	173,998	172,000	174,000	178,000	6,000	3.49%
Water Utility Tax	1,301,089	1,003,350	1,403,000	1,372,000	1,384,000	(19,000)	-1.35%
Mobile Home Fees	76,443	64,973	78,000	71,000	75,000	(3,000)	-3.85%
Hotel/Motel Tax	454,142	284,228	408,500	416,000	384,107	(24,393)	-5.97%
Wheel Tax	<u>392,077</u>	<u>377,237</u>	<u>500,000</u>	<u>535,000</u>	<u>535,000</u>	<u>35,000</u>	<u>7.00%</u>
Subtotal	\$2,397,963	\$1,903,786	\$2,561,500	\$2,568,100	\$2,556,107	(\$5,393)	-0.21%
<b>LICENSES &amp; PERMITS</b>							
Gen. Licenses & Permits	\$210,245	\$222,393	\$243,000	\$247,050	\$206,800	(\$36,200)	-14.90%
Cable TV License Fee	604,667	381,534	628,000	690,000	660,000	32,000	5.10%
Community Development Permits	<u>317,533</u>	<u>318,585</u>	<u>270,000</u>	<u>309,975</u>	<u>374,300</u>	<u>104,300</u>	<u>38.63%</u>
Subtotal	\$1,132,445	\$922,512	\$1,141,000	\$1,247,025	\$1,241,100	\$100,100	8.77%
<b>INTEREST, RENTS &amp; FINES</b>							
Interest on General Investments	\$189,247	\$62,267	\$158,000	\$108,000	\$108,000	(\$50,000)	-31.65%
Rental of City Property	154,952	78,705	152,000	166,000	174,000	22,000	14.47%
Court Fines	375,332	268,208	375,000	375,000	375,000	0	0.00%
Sale of City Property	<u>72,910</u>	<u>2,976</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$792,441	\$412,156	\$710,000	\$674,000	\$682,000	(\$28,000)	-3.94%
<b>STATE SHARED REVENUES</b>							
State Shared Revenues	\$5,126,123	\$1,493,427	\$5,138,000	\$5,116,410	\$5,075,525	(\$62,475)	-1.22%
State Payt-Computer Value Reimb	110,836	122,118	160,000	122,000	120,000	(40,000)	-25.00%
State Highway Aids	2,396,791	1,703,053	2,272,000	2,271,000	2,148,190	(123,810)	-5.45%
State Payt-Municipal Serv.	104,348	0	100,000	100,000	100,000	0	0.00%
State Aid-Fire Inspections	<u>138,030</u>	<u>139,189</u>	<u>125,000</u>	<u>139,000</u>	<u>135,000</u>	<u>10,000</u>	<u>8.00%</u>
Subtotal	\$7,876,128	\$3,457,787	\$7,795,000	\$7,748,410	\$7,578,715	(\$216,285)	-2.77%
<b>SERVICE CHARGES</b>							
Parking Fees	\$69,470	\$80,431	\$92,000	\$88,000	\$90,000	(\$2,000)	-2.17%
Real Estate Search Fees	39,150	30,115	30,000	35,000	35,000	5,000	16.67%
Nuisance Reinspection Charge	8,800	4,650	5,000	6,000	5,000	0	0.00%
Public Works	27,715	32,750	30,700	33,700	30,700	0	0.00%
Police Department	43,442	24,570	38,000	40,000	40,000	2,000	5.26%
Fire Department	<u>1,546,814</u>	<u>1,211,855</u>	<u>1,565,000</u>	<u>1,610,000</u>	<u>1,702,000</u>	<u>137,000</u>	<u>8.75%</u>
Subtotal	\$1,735,391	\$1,384,371	\$1,760,700	\$1,812,700	\$1,902,700	\$142,000	8.06%

REVENUE SUMMARY							
2014 BUDGET							
	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>LEISURE SERVICES</b>							
Recreation Management	\$602,861	\$531,362	\$716,000	\$690,000	\$742,800	\$26,800	3.74%
Senior Citizens Center	<u>76,201</u>	<u>59,963</u>	<u>84,000</u>	<u>80,000</u>	<u>90,000</u>	<u>6,000</u>	<u>7.14%</u>
Subtotal	\$679,062	\$591,325	\$800,000	\$770,000	\$832,800	\$32,800	4.10%
<b>OTHER REVENUES</b>							
Wastewater Serv. Charge	\$45,956	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	<u>82,445</u>	<u>11,010</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$128,401	\$61,010	\$75,000	\$75,000	\$75,000	\$0	0.00%
<b>TRANSFERS IN</b>							
Operating Transfer In	<u>\$190,992</u>	<u>\$0</u>	<u>\$347,400</u>	<u>\$347,400</u>	<u>\$0</u>	<u>(\$347,400)</u>	<u>-100.00%</u>
Subtotal	\$190,992	\$0	\$347,400	\$347,400	\$0	(\$347,400)	-100.00%
<b>TOTAL GENERAL FUND WITHOUT PROPERTY TAXES</b>							
	<u>\$14,932,823</u>	<u>\$8,732,947</u>	<u>\$15,190,600</u>	<u>\$15,242,635</u>	<u>\$14,868,422</u>	<u>(\$322,178)</u>	<u>-2.12%</u>
<b>TOTAL GENERAL FUND WITH PROPERTY TAXES</b>							
	<u>\$41,884,316</u>	<u>\$36,349,471</u>	<u>\$42,831,225</u>	<u>\$42,849,070</u>	<u>\$42,796,692</u>	<u>(\$34,533)</u>	<u>-0.08%</u>

REVENUE SUMMARY							
2014 BUDGET							
	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>ENTERPRISE</b>							
Transit System	\$3,119,610	\$2,559,191	\$7,541,918	\$7,478,953	\$4,836,242	(\$2,705,676)	-35.88%
Stormwater Utility	2,065,740	1,459,172	2,056,000	2,054,150	2,045,100	(10,900)	-0.53%
Wastewater Utility	9,826,643	6,981,712	9,337,000	9,180,400	9,108,000	(229,000)	-2.45%
Water Utility	<u>6,816,724</u>	<u>5,422,133</u>	<u>7,929,300</u>	<u>8,097,784</u>	<u>7,948,800</u>	<u>19,500</u>	<u>0.25%</u>
Total Enterprise	\$21,828,717	\$16,422,208	\$26,864,218	\$26,811,287	\$23,938,142	(\$2,926,076)	-10.89%
<b>SPECIAL REVENUE</b>							
Cemetery	\$250,726	\$161,720	\$234,800	\$222,150	\$233,500	(\$1,300)	-0.55%
Golf Courses	1,371,700	1,051,389	1,320,573	1,318,531	1,267,219	(53,354)	-4.04%
Hedberg Public Library	3,984,398	3,903,863	3,974,216	3,963,966	3,961,768	(12,448)	-0.31%
JATV Cable Public Access	191,933	60,032	164,500	143,100	169,000	4,500	2.74%
HNS - Rental Assistance	2,614,265	2,016,011	2,726,143	2,745,054	2,644,472	(81,671)	-3.00%
HNS - State and Federal Grants	1,950,610	930,970	2,624,464	1,914,562	1,763,776	(860,688)	-32.79%
Industrial Waste	60,517	18,356	70,409	56,572	66,698	(3,711)	-5.27%
Sanitation	<u>6,577,160</u>	<u>5,138,274</u>	<u>7,363,334</u>	<u>6,174,266</u>	<u>6,894,600</u>	<u>(468,734)</u>	<u>-6.37%</u>
Total Special Revenue	\$17,001,309	\$13,280,615	\$18,478,439	\$16,538,201	\$17,001,033	(\$1,477,406)	-8.00%
<b>INTERNAL SERVICE</b>							
Insurance	\$10,593,124	\$8,281,999	\$9,926,000	\$10,222,711	\$9,899,717	(\$26,283)	-0.26%
Vehicle Operation & Mtce	<u>4,181,979</u>	<u>3,111,828</u>	<u>4,560,000</u>	<u>4,480,000</u>	<u>4,430,000</u>	<u>(130,000)</u>	<u>-2.85%</u>
Total Internal Service	\$14,775,103	\$11,393,827	\$14,486,000	\$14,702,711	\$14,329,717	(\$156,283)	-1.08%
<b>TOTAL NON-GENERAL</b>							
	<u>\$53,605,129</u>	<u>\$41,096,650</u>	<u>\$59,828,657</u>	<u>\$58,052,199</u>	<u>\$55,268,892</u>	<u>(\$4,559,765)</u>	<u>-7.62%</u>

**EXPENDITURE SUMMARY  
2014 BUDGET**

	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>GENERAL GOVERNMENT</b>							
City Council	\$18,527	\$15,040	\$16,213	\$16,210	\$15,889	(\$324)	-2.00%
City Manager	259,395	221,086	277,909	288,543	294,199	16,290	5.86%
Community Information	50,358	42,525	60,146	58,128	64,820	4,674	7.77%
City Assessor	481,105	371,203	539,227	505,970	549,656	10,429	1.93%
City Attorney	417,801	321,416	422,556	407,110	431,953	9,397	2.22%
City Clerk-Treasurer/Elections	653,271	441,465	603,032	603,301	683,920	80,888	13.41%
Admin. Services/Accounting	418,857	286,244	441,168	406,294	441,860	692	0.16%
Human Resources	216,208	142,676	221,500	213,827	244,639	23,139	10.45%
Information Technology	<u>678,550</u>	<u>514,626</u>	<u>723,180</u>	<u>721,136</u>	<u>810,657</u>	<u>87,477</u>	<u>12.10%</u>
Total General Government	\$3,194,072	\$2,356,281	\$3,304,931	\$3,220,519	\$3,537,593	\$232,662	7.04%
<b>PUBLIC SAFETY</b>							
Police Department (1)	\$12,823,552	\$9,608,077	\$12,855,904	\$12,398,159	\$12,730,515	(\$125,389)	-0.98%
Fire Department (1)	<u>10,386,149</u>	<u>7,534,488</u>	<u>10,216,765</u>	<u>10,212,450</u>	<u>10,029,144</u>	<u>(187,621)</u>	<u>-1.84%</u>
Total Public Safety	\$23,209,701	\$17,142,565	\$23,072,669	\$22,610,609	\$22,759,659	(\$313,010)	-1.36%
<b>PUBLIC WORKS</b>							
<b>Administration</b>							
DPW Administration	\$35,756	\$30,015	\$41,347	\$41,193	\$0	(\$41,347)	-100.00%
Engineering	<u>555,849</u>	<u>415,258</u>	<u>554,852</u>	<u>546,476</u>	<u>587,380</u>	<u>32,528</u>	<u>5.86%</u>
Subtotal	\$591,605	\$445,273	\$596,199	\$587,669	\$587,380	(\$8,819)	-1.48%
<b>Street Maintenance &amp; Repair</b>							
Street Maintenance	\$730,462	\$640,821	\$865,539	\$836,656	\$932,652	\$67,113	7.75%
Street Cleaning	32,946	17,604	35,724	25,210	0	(35,724)	-100.00%
Snow Removal (2)	922,859	1,154,222	1,206,550	1,499,224	1,197,816	(8,734)	-0.72%
Weed Cutting	<u>49,916</u>	<u>30,506</u>	<u>49,290</u>	<u>31,345</u>	<u>38,282</u>	<u>(11,008)</u>	<u>-22.33%</u>
Subtotal	\$1,736,183	\$1,843,153	\$2,157,103	\$2,392,435	\$2,168,750	\$11,647	0.54%
<b>DPW Services</b>							
Public Buildings	\$450,105	\$312,954	\$475,820	\$465,708	\$498,106	\$22,286	4.68%
Parking Facilities	<u>119,441</u>	<u>84,749</u>	<u>115,038</u>	<u>114,118</u>	<u>106,188</u>	<u>(8,850)</u>	<u>-7.69%</u>
Subtotal	\$569,546	\$397,703	\$590,858	\$579,826	\$604,294	\$13,436	2.27%
<b>Traffic Management</b>	\$948,399	\$674,696	\$956,034	\$909,926	\$977,408	21,374	2.24%
Total Public Works	\$3,845,733	\$3,360,825	\$4,300,194	\$4,469,856	\$4,337,832	\$37,638	0.88%
<b>LEISURE SERVICES</b>							
Senior Citizens Center	\$239,643	\$189,073	\$263,705	\$259,533	\$266,984	\$3,279	1.24%
Leisure Services Admin/Tallman House	85,329	74,960	85,089	84,796	88,852	3,763	4.42%
Recreation/Aquatics/Ice Skating Center	945,016	817,410	1,063,116	1,029,331	1,032,403	(30,713)	-2.89%
Park Management	<u>1,348,941</u>	<u>1,045,357</u>	<u>1,527,387</u>	<u>1,507,374</u>	<u>1,504,668</u>	<u>(22,719)</u>	<u>-1.49%</u>
Total Leisure Services	\$2,618,929	\$2,126,800	\$2,939,297	\$2,881,034	\$2,892,907	(\$46,390)	-1.58%

**EXPENDITURE SUMMARY  
2014 BUDGET**

	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>							
Neighborhood Services: Property Maint	\$255,667	\$215,913	\$276,846	\$277,478	\$297,507	\$20,661	7.46%
Economic Development	112,538	136,822	139,146	166,696	158,255	19,109	13.73%
Community Development	<u>862,643</u>	<u>722,628</u>	<u>1,017,607</u>	<u>951,946</u>	<u>1,034,673</u>	<u>17,066</u>	<u>1.68%</u>
Total Community & Econ. Development	\$1,230,848	\$1,075,363	\$1,433,599	\$1,396,120	\$1,490,435	\$56,836	3.96%
<b>ECONOMIC ADJUSTMENTS</b>							
Economic Adjustments & Sick Payouts	<u>\$102,620</u>	<u>\$25,550</u>	<u>\$136,572</u>	<u>\$115,050</u>	<u>\$95,050</u>	<u>(\$41,522)</u>	N/A
Total Economic Adjustments	\$102,620	\$25,550	\$136,572	\$115,050	\$95,050	(\$41,522)	N/A
<b>INSURANCE</b>							
Workers' Comp, Liability & Property	<u>\$92,743</u>	<u>\$86,110</u>	<u>\$85,861</u>	<u>\$85,861</u>	<u>\$85,901</u>	<u>\$40</u>	<u>0.05%</u>
Total Insurance	\$92,743	\$86,110	\$85,861	\$85,861	\$85,901	\$40	N/A
<b>OTHER</b>							
Refunds & Adjustments	\$183	\$145,242	\$7,200	\$200	\$200	(\$7,000)	-97.22%
Copy Machine Expense	19,419	7,668	26,000	24,000	24,000	(2,000)	-7.69%
Misc. & Unclassified	<u>446,454</u>	<u>319,342</u>	<u>400,173</u>	<u>393,801</u>	<u>372,507</u>	<u>(27,666)</u>	<u>-6.91%</u>
Total Other	\$466,056	\$472,252	\$433,373	\$418,001	\$396,707	(\$36,666)	-8.46%
<b>CONTINGENCY ACCOUNT (1)</b>	\$0	\$0	\$528,973	\$0	\$346,477	(\$182,496)	N/A
<b>GENERAL FUND SUBSIDIES/TRANSFERS</b>							
Transit System	\$773,490	\$640,138	\$853,518	\$721,885	\$867,952	14,434	1.69%
Cemetery	\$75,000	56,250	\$75,000	\$75,000	\$75,000	0	0.00%
Golf Courses	\$81,000	60,750	\$81,000	\$138,000	\$24,000	(57,000)	-70.37%
Special Assessments	<u>216,248</u>	<u>111,871</u>	<u>149,161</u>	<u>149,161</u>	<u>75,000</u>	<u>(74,161)</u>	<u>-49.72%</u>
Total Gen. Fund Subsidies/Transfers	\$1,145,738	\$869,009	\$1,158,679	\$1,084,046	\$1,041,952	(\$116,727)	-10.07%
Total Operating	\$35,906,440	\$27,514,755	\$37,394,148	\$36,281,096	\$36,984,513	(\$409,635)	-1.10%
<b>RETIREMENT OF INDEBTEDNESS</b>							
General Fund	\$5,186,604	\$5,437,077	\$5,101,077	\$5,101,077	\$5,582,179	\$481,102	9.43%
G/F Payment of Special Assessment Debt	0	0	<u>336,000</u>	<u>336,000</u>	<u>230,000</u>	<u>(106,000)</u>	N/A
Total Long-Term Debt	\$5,186,604	\$5,437,077	\$5,437,077	\$5,437,077	\$5,812,179	\$375,102	6.90%
<b>GRAND TOTAL-GENERAL FUND</b>	<b><u>\$41,093,044</u></b>	<b><u>\$32,951,832</u></b>	<b><u>\$42,831,225</u></b>	<b><u>\$41,718,173</u></b>	<b><u>\$42,796,692</u></b>	<b><u>(\$34,533)</u></b>	<b><u>-0.08%</u></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) A supplemental appropriation to provide funding for snow removal was approved for \$292,674. It is not included in the adopted budget presented above.

**EXPENDITURE SUMMARY  
2014 BUDGET**

	Actual 2012	9 Months Actual 2013	Adopted Budget 2013	Estimated 2013	Adopted Budget 2014	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<b>ENTERPRISE</b>							
Transit System	\$3,119,610	\$2,516,753	\$7,541,918	\$7,478,953	\$4,836,242	(\$2,705,676)	-35.88%
Stormwater Utility	1,980,215	1,120,568	2,042,778	2,032,698	2,030,932	(11,846)	-0.58%
Wastewater Utility	8,717,500	6,614,404	9,201,948	8,758,712	9,133,445	(68,503)	-0.74%
Water Utility	<u>6,523,472</u>	<u>4,984,054</u>	<u>7,024,638</u>	<u>6,867,239</u>	<u>6,752,111</u>	<u>(272,527)</u>	-3.88%
Total Enterprise	\$20,340,797	\$15,235,779	\$25,811,282	\$25,137,602	\$22,752,730	(\$3,058,552)	-11.85%
<b>SPECIAL REVENUE</b>							
Golf	\$1,366,180	\$1,003,078	\$1,269,562	\$1,214,420	\$1,266,406	(\$3,156)	-0.25%
Oak Hill Cemetery	239,164	171,843	238,416	238,416	247,135	8,719	3.66%
Hedberg Public Library	3,808,266	2,950,095	3,974,216	3,961,878	4,011,768	37,552	0.94%
JATV Cable Public Access	166,870	162,591	189,500	204,332	189,000	(500)	-0.26%
H&NS - Rental Assistance (3)	2,907,258	2,146,972	2,903,792	2,847,838	2,752,364	(151,428)	-5.21%
H&NS - State and Federal Grants (4)	2,061,601	753,792	2,836,124	1,890,422	2,048,702	(787,422)	-27.76%
Industrial Waste	60,517	18,356	70,409	56,572	66,698	(3,711)	-5.27%
Sanitation	<u>7,482,263</u>	<u>5,544,095</u>	<u>7,687,501</u>	<u>6,846,011</u>	<u>7,364,344</u>	<u>(323,157)</u>	<u>-4.20%</u>
Total Special Revenue	\$18,092,119	\$12,750,822	\$19,169,520	\$17,259,889	\$17,946,417	(\$1,223,103)	-6.38%
<b>INTERNAL SERVICE</b>							
Insurance	\$11,383,166	\$6,888,942	\$10,139,522	\$10,118,075	\$9,913,603	(\$225,919)	-2.23%
Vehicle Operation & Mtce	<u>4,188,758</u>	<u>2,934,560</u>	<u>4,727,590</u>	<u>4,477,286</u>	<u>4,660,279</u>	<u>(67,311)</u>	<u>-1.42%</u>
Total Internal Service	\$15,571,924	\$9,823,502	\$14,867,112	\$14,595,361	\$14,573,882	(\$293,230)	-1.97%
<b>GRAND TOTAL-NON-GENERAL</b>	<b><u>\$54,004,840</u></b>	<b><u>\$37,810,103</u></b>	<b><u>\$59,847,914</u></b>	<b><u>\$56,992,852</u></b>	<b><u>\$55,273,029</u></b>	<b><u>(\$4,574,885)</u></b>	<b><u>-7.64%</u></b>

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

(4) 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  
2014 BUDGET**

Description	2014 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 (39) (Various)	\$ 41,730
* PC's for Squad Cars (6) (Police)	23,004
* Servers (5) (Information Technology)	44,459
* Email Archiver (Information Technology)	8,011
* Projector (Information Technology)	1,540
* Monitors Replace (5) (Information Technology)	1,215
* PC's for Fire Vehicles (4) (Fire)	16,976
* Printer (Leisure Services)	1,850
* Printer (Fire)	860
* Riverside Irrigation System (Golf)	13,265
* Server - Riverside (Golf)	4,147
* Laptops (3) (Police and Public Works Operations)	4,620
Computer - Lobby Kiosk (Human Resources)	2,107
Computer - Ice Arena Geothermal (Leisure)	2,107
* Office Equipment	660
	<u>\$ 166,551</u>
<b>TOTAL GENERAL GOVERNMENT</b>	<u>\$ 177,151</u>
<b>PUBLIC SAFETY</b>	
<u>POLICE DEPARTMENT</u>	
* Patrol Vehicle (8) Replacement	\$ 196,000
<b>TOTAL PUBLIC SAFETY</b>	<u>\$ 196,000</u>
<b>TOTAL GENERAL FUND</b>	<u>\$ 373,151</u>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2014 BUDGET**

Description	2014 Adopted Budget
<b>ENTERPRISE FUNDS</b>	
<b><u>TRANSIT</u></b>	
<u>Grant portion of Transit Assets</u>	
* Replace 2 Buses	\$ 768,000
* Purchase/Replace Passenger Shelters	68,000
* Purchase Capital Repair Parts	32,000
* Purchase Shop Equipment	8,000
* Purchase/Install Bus Stop Signs	7,200
<b>TOTAL TRANSIT</b>	<b>\$ 883,200</b>
<b><u>WATER UTILITY</u></b>	
<u>Funded by User Fee Revenues</u>	
* Replacement IT Equipment	\$ 1,070
* Meter Replacement	350,000
* Hydrant Replacement	30,000
* Meter Reading Computer	28,500
* Backhoe and Punch Replacement	125,000
* Excavation and Safety	5,000
<b>TOTAL WATER UTILITY</b>	<b>\$ 539,570</b>
<b><u>WASTEWATER UTILITY</u></b>	
<u>Funded by User Fee Revenues</u>	
* Laboratory Equipment	\$ 5,000
* Replacement IT Equipment	2,140
	<u>\$ 7,140</u>
<u>Funded by Replacement Fund</u>	
* Dry Hauler Trailer	\$ 82,000
<b>TOTAL WASTEWATER UTILITY</b>	<b>\$ 89,140</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 1,511,910</b>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2014 BUDGET**

Description	2014 Adopted Budget
<b>SPECIAL REVENUE FUNDS</b>	
<b><u>SANITATION</u></b>	
* Replace rolloff container #8	\$ 7,000
* Computer Replacements (2)	3,000
<b>TOTAL SANITATION</b>	<b>\$ 10,000</b>
<b><u>HOUSING AND NEIGHBORHOOD SERVICES</u></b>	
<b><u>Rent Assistance</u></b>	
* Network Computer	\$ 2,140
<b><u>State &amp; Federal Grants</u></b>	
* Network Computer	2,140
<b>TOTAL HOUSING AND NEIGHBORHOOD SERVICES</b>	<b>\$ 4,280</b>
<b><u>IATV-12</u></b>	
* Broadcast and playback equipment - City Hall	\$ 20,000
* Backup Server Equipment	17,634
Studio Equipment	7,016
<b>TOTAL IATV-12</b>	<b>\$ 44,650</b>
<b><u>HEDBERG PUBLIC LIBRARY</u></b>	
* Electronic Information Update	\$ 44,800
* Periodicals	27,000
* Audio/Visual	122,400
* Books	267,400
* Building Remodeling	50,000
DVD Blu-Ray disc repair machine	6,000
<b>TOTAL HEDBERG LIBRARY</b>	<b>\$ 517,600</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 576,530</b>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources  
2014 BUDGET**

Description	2014 Adopted Budget
<b>INTERNAL SERVICE FUNDS</b>	
<b><u>VOM</u></b>	
* Dump Truck - Single Axle with Hook Lift (3)	\$ 465,000
* Automated Waste Collection Truck (Lodal)	245,000
* Wheeled Loader	228,000
* Plows, salt spreaders and other attachments	160,000
* Semi-tractor - Used	123,000
* Mowers (4)	92,000
* Stump Grinder	45,000
* Miscellaneous small equipment	35,000
* Skid Steer	35,000
* Refuse Truck - Used (2)	32,000
* Pickup Truck - 4WD 1/2-ton With Cap	24,000
* Mower - Zero-turn with Blower	23,000
<b>TOTAL VOM</b>	<b>\$ 1,507,000</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>\$ 1,507,000</b>
<b>TOTAL NON-GENERAL FUND</b>	<b>\$ 3,595,440</b>

<b>STAFFING TABLE</b> <b>2014 BUDGET</b>
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<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>City Manager</b></i>	
City Manager	1
Management Analyst	1
Administrative Assistant	1
Intern City Manager PT	<u>2</u>
	<u>5</u>
<i><b>Community Information</b></i>	
Management Assistant	<u>1</u>
	<u>1</u>
<i><b>City Assessor</b></i>	
City Assessor	1
Property Appraiser II	1
Property Appraiser I	3
Customer Service Representative	<u>1</u>
	<u>6</u>
<i><b>City Attorney</b></i>	
City Attorney	1
Assistant City Attorney	1
Secretary	1
Customer Service Representative	<u>1</u>
	<u>4</u>
<i><b>Clerk-Treasurer</b></i>	
City Clerk/Treasurer	1
Deputy Clerk/Treasurer	1
Accounting Clerk	3
Customer Service Representative	1
Customer Service Representative (part-time)	1
Switchboard/Cashier (part-time)	<u>1</u>
	<u>8</u>
<i><b>Administrative Services &amp; Accounting</b></i>	
Director of Admin Services/Assistant City Manager	1
Comptroller	1
Senior Accountant	1
Accountant	2
Accounting Clerk	1
Administrative Assistant - Payroll	1
Customer Service Representative (part-time)	1
Accounts Payable Clerk (part-time)	<u>1</u>
	<u>9</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>Human Resources</b></i>	
Human Resources Director	1
HR & Benefits Generalist	1
Secretary	1
Customer Service Rep- Part-time	<u>1</u>
	<u>4</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>

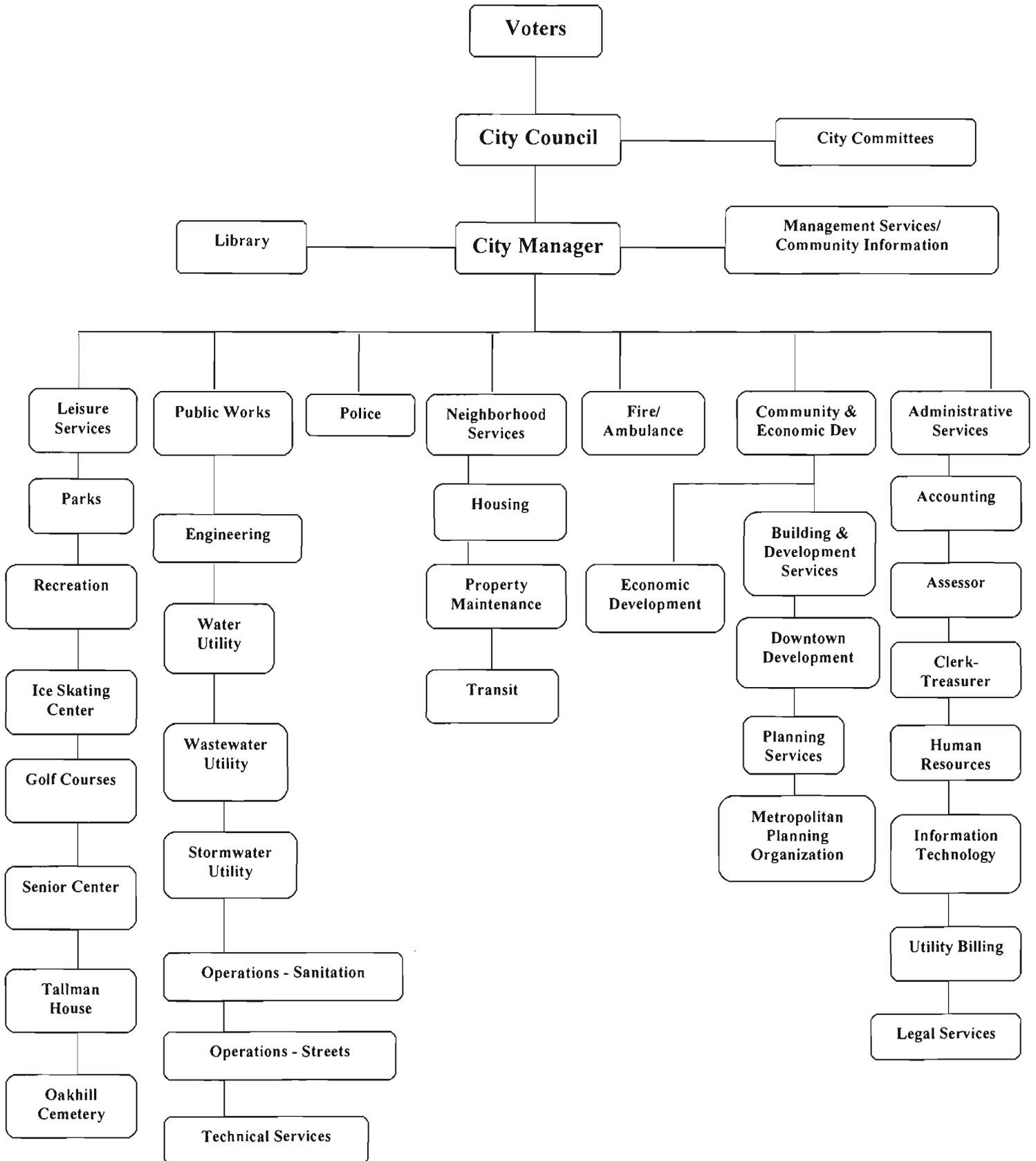
<u>DEPARTMENT</u>	<u>POSITIONS</u>
<b><i>Fire Department</i></b>	
Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Civilian Inspector	1
Shift Commander	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	48
Driver	21
Administrative Assistant	1
Secretary (part-time)	<u>1</u>
	<u>94</u>
<b><i>Engineering</i></b>	
Director of Public Works/City Engineer	1
Engineering Manager	1
Assistant Engineering Manager	1
Civil Engineer	5
Support Staff	<u>7</u>
	<u>15</u>
<b><i>Dept. of Public Works -- Operations &amp; VOM</i></b>	
Operations Director	1
Administrative Assistant	1
Foreman	1
VOM Supervisor	1
Customer Service Representative	1
Working Foreman	3
Mechanic	4
Leadman	2
Equipment Operator	9
Laborer	2
Storekeeper	<u>1</u>
	<u>26</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 Programmer	1
Ice Center Manager	1
Customer Service Representative	1
	<u>4</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<b><i>Senior Citizens Center</i></b>	
Recreation Coordinator	1
Recreation Programmer	<u>1</u>
	<u>2</u>
<b><i>Parks Department</i></b>	
Parks Director	1
Parks Assistant Director	1
Parks Foreman	3
Mechanic	1
Leadman I & II	10
Grounds Maintenance	<u>3</u>
	<u>19</u>
<b><i>Community Development</i></b>	
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
Development Specialist/Associate Planner (Start 6/1/2014)	1
GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>
<b><i>Property Maintenance</i></b>	
Neighborhood Development Specialist	1
Property Maintenance Specialist	<u>2</u>
	<u>3</u>
<b><i>Economic Development</i></b>	
Economic Coordinators	<u>2</u>
	<u>2</u>
<b><i>Transit System</i></b>	
Transit Director	1
Assistant Transit Director	1
Maintenance Supervisor	1
Transit Operations Supervisor	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	<u>1</u>
	<u>36</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	8
Sewer Maintenance Worker	<u>2</u>
	<u>16</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
Cemetery Clerk (part-time)	<u>1</u>
	<u>3</u>
<i><b>Hedberg Library</b></i>	
Director	1
Assistant Director	1
Dept Heads/Supervisors	4
Operations Coordinator	1
Public Information Coordinator	1
Computer Systems Manager	1
Librarians	6
Librarians (part-time)	4
Support Staff	7
Support Staff (part-time)	51
Custodians	<u>2</u>
	<u>79</u>

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<i><b>JATV-12</b></i>	
Director JATV Media Services	1
Production Assistant (part-time)	<u>2</u>
	<u>3</u>
<i><b>Neighborhood Services</b></i>	
Neighborhood Services Director	1
Housing Rehabilitation Specialist II	1
Housing Financial & Rehab Specialist	1
Property Maintenance Specialist I (PT)	1
Customer Service Clerk (PT)	1
Section 8 Housing Specialist	<u>2</u>
	<u>7</u>
<i><b>Sanitation Fund</b></i>	
Assistant Operations Director	1
Solid Waste Manager (part-time)	1
Customer Serviceperson (part-time)	1
Working Foreman	1
Equipment Operator	2
Sanitary Equipment Operator	7
Cashier (all are new positions in 2014; all part-time)	<u>5</u>
	<u>18</u>
<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>532</u></b>

# CITY OF JANESVILLE Organizational Chart



<b>FULL-TIME EQUIVALENTS</b> <b>2014 BUDGET</b>
--

<u>GENERAL FUND</u>	<u>FTE's</u>
City Council	0.05
City Manager	2.47
Community Information	0.45
City Assessor	6.00
City Attorney	4.00
Clerk-Treasurer	9.96
Administrative Services & Accounting	4.73
Human Resources	2.55
Information Technology	2.47
Police Department	118.51
Fire Department	93.89
Engineering	5.19
Street Maintenance	4.44
Snow Removal	3.49
Weed Control	0.28
Public Buildings	1.75
Parking Facilities	0.41
Traffic Management	3.92
Leisure Services Administration	0.40
Recreation	18.54
Senior Citizen Center	2.47
Parks	14.11
Community Development	11.58
Property Maintenance	2.86
Economic Development	<u>1.85</u>
<b>TOTAL GENERAL FUND</b>	<b><u>316.37</u></b>

<b>FULL-TIME EQUIVALENTS</b> <b>2014 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	10.59
Wastewater Utility	28.57
Water Utility	25.96
<i>Special Revenue Funds</i>	
Oakhill Cemetery	3.91
Golf Course	0.10
Hedberg Public Library	47.84
JATV-12	2.81
Neighborhood Services:	
Section 8 (Rent Assistance)	2.84
State and Federal Grants	3.93
Police: Grants	1.85
Sanitation:	
Industrial Waste Disposal	0.22
Sanitation	20.88
<i>Internal Service Funds</i>	
Insurance Fund	1.09
Vehicle Operation & Maintenance (VOM)	12.32
<i>Other</i>	
Engineering Non-General Fund	<u>9.52</u>
 <b>TOTAL NON-GENERAL FUND</b>	 <b><u>206.72</u></b>
 <b>TOTAL BUDGET</b>	 <b><u>523.09</u></b>

**DEPARTMENT:      MANAGEMENT SERVICES**

**DIVISION:           CITY COUNCIL**

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**GOAL:**

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

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

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$2,693	\$2,683	\$2,814	\$1,894
Benefits	<u>689</u>	<u>705</u>	<u>743</u>	<u>603</u>
Subtotal	3,382	3,388	3,557	2,497
<u>CONTRACTUAL SERVICES</u>				
Professional Development	11,688	11,660	11,638	12,277
Auditing/Consulting	7	0	0	0
Other-Poverty Initiative	<u>1,948</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	13,643	11,660	11,638	12,277
<u>SUPPLIES &amp; MATERIALS</u>	1,502	1,165	1,015	1,115
<b>GRAND TOTAL</b>	<u>\$18,527</u>	<u>\$16,213</u>	<u>\$16,210</u>	<u>\$15,889</u>
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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES: (Hours)</b>				
Leadership and Management	2,517	2,517	2,517	2,725
Intern	1,099	1,040	1,040	1,102
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>5,127</u>

**POSITIONS:**

City Manager	1
Management Analyst	1
Administrative Assistant	1
Intern City Manager PT	<u>2</u>
	<u>5</u>

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

This budget provides for a continuation of present service levels and increases \$16,290.

Personal Services has a net increase of \$726 resulting primarily from the 0.10 FTE reallocation of the Management Analyst (\$7,413) due to the elimination of the Public Works Administration budget and economic adjustments (\$3,891), partially offset by turnover savings (\$11,798).

Contractual Services increases \$15,389 primarily due to the contract with NIU for a second part-time graduate intern (\$23,430), memberships & training previously budgeted in the Public Works Administration budget (\$2,579), offset by a reduction of management consultant funding (\$11,000).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$186,126	\$195,014	\$198,438	\$194,132
Benefits	49,479	50,644	51,542	52,252
Special Payments	<u>6,300</u>	<u>6,300</u>	<u>5,373</u>	<u>6,300</u>
Subtotal	241,905	251,958	255,353	252,684
<u>CONTRACTUAL SERVICES</u>				
Utilities	240	250	250	450
Postage	509	695	695	695
Professional Development	3,652	3,506	3,075	6,265
Auditing/Consulting	11,766	20,000	18,500	9,000
Other Contractual Services	<u>0</u>	<u>0</u>	<u>6,270</u>	<u>23,430</u>
Subtotal	16,167	24,451	28,790	39,840
<u>SUPPLIES &amp; MATERIALS</u>				
	1,322	1,500	4,400	1,675
<b>GRAND TOTAL</b>	<u>\$259,395</u>	<u>\$277,909</u>	<u>\$288,543</u>	<u>\$294,199</u>
Full-Time Equivalent	2.34	2.34	2.34	2.47

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 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	5	6	6	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 and increases \$4,674, except for the elimination of the paper new resident packets (\$200). New resident information remains available online.

Personal Services increases \$1,470 due to economic adjustments.

Contractual services increases \$3,704 primarily due to the elimination of the Water Utility newsletter subsidy for printing the water quality report and newsletter postage (\$6,400) offset by the elimination of monthly online advertisements (\$3,600).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<u>PERSONAL SERVICES</u>				
Wages	\$24,756	\$29,361	\$28,857	\$30,550
Benefits	<u>11,213</u>	<u>12,002</u>	<u>11,795</u>	<u>12,283</u>
Subtotal	35,969	41,363	40,652	42,833
<u>CONTRACTUAL SERVICES</u>				
Utilities	109	150	150	150
Postage	37	260	260	260
Professional Development	1,549	2,422	1,377	2,400
Other Contractual Services	12,259	14,851	14,851	18,577
Advertising	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	13,953	17,683	16,638	21,387
<u>SUPPLIES &amp; MATERIALS</u>	436	1,100	838	600
<b>GRAND TOTAL</b>	<u>\$50,358</u>	<u>\$60,146</u>	<u>\$58,128</u>	<u>\$64,820</u>
Full-Time Equivalent	0.45	0.45	0.45	0.45

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: ASSESSOR**

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**GOAL:**

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

**OBJECTIVES:**

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

**PROGRAM ACTIVITY STATEMENT:**

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

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

**ACTIVITIES:**

Real Estate & Mobile Home Assessments

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
Real Estate (Parcels)	24,007	24,000	24,010	24,000
Mobile Home (Units)	467	460	463	465
<u>Personal Property Accounts (#)</u>	1,871	1,800	1,870	1,900
<u>New Construction, Permits, Sale Reviews</u>	2,482	2,100	2,650	2,500
<u>Property Transfers &amp; Split Merges</u>	2,464	2,000	2,218	2,500
<u>Aggregate Assessment Ratio</u>	99.7%	100.0%	103.0%	100.0%

**POSITIONS:**

City Assessor	1
Property Appraiser II	1
Property Appraiser I	3
Customer Service Representative	<u>1</u>
	<u>6</u>

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

This budget provides for a continuation of 2013 service levels and increases by \$10,429.

Personal Services increase \$13,955 as a result of economic adjustments (\$7,821), and the promotion of two Property Assessment Clerks.

Contractual Services decrease \$3,026 due to trend adjustments and data service subscription changes.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$295,722	\$337,251	\$325,212	\$348,227
Overtime	3,748	0	0	0
Benefits	<u>126,277</u>	<u>150,996</u>	<u>141,590</u>	<u>153,975</u>
Subtotal	425,747	488,247	466,802	502,202
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	843	850	850	850
Postage	3,467	5,100	3,465	4,566
Professional Development	5,846	7,980	5,006	7,278
Audit & Consulting	29,520	20,500	15,915	18,500
Other Contractual Services	1,276	750	0	960
Vehicle Oper/Maintenance	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>
Subtotal	51,752	45,980	36,036	42,954
<b><u>SUPPLIES &amp; MATERIALS</u></b>	3,605	5,000	3,132	4,500
<b>GRAND TOTAL</b>	<u>\$481,105</u>	<u>\$539,227</u>	<u>\$505,970</u>	<u>\$549,656</u>
<b>Full-Time Equivalent</b>	6.00	6.00	6.00	6.00

**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.

2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES: (Hours)**

Litigation

Traffic/Ordinance Violations	4,160	4,180	3,390	3,780
Code Prosecutions	550	530	1,290	930
Collections	150	180	200	180
Worthless Checks	230	200	187	160
Other	<u>190</u>	<u>190</u>	<u>210</u>	<u>230</u>
Subtotal	5,280	5,280	5,277	5,280
<u>Advisory</u>	2,800	2,800	2,100	2,090
Labor Relations	240	240	943	950
Total	8,320	8,320	8,320	8,320

**ACTIVITIES: (Actions)**

Litigation

Traffic/Ordinance Violations	11,806	11,000	11,036	11,000
Code Prosecutions	31	30	28	30
Collections	27	30	20	30
Worthless Checks	176	340	312	340
Other	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
Total	<u>12,060</u>	<u>11,420</u>	<u>11,416</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 and increases \$9,397.

Personal Services increases \$11,897 due to economic adjustments.

Contractual Services decrease \$2,500 due to a trend adjustment of the cost of summons & subpoenas.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$260,134	\$271,718	\$269,504	\$280,482
Benefits	<u>100,591</u>	<u>105,936</u>	<u>105,800</u>	<u>109,069</u>
Subtotal	360,725	377,654	375,304	389,551
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	694	650	711	650
Postage	1,172	1,355	1,468	1,355
Professional Development	3,615	4,597	3,345	4,597
Auditing & Consulting	28,878	18,000	12,663	18,000
Summons & Subpoenas	6,065	8,000	403	5,500
Vehicle & Equipment	<u>469</u>	<u>0</u>	<u>145</u>	<u>0</u>
Subtotal	40,892	32,602	18,735	30,102
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	2,386	1,700	1,884	1,700
<b>CAPITAL OUTLAY</b>				
	13,797	10,600	11,187	10,600
<b>GRAND TOTAL</b>				
	<u>\$417,801</u>	<u>\$422,556</u>	<u>\$407,110</u>	<u>\$431,953</u>
<b>Full-Time Equivalent</b>				
	4.00	4.00	4.00	4.00

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: CLERK-TREASURER**

---

**GOAL:**

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

**OBJECTIVES:**

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

**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. 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>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Treasury</u>				
Receipts (Transactions)	28,791	27,000	29,000	29,000
Vendor Checks Processed	6,665	7,000	7,000	7,000
Electronic Funds Transfers Processed	2,739	2,800	2,800	2,800
Real Estate Searches	1,305	1,200	1,150	1,150
<u>Clerk</u>				
Minutes	34	40	40	40
Legal Notices	125	150	150	150
Ordinances/Resolutions	123	125	125	125
Licenses Processed	7,990	8,145	8,300	7,900
<u>Elections</u>				
Elections (#)	6	2	2	3
Registered Voters (#)	39,037	37,000	35,600	36,000
Votes Cast (#)	99,967	15,000	10,650	33,000

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ELEMENT COST:**

ClerkTreasurer	\$464,458	\$534,618	\$536,708	\$582,156
Elections	<u>188,813</u>	<u>68,414</u>	<u>66,593</u>	<u>101,764</u>
Total	<u>\$653,271</u>	<u>\$603,032</u>	<u>\$603,301</u>	<u>\$683,920</u>

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

This budget provides for a continuation of present service levels and has a net increase of \$80,088. This is primarily the result of budgeting 2 elections in 2013 and 3 elections in 2014 (\$33,350) and staff reorganization.

Personal Services increases \$78,618 resulting from an additional election (\$26,887), the reallocation of 0.15 FTE staff wages and benefits from the special assessment fund to the Clerk-Treasurer's budget (\$7,590), senior staff transferring into the Clerk-Treasurer's budget from the Utilities including an additional family health insurance plan (\$36,741), and economic adjustments (\$7,400).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$ 390,607	\$328,046	\$319,850	\$382,841
Benefits	<u>96,578</u>	<u>96,037</u>	<u>95,161</u>	<u>119,860</u>
Subtotal	487,185	424,083	415,011	502,701
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	1,109	1,150	1,150	1,150
Postage	34,846	22,850	21,500	24,789
Professional Development	1,880	3,720	3,720	3,595
Auditing/Consulting	3,010	1,000	1,000	1,500
Insurance	210	420	420	420
Other Contractual Services	88,568	125,940	137,000	125,565
Vehicle & Equipment	<u>6,418</u>	<u>6,600</u>	<u>6,500</u>	<u>6,600</u>
Subtotal	136,041	161,680	171,290	163,619
<b><u>SUPPLIES &amp; MATERIALS</u></b>	30,045	17,269	17,000	17,600
<b>GRAND TOTAL</b>	<b><u>\$653,271</u></b>	<b><u>\$603,032</u></b>	<b><u>\$603,301</u></b>	<b><u>\$683,920</u></b>
<b>Full-Time Equivalent</b>	12.50	7.90	7.90	9.96

**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.

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

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

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

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

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

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

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

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

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

**POSITIONS:**

Director of Admin Services/Assistant City Manager	1
Comptroller	1
Senior Accountant	1
Accountant	2
Accounting Clerk	1
Administrative Assistant - Payroll	1
Customer Service Representative (part-time)	1
Accounts Payable Clerk (part-time)	1
	<u>9</u>

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

This budget provides for the continuation of present service levels and increases \$692.

Personal Services has a net decrease of \$40 resulting from economic adjustments of \$7,031, offset by the reduction of one health insurance plan.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$ 285,930	\$ 306,125	\$ 289,635	\$ 318,336
Benefits	88,015	89,768	71,748	77,517
Miscellaneous Benefits	<u>1,400</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	375,345	395,893	361,383	395,853
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	917	1,000	950	950
Postage	315	550	1,305	450
Professional Development	4,948	7,565	6,466	7,865
Auditing/Consulting	<u>31,531</u>	<u>30,460</u>	<u>31,490</u>	<u>32,380</u>
Subtotal	37,711	39,575	40,211	41,645
<b><u>SUPPLIES &amp; MATERIALS</u></b>	5,801	5,700	4,700	4,362
<b>GRAND TOTAL</b>	<b><u>\$418,857</u></b>	<b><u>\$441,168</u></b>	<b><u>\$406,294</u></b>	<b><u>\$441,860</u></b>
<b>Full-Time Equivalent</b>	4.73	4.73	4.60	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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

<u>Human Resource Dev. (Hours)</u>	3,196	3,196	2,496	2,808
Training Programs (#)	31	43	10	10
Safety Training Programs (#)	16	16	41	40
Significant Health Plan Problems Addressed (#)	20	30	20	20
<u>Recruitment &amp; Selection (Hours)</u>	1,110	1,110	1,872	1,560
Job Applications Received (#)	1,128	1,110	3,185	2,275
Recruitments (#)	16	15	35	25
<u>Collective Bargaining (Hours)</u>	1,934	1,934	1,872	1,872
Grievances Filed Step 4 (#)	12	3	1	3
Contracts Under Negotiation (#)	4	3	3	2

**POSITIONS:**

Human Resources Director	1
HR & Benefits Generalist	1
Secretary	1
Customer Service Rep- Part-time	<u>1</u>
	<u>4</u>

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

This budget provides for the continuation of present service levels and increases \$23,139.

Personal Services has a net increase of \$28,754 because of an addition of 0.50 FTE part-time Customer Service Representative (\$17,540), health plans changing from single to family (\$13,829), and economic adjustments (\$3,738), which are partially offset by turnover savings.

Contractual Services decreases \$5,615 primarily due to a decrease in Auditing & Consulting.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$161,834	\$158,155	\$155,492	\$171,875
Benefits	<u>35,047</u>	<u>36,130</u>	<u>37,380</u>	<u>51,164</u>
Subtotal	196,881	194,285	192,872	223,039
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	559	600	750	750
Postage	442	375	210	250
Professional Development	1,198	1,765	1,175	1,725
Audit & Consulting	2,687	11,600	8,000	6,000
Employee Development	13,503	10,875	7,550	10,875
Recruiting Expense	<u>0</u>	<u>0</u>	<u>1,270</u>	<u>0</u>
Subtotal	18,390	25,215	18,955	19,600
<b><u>SUPPLIES &amp; MATERIALS</u></b>	937	2,000	2,000	2,000
<b>GRAND TOTAL</b>	<b><u>\$216,208</u></b>	<b><u>\$221,500</u></b>	<b><u>\$213,827</u></b>	<b><u>\$244,639</u></b>
<b>Full-Time Equivalent</b>	2.05	2.05	2.28	2.55

**DEPARTMENT: ADMINISTRATIVE SERVICES**

**DIVISION: INFORMATION TECHNOLOGY**

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**GOAL:**

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

**OBJECTIVES:**

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

**PROGRAM ACTIVITY STATEMENT:**

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

IT services break out into nine general categories:

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

	2012	2013	2013	2014
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Servers Maintained	34	32	33	35
Virtual Machines	2	6	19	27
Mobile Data Terminals	47	47	47	47
Tablets	6	8	19	19
Network Computers	251	273	279	281
Physical Locations Supported	23	23	23	23
Number of Users	498	500	525	525
Storage Used (in Gigabytes)	8,415	11,000	10,400	13,000

	2012	2013	2013	2014
	Actual	Budget	Estimated	Budget

**ELEMENT COST:**

Information Technology	<u>\$678,550</u>	<u>\$723,180</u>	<u>\$721,136</u>	<u>\$810,657</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 increases \$87,477.

Personal Services has a net increase of \$11,934 due to the addition of a 0.22 FTE Department of Workforce Development Youth Apprentice (\$3,566) and economic adjustments \$8,368.

Contractual Services has a net increase of \$24,512, primarily due to increases in annual software maintenance fees \$10,512 and three year service contract renewals \$13,214.

Capital Outlay includes replacement of computer equipment (\$162,337), and two new computers for managing the geothermal system at the ice arena and a data kiosk for HR (\$4,214).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$164,721	\$166,049	\$164,877	\$175,980
Benefits	<u>53,363</u>	<u>54,681</u>	<u>54,499</u>	<u>56,684</u>
Subtotal	218,084	220,730	219,376	232,664
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	1,495	1,900	1,880	1,900
Postage	73	105	55	105
Professional Development	2,842	9,790	7,055	8,760
Auditing/Consulting	1,500	4,700	3,500	4,700
Computer Maintenance	353,617	366,935	366,935	392,477
Vehical & Equipment	<u>0</u>	<u>400</u>	<u>230</u>	<u>400</u>
Subtotal	359,527	383,830	379,655	408,342
<b><u>SUPPLIES &amp; MATERIALS</u></b>	1,019	3,100	1,930	3,100
<b><u>CAPITAL OUTLAY</u></b>	<u>99,921</u>	<u>115,520</u>	<u>120,175</u>	<u>166,551</u>
<b>GRAND TOTAL</b>	<b><u>\$678,550</u></b>	<b><u>\$723,180</u></b>	<b><u>\$721,136</u></b>	<b><u>\$810,657</u></b>
<b>Full-Time Equivalent</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.47</b>

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Police Management	\$614,761	\$603,370	\$573,513	\$607,985
Patrol Services	8,599,588	8,752,496	8,402,587	8,620,128
Investigative Services	2,633,789	2,614,800	2,561,113	2,624,463
Support Services	<u>975,414</u>	<u>885,238</u>	<u>860,946</u>	<u>877,939</u>
Total	<u>\$12,823,552</u>	<u>\$12,855,904</u>	<u>\$12,398,159</u>	<u>\$12,730,515</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Patrol (#)</u>				
Officer Activity	67,450	70,000	67,000	70,000
Traffic Citations	10,147	12,000	9,400	10,000
Traffic Accidents	1,328	1,300	1,400	1,400
Crossing Guard Locations	17.0	17.0	17.0	17.0
<u>Investigative (#)</u>				
Violent Crime Incidents	182	170	160	160
Cleared with an Arrest (%)	67.0%	60.0%	65.0%	60.0%
Property Crime Incidents	2,474	2,400	2,200	2,300
Cleared with an Arrest (%)	30.0%	25.0%	30.0%	25.0%
Fingerprints Taken	1,600	1,800	1,800	1,800
Prisoners Processed	1,600	1,800	1,800	1,800
<u>Support (#)</u>				
Reports Processed**	19,531	20,000	15,000	15,000
Records Requested	4,613	5,000	4,600	5,000
Parking Tickets Processed	2,555	3,000	3,200	3,200
License Applicants Processed	708	300	710	710
<u>FTE</u>				
<u>General Fund</u>				
Management	5.00	5.00	5.00	5.00
Patrol	79.65	79.90	79.90	79.64
Investigative	23.13	23.13	23.13	23.13
Support	<u>11.04</u>	<u>10.54</u>	<u>10.74</u>	<u>10.74</u>
Subtotal	118.82	118.57	118.77	118.51
<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
<b>Total FTE</b>	<b><u>120.67</u></b>	<b><u>120.42</u></b>	<b><u>120.62</u></b>	<b><u>120.36</u></b>

\*\*New Records Management System was installed in June 2013, unable to obtain identical statistics in 2013 vs 2012.

**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)	<u>2</u>
School Resource Officer	3		18
Identification Officer	2		
Court Officer	<u>1</u>		
	102	Total Sworn and Non-Sworn	<u>120</u>

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

This budget provides for maintenance of current service levels and has a net decrease of \$125,389.

Personal Services has a net decrease of \$119,000 primarily due to reductions in Retirement due to sworn officers contributing to the Wisconsin retirement system and a reduction in the duty disability portion of the WRS rates (\$334,001) and a reduction of 0.25 FTE Crossing Guard positions (\$4,983). This decrease is offset by union negotiated salary increases and administrative merit increase (\$202,732), Support Services increases due to funds for an IT intern (\$11,196 or 0.20 FTE), and Health Insurance increases due to changes in single to family plans (\$6,846).

Contractual Services has a net decrease of \$2,399 primarily due to decreases in Care of Prisoners due to reduced costs in sexual assault exams (\$5,000), Care of Animals due to reduced humane society contractual costs (\$5,000), Radio Maintenance due to new radio equipment still being covered under warranty (\$2,392) and VOM charges (\$10,992). These decreases are partially offset by increases in Telephone (\$2,780), Insurance (\$6,035), and Other Contractual Services increases due to conducting community and internal surveys in 2014 (\$8,000).

Supplies and Materials increase \$15,510 primarily due to the increase of ammunition costs (\$15,000).

Capital Outlay includes the replacement of eight (8) police vehicles (\$196,000).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$6,939,300	\$7,335,340	\$7,213,425	\$7,512,288
Overtime	321,169	283,700	325,500	283,700
Benefits	4,110,780	3,827,380	3,465,920	3,531,827
Miscellaneous Benefits	<u>152,212</u>	<u>151,780</u>	<u>151,910</u>	<u>151,385</u>
Subtotal	11,523,460	11,598,200	11,156,755	11,479,200
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	46,233	52,720	55,920	56,145
Postage	5,649	6,000	6,000	6,000
Professional Development	53,761	40,602	40,902	40,235
Insurance	190,997	192,000	192,000	198,035
Care of Animals*	0	0	0	125,000
Care of Prisoners*	202,046	156,000	151,000	21,000
Uniform and Tool Expense	33,997	50,500	50,500	50,500
Computer Maintenance	2,485	1,200	2,400	2,400
Other Contractual Services	32,434	26,600	26,900	34,900
Vehicle & Equipment	<u>429,860</u>	<u>439,692</u>	<u>435,892</u>	<u>428,700</u>
Subtotal	997,463	965,314	961,514	962,915
<b><u>SUPPLIES &amp; MATERIALS</u></b>	79,900	76,890	76,890	92,400
<b><u>CAPITAL OUTLAY</u></b>	<u>222,729</u>	<u>215,500</u>	<u>203,000</u>	<u>196,000</u>
<b>GRAND TOTAL</b>	<b><u>\$12,823,552</u></b>	<b><u>\$12,855,904</u></b>	<b><u>\$12,398,159</u></b>	<b><u>\$12,730,515</u></b>
Full-Time Equivalent	118.82	118.57	118.77	118.51
Revenues	\$43,442	\$38,000	\$40,000	\$40,000

\*Care of Animals and Care of Prisoners will be separated into 2 different accounts beginning in 2014

**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, rescue, and advanced life support emergency medical service.

**OBJECTIVES:**

- To efficiently respond to fire, rescue, medical and hazardous material emergencies and 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 2014, an estimated 4,800 emergency responses for engine alarms and 6,550 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. In addition, personnel are cross-trained to provide Dive Rescue, Hazardous Materials Response, Technical Rescue, and Child Safety Seat Inspection.

Approximately 4,935 fire and tank inspections will be made in 2014. Personnel will do an estimated 1,000 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 on three shifts. The remaining seven (7) personnel are assigned to the Fire Prevention Bureau (3) and Administration (4). 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:**

Administrative Positions - (40 Hour)

Fire Chief	1
Deputy Fire Chief	2
Administrative Assistant	1

Prevention - (40 Hour)

Fire Marshal	1
Civilian Inspector	1
Secretary (part-time)(Prevention/EMS/Admin)	1

Emergency Response Personnel - (24 Hour Shift)

Shift Commander (One Per Shift)	3
Captain (Station 1 Officer - One Per Shift)	3
Lieutenant (Station Officer - 4 Per Shift)	12
Driver - Operator (7 Per Shift)	21
Firefighter/Paramedic (16 Per Shift)	48
	<u>94</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Suppression</u>				
Responses (#)				
Emergency	3,462	3,250	3,750	3,900
Non-Emergency	<u>793</u>	<u>690</u>	<u>850</u>	<u>800</u>
Total	<u>4,255</u>	<u>3,940</u>	<u>4,600</u>	<u>4,700</u>
<u>EMS</u>				
Responses (#)				
Less Engine Assisted	(404)	(400)	(450)	(450)
Total	<u>5,765</u>	<u>5,800</u>	<u>6,000</u>	<u>6,550</u>
<u>Fire Prevention</u>				
Inspections (#)				
General	4,011	4,000	3,500	3,088
Construction*	235	250	240	240
Compliance	649	665	500	600
Special Request	18	25	35	40
Tanks	241	250	230	230
Occupancy	<u>256</u>	<u>255</u>	<u>300</u>	<u>325</u>
Total	<u>5,410</u>	<u>5,445</u>	<u>4,805</u>	<u>4,523</u>
*Construction includes Alarm, Sprinkler and Plan Reviews				
<u>FTE</u>				
Suppression	59.05	59.05	59.05	59.05
EMS	25.95	25.95	25.95	25.95
Prevention	4.75	4.75	4.75	4.75
Administrative	<u>3.00</u>	<u>3.39</u>	<u>3.25</u>	<u>4.14</u>
Total FTE	<u>92.75</u>	<u>93.14</u>	<u>93.00</u>	<u>93.89</u>
	2012 Actual	2013 Budget	2013 Estimated	2014 Budget

**ELEMENT COST:**

Suppression	\$6,528,718	\$6,194,943	\$6,279,963	\$6,048,427
EMS	2,804,366	2,894,234	2,879,734	2,859,325
Prevention	475,083	476,801	408,549	406,098
Administration	<u>577,982</u>	<u>650,787</u>	<u>644,204</u>	<u>715,294</u>
Total	<u>\$10,386,149</u>	<u>\$10,216,765</u>	<u>\$10,212,450</u>	<u>\$10,029,144</u>

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

This budget provides for a continuation of present service levels and has a net decrease of \$187,621.

Personal Services has a net decrease of \$165,004 primarily due to a reduction in the City's WRS Employer Rate. This reduction is offset by a 2.5% contractual increase in Wages (\$170,290), and fully funding a Deputy Chief Position (\$72,985 or 0.75 FTE), which was partially funded for 2013.

Contractual Services shows a net decrease of \$5,068 primarily due to a reduction (\$14,700) in the Clothing purchases for replacement personnel. Increases of \$8,700 Vehicle and Equipment Maintenance offset this decrease.

Supplies and Materials decrease \$15,000 due to an expanded agreement with Hospitals and the supplying of disposable medical supplies.

No Capital Outlay is proposed.

**TOWNSHIP FIRE PROTECTION:**

Beginning with the 2002 adopted budget, the cost for providing fire protection to the neighboring townships has been reallocated to a Special Revenue Fund. The estimated amount of funding for 2014 is \$546,930. This is an increase of \$2,549 from 2013.

**FIRE DEPARTMENT VEHICLE REPLACEMENT:**

Funding for replacement vehicles is included in the Major Capital Projects budget. There was no funding for Fire Department vehicles in the 2012 note issue. The 2013 note issue includes \$1,325,000 for two previously deferred vehicles. They include a 1997 105' Aerial Quint and a 2002 MedTec Ambulance.

Two vehicles are also being considered for replacement in 2014. They include a 1998 LaFrance Rescue-Pumper and a 2000 LaFrance Rescue-Pumper. Both of these vehicles have frequent maintenance issues and excessive downtime, and need to be replaced. American LaFrance filed for Chapter 11 bankruptcy in 2008, and it has been difficult to obtain parts for the trucks in recent years. We believe that some savings could be realized by ordering two units at the same time. Several other vehicles have been deferred to later years to facilitate these replacements.

**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. FAP funding may only be used for the purchase of new (additional) paramedic equipment and Emergency Medical Technician training. It cannot be used to displace normally budgeted items, such as replacement equipment or supplies. The total estimated fund balance available in 2014 is \$44,999. In 2014, the department is considering the purchase of a Lucas Chest Compression device, which provides proper chest compressions in pulseless patients. The funding for these expenses will come from this account.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
EMS	\$1,494,685	\$1,500,000	\$1,500,000	\$1,500,000
Inspections	161,164	155,000	164,000	160,000
Ambulance Transport	0	0	50,000	142,000
Other	28,988	35,000	35,000	35,000
Total	<u>\$1,684,837</u>	<u>\$1,690,000</u>	<u>\$1,749,000</u>	<u>\$1,837,000</u>
<b>REQUIRED RESOURCES</b>				
	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$5,684,505	\$6,196,926	\$6,086,961	\$6,245,125
Overtime	511,248	364,507	466,242	364,507
Benefits	3,399,287	3,285,019	3,316,966	3,071,816
Miscellaneous Benefits	<u>43,155</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	9,638,196	9,850,652	9,874,369	9,685,648
<b>CONTRACTUAL SERVICES</b>				
Utilities	71,242	80,870	78,158	80,583
Postage	2,048	2,200	2,100	2,174
Professional Development	32,375	52,809	45,688	52,738
Building Expense	31,553	39,000	39,000	39,000
Insurance	199,273	216,970	216,970	214,786
Uniform and Tool Expense	4,250	88,301	87,601	73,601
Other Contractual Services	22,034	0	0	0
Computer Maintenance	0	0	2,000	3,500
Recruiting Expense	152	6,900	6,050	6,900
Vehicle & Equipment	<u>253,077</u>	<u>278,624</u>	<u>277,624</u>	<u>287,324</u>
Subtotal	616,004	765,674	755,191	760,606
<b>SUPPLIES &amp; MATERIALS</b>	127,289	144,820	129,820	129,820
<b>CAPITAL OUTLAY</b>	<u>4,660</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<u>\$10,386,149</u>	<u>\$10,761,146</u>	<u>\$10,759,380</u>	<u>\$10,576,074</u>
<b>RURAL FIRE OFFSET</b>	<u>\$0</u>	<u>(\$544,381)</u>	<u>(\$546,930)</u>	<u>(\$546,930)</u>
<b>NET TOTAL</b>	<u>\$10,386,149</u>	<u>\$10,216,765</u>	<u>\$10,212,450</u>	<u>\$10,029,144</u>
<b>Full-Time Equivalent</b>	92.75	93.14	93.00	93.89

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: ENGINEERING**

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

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

Street Rehabilitation (Curbs, Walks, Bridges) -Provide 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 5-6 miles of streets per year. Construction services for this work and inspection of sidewalks are included in the Street Maintenance budget.

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

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

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

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

ACTIVITIES (Hours)	2012	2013	2013	2014
	Actual	Budget	Estimated	Budget
Sewer & Water & Landfill	1,050	1,240	1,248	1,026
Street Rehabilitation (Curbs, Walks, Bridges)	3,400	3,350	3,348	3,450
City Buildings & Parks	1,356	1,650	1,663	1,428
Maintain Infrastructure Records / Maps	1,307	1,150	1,113	1,495
Support Economic Development	648	850	851	686
Transportation Planning	<u>2,785</u>	<u>2,784</u>	<u>2,302</u>	<u>2,710</u>
Total	<u>10,546</u>	<u>11,024</u>	<u>10,525</u>	<u>10,795</u>

**POSITIONS:**

Director of Public Works/City Engineer	1
Engineering Manager	1
Assistant Engineering Manager	1
Civil Engineer	5
Support Staff	<u>7</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 \$32,528.

Personal Services increases \$28,236 due to the reallocation of .465 FTE staff wages and benefits from the special assessment fund to the Engineering budget (\$45,438), the elimination of the Department of Public Works Administration budget and transferring a prorated portion (\$22,830) of the Director of Public Works position into the Engineering budget and economic adjustments (\$8,835). The overall impact of this change is somewhat offset by the elimination of the Engineering Secretary position .663 FTE (\$48,237). All Engineering charges covered by the General Fund are included in this budget.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$390,694	\$380,061	\$374,707	\$406,739
Overtime	643	2,000	500	2,000
Benefits	128,999	128,923	128,924	130,481
Miscellaneous Benefits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	520,336	510,984	504,131	539,220
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	3,918	4,500	4,500	4,700
Postage	2,531	2,625	2,625	2,625
Professional Development	9,781	15,525	14,125	19,265
Audit & Consulting	3,410	7,500	7,500	7,500
Vehicle & Equipment	<u>8,058</u>	<u>4,518</u>	<u>4,395</u>	<u>4,395</u>
Subtotal	27,699	34,668	33,145	38,485
<b><u>SUPPLIES &amp; MATERIALS</u></b>	7,814	9,200	9,200	9,675
<b><u>GRAND TOTAL</u></b>	<b><u>\$555,849</u></b>	<b><u>\$554,852</u></b>	<b><u>\$546,476</u></b>	<b><u>\$587,380</u></b>
<b>Total Full-Time Equivalent</b>	<b>5.07</b>	<b>5.60</b>	<b>5.06</b>	<b>5.19</b>

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

Operations Director	1
Administrative Assistant	1
Foreman	1
VOM Supervisor	1
Customer Service Representative	1
Working Foreman	3
Mechanic	4
Leadman	2
Equipment Operator	9
Laborer	2
Storekeeper	<u>1</u>
	<u>26</u>

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Concrete/Bituminous Street Maintenance</u>				
Patch Filling (Tons)	400	500	550	500
Crack Sealing (Lane Miles)	5.00	7.00	7.00	7.00
<u>Curb/Gutter/Sidewalk</u>				
Repairs (#)		1.0		
<u>Resurfacing/Reconstruction (Miles)</u>				
Breaking/Rubbelizing	0.3	0.3	0.5	0.0
Milling/Resurfacing	3.6	3.9	4.7	4.5
Reconstruction	1.3	0.5	0.5	0.8
<u>Railroad Crossings</u>				
Replacements (#)	0.0	1.0	0.0	0.0
<u>Shoulder Maintenance</u>				
Miles	11.0	10.0	8.0	10.0
<u>Gravel Streets</u>				
Miles	22.0	20.0	20.0	20.0
<b>ELEMENT COST:</b>				
Concrete Streets	\$97,285	\$107,600	\$118,629	\$105,046
Bituminous Streets	146,659	198,966	171,795	194,628
Curb/Gutter/Sidewalk	2,891	1,044	344	345
Resurfacing/Reconstruction	368,501	462,704	458,535	533,050
Bridge Maintenance	19,204	20,503	10,351	17,877
Railroad Crossings	0	0	0	0
Shoulder Maintenance	18,146	16,856	10,497	12,042
Gravel Streets	14,559	10,770	9,380	11,634
Median Mowing	<u>63,217</u>	<u>47,096</u>	<u>57,125</u>	<u>58,030</u>
Total	<u>\$730,462</u>	<u>\$865,539</u>	<u>\$836,656</u>	<u>\$932,652</u>

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

This budget increases by \$67,113, primarily reflecting an expected 5% increase in unit pricing for asphalt used for the resurfacing of streets (\$70,635).

Personal Services increases by \$3,613 and includes economic adjustments of \$4,644.

Contractual Services increases by \$64,000 primarily due to increased asphalt costs (\$70,635) and partially offset by VOM charges (\$9,600).

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

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$163,468	\$215,285	\$194,150	\$217,657
Overtime	3,045	3,400	3,910	3,400
Benefits	<u>82,243</u>	<u>95,598</u>	<u>88,996</u>	<u>96,839</u>
Subtotal	248,755	314,283	287,056	317,896
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	222	0	200	200
Other Contractual Services	356,233	383,656	403,200	457,056
Vehicle & Equipment	<u>84,824</u>	<u>96,600</u>	<u>86,500</u>	<u>87,000</u>
Subtotal	441,279	480,256	489,900	544,256
<b><u>SUPPLIES &amp; MATERIALS</u></b>	40,428	71,000	59,700	70,500
<b>GRAND TOTAL</b>	<b><u>\$730,462</u></b>	<b><u>\$865,539</u></b>	<b><u>\$836,656</u></b>	<b><u>\$932,652</u></b>
<b>Full-Time Equivalent</b>	<b>3.88</b>	<b>4.37</b>	<b>4.26</b>	<b>4.44</b>

**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 snow blowers and one two-person sidewalk shoveling crew. Equipment maintenance ensures that all equipment necessary to effectively remove or control snow is operable when needed.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
Snow Plowing Operations (#)				
# of Operations (partial events counted 1/2)	6.5	7.0	9.0	7.0
Chemical Spreading Operations (#)				
# of Operations (partial events counted 1/2)	10.5	26.0	20.0	18.0
Downtown Snow Removal Operations (#)	1	3	4	3
Salt (Tons Used)	3,597	4,000	7,400	4,000
Inches of Snow	33.50	36.00	40.00	36.00

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Snow Plowing	\$394,820	\$502,794	\$636,210	\$486,588
Chemical Spreading	421,415	549,030	682,878	538,507
Snow Removal	37,729	71,362	83,491	72,881
Sidewalk Shoveling	<u>68,894</u>	<u>83,364</u>	<u>96,645</u>	<u>99,840</u>
Total	<u>\$922,859</u>	<u>\$1,206,550</u>	<u>\$1,499,224</u>	<u>\$1,197,816</u>

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

The 2013 Budget shown is the originally adopted budget. Due to higher than average snow and ice precipitation in 2013, the City Council added \$292,674 to this budget via supplemental appropriation for an amended budget of \$1,499,224.

This budget provides for a continued level of service and decreases \$8,734. The cost of mailbox repair has been moved to the Insurance Fund (\$17,448).

Personal Services has a net decrease of \$27,367 primarily due to transferring .019 FTE to the Insurance Fund for mailbox knockdowns (\$13,888) and decreased overtime expenses (\$13,100). This budget includes economic adjustments of \$4,439.

Contractual Services has a net increase of \$19,868 due to an increase in vehicle operation and maintenance expenses (\$20,900).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$125,526	\$202,178	\$232,863	\$193,081
Overtime	84,280	94,100	107,941	81,000
Benefits	<u>86,491</u>	<u>102,532</u>	<u>107,606</u>	<u>97,362</u>
Subtotal	296,297	398,810	448,410	371,443
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	487	400	450	468
Audit & Consulting	1,000	1,500	1,000	1,000
Other Contractual Services	600	0	0	0
Vehicle & Equipment	<u>388,663</u>	<u>546,800</u>	<u>658,833</u>	<u>567,100</u>
Subtotal	390,750	548,700	660,283	568,568
<b><u>SUPPLIES &amp; MATERIALS</u></b>	235,812	259,040	390,531	257,805
<b>GRAND TOTAL</b>	<b><u>\$922,859</u></b>	<b><u>\$1,206,550</u></b>	<b><u>\$1,499,224</u></b>	<b><u>\$1,197,816</u></b>
Full-Time Equivalent	3.88	3.77	3.67	3.49

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: OPERATIONS**

**PROGRAM: WEED CONTROL**

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**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**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 and decreases \$11,008.

Personal Services decreases \$10,158 primarily due to the reallocation of 0.0375 FTE Grounds Maintenance (\$10,482) due to greater utilization of seasonal labor to mow City parcels.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$18,412	\$19,233	\$10,961	\$11,346
Overtime	\$25	\$200	\$52	\$200
Benefits	<u>9,829</u>	<u>6,632</u>	<u>3,971</u>	<u>4,361</u>
Subtotal	28,266	26,065	14,984	15,907
<b><u>CONTRACTUAL SERVICES</u></b>				
Other Contractual Service	2,723	2,250	2,500	2,500
Vehicle & Equipment	<u>17,635</u>	<u>19,500</u>	<u>12,561</u>	<u>19,100</u>
Subtotal	20,358	21,750	15,061	21,600
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	1,292	1,475	1,300	775
<b>GRAND TOTAL</b>	<b><u>\$49,916</u></b>	<b><u>\$49,290</u></b>	<b><u>\$31,345</u></b>	<b><u>\$38,282</u></b>
Full-Time Equivalent	0.22	0.45	0.45	0.28

**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 \$5.99. 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.

	2012 Actual	2013 Budget	2013 Estimated	2014 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

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Municipal Building	\$272,917	\$279,470	\$274,670	\$293,010
City Services Center	41,244	48,156	48,018	50,392
Police Services	134,365	146,408	141,553	152,945
Other Buildings	<u>1,580</u>	<u>1,786</u>	<u>1,467</u>	<u>1,759</u>
Total	<u>\$450,105</u>	<u>\$475,820</u>	<u>\$465,708</u>	<u>\$498,106</u>

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

This budget provides for a continuation of present service levels and has a net increase of \$22,286.

Personal Services has a net increase of \$14,060 primarily due to the 0.10 FTE reallocation of the Facilities Manager position due to the elimination of the Public Works Administration budget (\$11,644) and economic adjustments of (\$2,138).

Contractual Services has a net increase of \$10,526 primarily due to increased contractual cleaning and maintenance costs at the Municipal Building and the Police Services Center (\$11,611). A portion of this increase is offset by a decrease in utility costs (\$1,158).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$81,583	\$86,559	\$84,201	\$97,167
Overtime	1,547	1,600	1,482	1,600
Benefits	<u>35,285</u>	<u>27,626</u>	<u>27,464</u>	<u>31,078</u>
Subtotal	118,415	115,785	113,147	129,845
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	136,955	154,060	146,881	152,902
Postage	448	500	500	500
Professional Development	593	1,400	1,300	1,400
Building Expense	15,589	10,000	10,200	10,000
Insurance	9,443	10,275	10,206	10,162
Other Contractual Services	129,429	126,500	128,747	138,111
Vehicle & Equipment	<u>9,876</u>	<u>11,200</u>	<u>10,989</u>	<u>11,386</u>
Subtotal	302,333	313,935	308,823	324,461
<b><u>SUPPLIES &amp; MATERIALS</u></b>	29,357	43,600	41,238	43,800
<b><u>CAPITAL OUTLAY</u></b>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
<b>GRAND TOTAL</b>	<b><u>\$450,105</u></b>	<b><u>\$475,820</u></b>	<b><u>\$465,708</u></b>	<b><u>\$498,106</u></b>
<b>Full-Time Equivalent</b>	1.65	1.65	1.65	1.75

**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.

	2012	2013	2013	2014
	Actual	Budget	Estimated	Budget

**ACTIVITIES:**

Parking Facilities

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

1,100	1,000	900	850
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Facilities Planning

Tickets (#)	2,562	3,000	2,700	2,800
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**ELEMENT COST:**

Maintenance	105,183	\$99,449	\$98,979	\$89,098
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Facilities Planning	14,257	15,589	15,139	17,090
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Total	<u>\$119,441</u>	<u>\$115,038</u>	<u>\$114,118</u>	<u>\$106,188</u>
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**SIGNIFICANT EXPENDITURE, STAFFING AND PROGRAM CHANGES:**

This budget provides for a continuation of present service levels and decreases \$8,850. 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 \$5,926 primarily as a result of reclassifying an equipment operator (.12 FTE).

No Capital Outlay is proposed.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$31,001	\$30,137	\$30,865	\$26,580
Overtime	2,736	3,100	2,800	3,100
Benefits	<u>15,531</u>	<u>13,562</u>	<u>10,221</u>	<u>11,193</u>
Subtotal	49,268	46,799	43,886	40,873
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	21,455	23,680	22,681	23,384
Postage	655	1,250	1,000	1,035
Insurance	1,951	2,144	2,144	2,136
Other Contractual Services	7,362	6,500	6,500	6,500
Vehicle & Equipment	<u>23,647</u>	<u>31,400</u>	<u>35,560</u>	<u>29,200</u>
Subtotal	55,069	64,974	67,885	62,255
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	15,103	3,265	2,347	3,060
<b>GRAND TOTAL</b>	<b><u>\$119,441</u></b>	<b><u>\$115,038</u></b>	<b><u>\$114,118</u></b>	<b><u>\$106,188</u></b>
<b>Full-Time Equivalent</b>	<b>0.60</b>	<b>0.51</b>	<b>0.51</b>	<b>0.41</b>

**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 72 signalized intersections (which includes 1 additional intersection installed during 2013), 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. The “utility-owned” lights are maintained by two local utilities (Alliant Energy and Rock Electric Coop), and this budget provides for a Leased Fee for each of them.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

<b>Traffic Signs</b>				
Installed/Repaired (#)	1,650	1,800	1,500	1,800
<b><u>Traffic Signals</u></b>				
Intersections (#)	71	74	72	70
<b>Street Painting</b>				
Striping (Feet)	400,000	405,000	350,000	405,000
<b><u>Street Lighting</u></b>				
Alliant Utilities Lights (#)	2,101	2,106	2,104	2,104
City Lights (#)	2,286	2,287	2,299	2,299

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ELEMENT COST:**

Traffic Signs	\$ 131,663	\$ 132,936	\$ 101,639	\$ 128,877
Traffic Signals	150,661	152,570	150,611	151,435
Street Painting	90,493	91,097	80,438	95,880
Street Lighting	575,582	579,431	577,238	561,715
Right-of-Way Clearing	<u>0</u>	<u>0</u>	<u>0</u>	<u>39,501</u>
Total	<u>\$948,399</u>	<u>\$956,034</u>	<u>\$909,926</u>	<u>\$977,408</u>

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

This budget provides for a continuation of present service levels and increases \$21,374. The Street Cleaning element within the Street Maintenance budget has been incorporated into this Traffic Management budget as a Right-of-Way Clearing element (\$37,001).

Personal Services increase \$24,529 due primarily to incorporation of the Right-of-Way Clearing element into this budget (\$20,451) and economic adjustments of (\$4,737).

Contractual Services decreases \$4,812 due to expected energy savings resulting from upgrading to LED street lights (\$40,000) and the elimination of traffic signals at the intersections of Beloit Ave./State St. (\$2,000) and Milwaukee St./Academy St. (\$2,000). These decreases are partially offset by the addition of 13 new street lights (\$2,700), expected increases in other non street lighting utilities (\$15,910), an increase in VOM rental rates (\$3,004) and an increase in VOM costs associated with the incorporation of the Right-of-Way Clearing element into this budget (\$16,000).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$193,903	\$201,159	\$186,378	\$213,899
Overtime	2,854	2,900	3,834	9,500
Benefits	<u>105,718</u>	<u>88,335</u>	<u>85,221</u>	<u>93,524</u>
Subtotal	302,476	292,394	275,433	316,923
<b>CONTRACTUAL SERVICES</b>				
Utilities	499,485	506,350	505,376	482,260
Professional Development	15	450	450	450
Insurance	322	360	347	354
Other Contractual Services	4,613	9,000	6,763	9,000
Vehicle & Equipment	<u>78,576</u>	<u>75,700</u>	<u>64,679</u>	<u>94,984</u>
Subtotal	583,011	591,860	577,615	587,048
<b>SUPPLIES &amp; MATERIALS</b>	62,913	71,780	56,878	73,437
<b>CAPITAL OUTLAY</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>GRAND TOTAL</b>	<u>\$948,399</u>	<u>\$956,034</u>	<u>\$909,926</u>	<u>\$977,408</u>
<b>Full-Time Equivalent</b>	3.22	3.76	3.71	3.92

**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 eight (8) programs: Administration, Recreation (including Ice Skating Center and Aquatics), Senior Citizen Center, Golf Courses, Parks, Forestry, 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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
Athletic Field Reservations	3,528	3,575	3,550	3,500
Equipment Rentals	82	125	140	140
Special Events Permits	118	140	125	135
Lincoln-Tallman House Attendance	24,005	15,000	24,700	25,000
Cost per Lincoln-Tallman Attendee	\$2.09	\$3.29	\$2.00	\$1.98
<b>ELEMENT COST:</b>				
General Administration	\$35,181	\$35,689	\$35,426	\$39,452
Lincoln-Tallman House	<u>50,147</u>	<u>49,400</u>	<u>49,370</u>	<u>49,400</u>
Total	<u>\$85,329</u>	<u>\$85,089</u>	<u>\$84,796</u>	<u>\$88,852</u>

**POSITIONS:**

Administrative Aide	1
	1

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

This budget provides for the continuation of present service levels and increases \$3,763 primarily due to a vehicle allowance for the Recreation Director (\$3,000) and economic adjustments \$763.

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

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$20,726	\$20,487	\$20,400	\$20,936
Benefits	8,824	8,622	8,807	9,270
Miscellaneous Benefits	<u>1,045</u>	<u>0</u>	<u>1,608</u>	<u>3,000</u>
Subtotal	30,594	29,109	30,815	33,206
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	1,247	1,300	1,300	1,300
Postage	653	1,534	1,000	1,200
Professional Development	455	546	509	546
Other Contractual Services	45,423	45,000	45,509	45,000
Vehicle & Equipment	<u>368</u>	<u>0</u>	<u>72</u>	<u>0</u>
Subtotal	48,147	48,380	48,390	48,046
<b><u>SUPPLIES &amp; MATERIALS</u></b>	6,588	7,600	6,100	7,600
<b>GRAND TOTAL</b>	<b><u>\$85,329</u></b>	<b><u>\$85,089</u></b>	<b><u>\$85,305</u></b>	<b><u>\$88,852</u></b>
<b>Full-Time Equivalent</b>	0.40	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, enrichment 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 leagues, sports instruction, middle school recreation nights, open swim, swim lessons, hockey, figure skating, family special events, fitness, nature and teen programming. The Recreation Division also provides support for pavilion rentals, public special events, and equipment rentals. Currently, the Recreation Division employs four (4) full-time professional staff. Staffing also includes 200 part-time/seasonal employees. Activities and services take place in the schools, Dawson Park, Palmer Park, Riverside Park, Bond Park, Courthouse Park, Rockport Pool, Lions Beach and the Ice Skating Center. Maintenance of these facilities is provided by the Parks Division and or Tech Services Division and is charged to the Recreation programs. The Recreation Division actively seeks out partnerships, sponsorships, and the use of shared resources.

**POSITIONS:**

Recreation Director	1
Recreation Programmer	1
Ice Center Manager	1
Customer Service Representative	<u>1</u>
	<u>4</u>

**ELEMENT COST:**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
Youth	\$184,095	\$220,084	\$201,049	\$209,809
Adult	237,338	281,706	280,849	278,874
Aquatics	269,592	283,316	260,990	252,810
Ice Skating Center	<u>253,991</u>	<u>278,010</u>	<u>286,443</u>	<u>290,910</u>
Total	<u>\$945,015</u>	<u>\$1,063,116</u>	<u>\$1,029,331</u>	<u>\$1,032,403</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERFORMANCE MEASURES:</b>				
<u>Youth</u>				
Participants (#)	14,588	19,884	17,732	18,446
Subsidy per Participant	\$1.73	\$2.49	\$1.13	\$1.47
Operating Ratio	86.0%	77.0%	89.3%	86.3%
<u>Adult</u>				
Participants (#)	39,613	41,130	42,563	42,583
Subsidy per Participant	\$2.20	\$1.60	\$1.57	\$0.64
Operating Ratio	62.6%	76.2%	75.2%	89.1%
<u>Aquatics</u>				
Participants (#)	65,093	66,000	53,647	56,618
Subsidy per Participant	\$3.13	\$3.22	\$4.10	\$3.71
Operating Ratio	26.6%	26.6%	23.1%	30.0%
<u>Ice Skating Center</u>				
Participants (#)	87,000	85,000	85,000	87,000
Subsidy per Participant	\$0.33	\$0.34	\$0.38	\$0.37
Operating Ratio	89.8%	90.1%	88.7%	89.0%

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

This budget decreases \$30,713 and has service reductions with the eliminating Riverside wading pool (\$38,137) and eliminating the evening lap swim (\$11,271). These reductions are offset with the addition of funds for the operation of a splash pad at Riverside Park (\$10,270).

Personal Services has a net decrease of (\$28,259), primarily due to savings in wages (\$22,163) from closing the Riverside wading pool and elimination of evening lap swim and a reduction in health insurance (\$10,758). These decreases are partially offset by economic adjustments (\$4,896).

Contractual Services has a net increase of \$9,396. Concession stand cost of goods sold increase by \$12,000, after one year of operation, this number has been updated to reflect actual costs. Aquatics increases by \$3,731, primarily due to anticipated increases in electricity (\$3,238). The Ice Arena increases by \$12,900, primarily due to estimated increases in electricity (\$6,917). These increases are partially offset by decreases in vehicle operation and maintenance costs of (\$7,100). The closing of the Riverside wading pool results in a decrease of (\$4,000) in various contractual services expenses. The elimination of the evening lap swim reduces the school use agreement budgeted in other contractual services by \$11,000.

Supplies and Materials has a net decrease of (\$11,850). Decreases across the board in all programs, but primarily in youth sports (\$2,950), special events (\$1,400), concessions equipment (\$1,000) and wading pools (\$10,000) of which \$9,000 is from the closing of the Riverside wading pool. These decreases are offset by increase in supplies and materials at the Ice Arena (\$3,700).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$439,655	\$508,188	\$484,554	\$491,466
Overtime	3,864	8,400	4,400	7,800
Benefits	<u>102,645</u>	<u>117,924</u>	<u>101,161</u>	<u>106,987</u>
Subtotal	546,165	634,512	590,115	606,253
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	111,836	125,450	133,096	142,459
Postage	980	1,900	1,300	1,900
Professional Development	4,064	5,900	6,516	5,885
Building Expense	19,733	14,200	16,900	13,400
Insurance	3,969	4,354	4,354	4,306
Other Contractual Services	83,422	71,300	68,500	59,000
Concessions	0	18,000	30,000	30,000
Advertising	17,181	19,000	18,500	19,000
Licenses	3,150	4,250	4,700	4,400
Vehicle & Equipment	<u>49,219</u>	<u>54,800</u>	<u>51,200</u>	<u>48,200</u>
Subtotal	293,554	319,154	335,066	328,550
<b><u>SUPPLIES &amp; MATERIALS</u></b>	105,296	109,450	104,150	97,600
<b>GRAND TOTAL</b>	<b><u>\$945,015</u></b>	<b><u>\$1,063,116</u></b>	<b><u>\$1,029,331</u></b>	<b><u>\$1,032,403</u></b>
<b>Full-Time Equivalent</b>	18.35	19.61	18.47	18.54

**REVENUE COMMENT:**

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

Revenue has been increasing annually, but revenue goals have been set high. The Recreation Division’s goal is to achieve our revenue budget goal for 2014, through marketing strategies, and the addition of new revenue generating programs within our existing program budgets.

The Youth revenue category increases by \$5,000 due to our youth day camp program experiencing increased participation with program changes that were implemented in 2013.

The Adult/Leisure Services Administration revenue category increases by \$7,000 primarily due to a new boat launch fees (\$10,000) implemented for the 2014 budget. These increases are partially offset by a decrease in the Dawson Field Banner Program (\$5,000). Changes will be implemented in the Banner Program and staff hopes that program will grow in future years after a successful 2014 program.

The Aquatics revenue category increases by \$9,800 with most of that increase coming from new wading pool fees (\$12,500) implemented for the 2014 budget offset by a reduction of lap swim revenue (\$3,200) with the elimination of evening lap swim.

The Ice Skating Center revenue category increases by \$5,000 primarily due to increased ice rental.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUE:</b>				
Youth	\$155,208	\$166,000	\$167,000	\$171,000
Adult	145,862	216,000	203,000	223,000
Aquatics	73,783	77,000	66,000	86,800
Ice Skating Center	<u>228,009</u>	<u>257,000</u>	<u>254,000</u>	<u>262,000</u>
Total	<u>\$602,862</u>	<u>\$716,000</u>	<u>\$690,000</u>	<u>\$742,800</u>

**DEPARTMENT: LEISURE SERVICES**

**DIVISION: SENIOR CITIZEN CENTER**

**GOAL:**

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

**OBJECTIVES:**

- To re-involve the community's older adults in activities, programs and services.
- To develop the skills and talents of older adults.
- To provide opportunities to establish or maintain social contacts and friendships for older adults.
- To operate the Senior Citizens Center at a 25% 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 3,000 hours a year. The Senior Center has a mandatory annual membership fee with approximately 750 members.

2012	2013	2013	2014
Actual	Budget	Estimated	Budget

**PERFORMANCE MEASURES:**

Workload Measures (#)

Participants	63,528	60,000	60,000	62,000
Hours Open	3,069	3,000	3,100	3,100
Programs Offered	150	150	150	150

Efficiency Measures

Operating Ratio	31.8%	30.4%	30.8%	33.7%
Subsidy Per Participant	\$2.57	\$3.00	\$2.99	\$2.85

2012	2013	2013	2014
Actual	Budget	Estimated	Budget

**ELEMENT COST:**

Senior Programming	\$180,395	\$201,902	\$200,728	\$205,354
Building Maintenance	<u>59,248</u>	<u>61,803</u>	<u>58,805</u>	<u>61,630</u>
Total	<u>\$239,643</u>	<u>\$263,705</u>	<u>\$259,533</u>	<u>\$266,984</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 \$3,279.

Personal Services has a net increase of \$4,965 due to economic adjustments.

Contractual Services has a net decrease of \$2,440 primarily due to reduced contractual services (\$1,800).

Supplies and Materials have a net increase of \$754 due to increased cost for paper products and concessions.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$113,117	\$118,971	\$119,893	\$122,976
Benefits	<u>38,213</u>	<u>39,269</u>	<u>39,570</u>	<u>40,229</u>
Subtotal	151,330	158,240	159,463	163,205
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	24,695	27,390	26,851	27,542
Postage	369	400	400	400
Professional Development	150	1,080	730	1,176
Building Expense	14,046	15,950	15,000	15,500
Insurance	1,529	1,674	1,674	1,662
Computer Maintenance	1,183	1,530	1,500	1,530
Other Contractual Services	26,501	35,800	35,400	34,000
Advertising	422	600	600	600
Vehicle & Equipment	<u>7,430</u>	<u>8,341</u>	<u>6,315</u>	<u>7,915</u>
Subtotal	76,325	92,765	88,470	90,325
<b><u>SUPPLIES &amp; MATERIALS</u></b>	11,988	12,700	11,600	13,454
<b>GRAND TOTAL</b>	<b><u>\$239,643</u></b>	<b><u>\$263,705</u></b>	<b><u>\$259,533</u></b>	<b><u>\$266,984</u></b>
<b>Full-Time Equivalent</b>	2.47	2.47	2.47	2.47

**REVENUE COMMENT:**

Revenue is generated from fees collected from facility rental, day trips, program activities, and membership fees. These revenues will support 33.7% of the Senior Center costs.

2012	2013	2013	2014
Actual	Budget	Estimated	Budget

**REVENUE:**

Facility Rental	\$12,923	\$14,000	\$13,000	\$14,000
Other Revenue	4,581	6,000	5,000	6,000
Day Trips	29,054	35,000	34,000	35,000
Programming	9,216	10,000	9,000	10,000
Membership Fee	<u>20,427</u>	<u>19,000</u>	<u>19,000</u>	<u>25,000</u>
<b>GRAND TOTAL</b>	<b><u>\$76,201</u></b>	<b><u>\$84,000</u></b>	<b><u>\$80,000</u></b>	<b><u>\$90,000</u></b>

**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
Leadman I & II	10
Grounds Maintenance	<u>3</u>
	<u>19</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Park System</u>				
Total Acreage	2,595	2,595	2,595	2595
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 (#)	17	17	17	17
Pavilion Reservations (#)	648	475	652	650
<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 (#)	235	220	175	175
<b>ELEMENT COST:</b>				
Trails	\$65,803	\$49,800	\$50,594	\$53,223
Athletic Fields	75,143	44,667	68,266	45,764
Grounds Maintenance	979,495	1,105,410	1,083,930	1,138,347
Building Maintenance	196,807	172,008	171,507	175,639
Natural Areas	31,693	47,827	47,869	48,822
Forestry	<u>0</u>	<u>107,675</u>	<u>85,208</u>	<u>42,873</u>
Total	<u>\$1,348,941</u>	<u>\$1,527,387</u>	<u>\$1,507,374</u>	<u>\$1,504,668</u>

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

This budget has a net decrease of \$22,719 and provides for a reduction of current service levels with a decrease of the Forestry program (\$64,802).

Personal Services has a net increase of \$9,121 primarily due to increases in wages and benefits for economic adjustments (\$32,323). These increased are offset by decreases in wages and benefits from the reduction of the Forestry program (\$20,302) and a reduction of projected overtime (\$2,900).

Contractual Services has a net decrease of \$30,840 primarily due to a reduction of the DNR Urban Forestry grant (\$19,000), a reduction of park Forestry contractual services for planting trees (\$15,000) and vehicle operation and maintenance expenses (\$4,902). These reductions are partially offset by an increase in Electricity costs (\$3,157).

Supplies and Materials decrease slightly (\$1,000).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$600,915	\$711,222	\$680,131	\$720,779
Overtime	23,971	17,200	18,708	14,300
Benefits	292,233	284,196	279,238	286,660
Miscellaneous Benefits	<u>759</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	917,877	1,012,618	978,077	1,021,739
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	80,334	75,340	90,768	78,371
Postage	111	115	115	120
Professional Development	1,298	3,155	3,155	3,155
Building Expense	2,908	0	0	0
Insurance	6,045	6,517	6,517	6,441
Other Contractual Services	8,396	29,745	41,745	17,847
Park Contractual	541	39,000	34,000	22,000
Vehicle & Equipment	<u>264,910</u>	<u>296,227</u>	<u>287,327</u>	<u>291,325</u>
Subtotal	364,542	450,099	463,627	419,259
<b><u>SUPPLIES &amp; MATERIALS</u></b>	66,522	64,670	65,670	63,670
<b>GRAND TOTAL</b>	<b><u>\$1,348,941</u></b>	<b><u>\$1,527,387</u></b>	<b><u>\$1,507,374</u></b>	<b><u>\$1,504,668</u></b>
<b>Full-Time Equivalent</b>	14.12	14.34	14.33	14.11

**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.

The Planning Services Division staffs a GIS Coordinator and GIS Analyst who oversee, develop, and maintain the City's base mapping efforts along with creating new features needed by individual departments. The City's GIS system utilizes the latest in GIS technology and provides high-quality spatial data to City departments and the public and offers custom applications like the City's Internet Mapping Website. This mapping website provides more efficient services to our citizens and will continue to evolve as the demands for this information increases.

*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 2013:

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. Review/approval of several commercial redevelopment projects along Milton Avenue.
7. Participation in Interstate 39/90 expansion design and Highway 14/11 Corridor Study Improvements.
8. Sidewalk Plan Revision Assistance and Implementation.
9. Completion of Downtown Parking Study and analysis.
10. Completed Transit Development Plan.
11. Assistance with Brownfield Site Inventory and Prioritization and area-wide plan preparation.
12. Riverfront Redevelopment/Plaza Removal Planning Efforts.

Major Activities to be Undertaken in 2014:

1. Continued Implementation of Economic Development Strategy
2. Implement Comprehensive Plan
3. Implement Downtown Strategy and assist with Brownfield area-wide planning process.
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:**

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
Development Specialist/Associate Planner (Start 6/1/2014)	1
GIS Analyst	1
Development Specialist	1
GIS Coordinator	1
Secretary	<u>2</u>
	<u>14</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ELEMENT COST:**

Building & Development Services	\$594,951	\$669,106	\$648,896	\$696,673
Planning Services	<u>267,692</u>	<u>348,501</u>	<u>303,050</u>	<u>338,000</u>
Total	<u>\$862,643</u>	<u>\$1,017,607</u>	<u>\$951,946</u>	<u>\$1,034,673</u>

	2012 Actual	2013 Budget	2013 Estimate	2014 Budget
<b>PERFORMANCE MEASURES:</b>				
<u>Building Services (#)</u>				
<u>Construction</u>				
Complaints	106	114	71	130
Other Variances	6	3	6	10
<u>New Residential</u>				
Permits	275	198	147	300
Inspections	885	612	532	900
<u>Existing Residential</u>				
Permits	1,463	1,465	773	1,500
Inspections	2,130	2,453	1,245	2,200
<u>New Commercial</u>				
Permits	68	46	31	70
Inspections	613	705	207	700
<u>Existing Commercial</u>				
Permits (including all plan review)	960	824	578	1,100
Inspections	1,977	2,076	1,043	2,200
<u>Development Services (#)</u>				
<u>Signs</u>				
Complaints	1	20	35	10
Permits	268	230	120	250
Variances	4	3	2	4
Inspections	258	185	80	200
<u>Site Plans</u>				
Permits	34	48	17	35
Inspections	137	132	28	150
<u>Total</u>				
Complaints	107	80	106	140
Permits	3,068	2,112	1,666	3,255
Variances	10	14	8	14
Inspections	6,000	5,380	3,135	6,350
<u>Planning Services (Hours)</u>				
Administration	1,400	1,400	1,600	1,200
Planning Services	2,600	2,600	2,500	2,500
Current Planning	2,300	2,300	2,400	2,400
Comprehensive Planning	<u>1,800</u>	<u>1,800</u>	<u>1,600</u>	<u>2,000</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 \$17,066.

Personal Services increases \$12,501 primarily due to the June 1<sup>st</sup> addition .583 FTE of an Associate Planner (\$37,917), the reallocation of Community Development secretary .10 FTE from special assessments (\$9,215) and economic adjustments (\$24,436). These increases are offset by the elimination of the Community Development Director .25 FTE position that was funded for 3 months in 2013 (\$42,033) and reallocation of 0.169 FTE to the MPO grant (\$17,034).

Contractual Services increases \$4,565 primarily due to an increase in projected funds needed to fund the need for additional commercial building plan reviews conducted by Premium Plan Review. Costs for these plan review services are fully recaptured based on the existing fee schedule.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$605,131	\$688,357	\$655,416	\$701,721
Benefits	210,365	266,265	241,679	269,602
Miscellaneous Benefits	<u>0</u>	<u>4,200</u>	<u>0</u>	<u>0</u>
Subtotal	815,497	958,822	897,095	971,323
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	2,438	2,500	2,600	2,500
Postage	2,989	3,250	1,900	3,000
Professional Development	8,115	12,435	11,542	11,850
Audit & Consulting	65	400	600	800
Other Contractual Services	11,304	18,000	18,250	23,000
Vehicle & Equipment	<u>15,960</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Subtotal	40,870	52,585	50,892	57,150
<b><u>SUPPLIES &amp; MATERIALS</u></b>	6,276	6,200	3,959	6,200
<b>GRAND TOTAL</b>	<b><u>\$862,643</u></b>	<b><u>\$1,017,607</u></b>	<b><u>\$951,946</u></b>	<b><u>\$1,034,673</u></b>
<b>Full-Time Equivalent</b>	10.49	11.31	11.17	11.58
<b>Revenues</b>	<b>\$317,533</b>	<b>\$270,000</b>	<b>\$309,975</b>	<b>\$374,300</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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

City Code (#)

Housing-Related

Violations	307	450	446	450
Inspections	859	1,000	746	900

Nuisance

Violations	1,139	1,300	1,524	1,300
Inspections	1,891	2,000	1,702	1,800

Zoning

Violations	258	300	180	250
Inspections	378	400	248	350

Proactive

Inspections	<u>2,816</u>	<u>3,000</u>	<u>2,396</u>	<u>2,500</u>
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Total

Violations	1,704	2,050	2,150	2,000
Inspections	5,944	6,400	5,092	5,550

**PERMANENT POSITIONS:**

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

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

This budget incorporates the inclusion of administration of the raze or repair process for residential properties transferred from Community Development.

Personal Services has a net increase of \$21,605 primarily due to a salary redistribution of 0.10 FTE from the State and Federal Grants Housing budget to reflect the administration of the raze or repair process and economic adjustments.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$157,120	\$172,999	\$173,721	\$187,751
Benefits	<u>67,174</u>	<u>70,897</u>	<u>72,480</u>	<u>77,750</u>
Subtotal	224,294	243,896	246,201	265,501
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	339	450	273	400
Postage	1,347	2,110	1,204	1,246
Professional Development	1,089	1,540	1,300	1,510
Audit & Consulting	20,400	20,400	20,400	20,400
Other Contractual Services	63	250	0	250
Vehicle & Equipment	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>
Subtotal	30,439	31,950	30,377	31,006
<b><u>SUPPLIES &amp; MATERIALS</u></b>	935	1,000	900	1,000
<b>GRAND TOTAL</b>	<b><u>\$255,667</u></b>	<b><u>\$276,846</u></b>	<b><u>\$277,478</u></b>	<b><u>\$297,507</u></b>
<b>Full-Time Equivalent</b>	<b>2.59</b>	<b>2.76</b>	<b>2.76</b>	<b>2.86</b>

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Planning &amp; Administration - hours</u>	400	375	350	500
<u>Business Retention &amp; Expansion - hours</u>	1,100	850	800	1,600
Business Contacts #	120	100	55	110
<u>Marketing</u>				
Rock County 5.0/Janesville Initiatives - hours	912	830	200	250
Business Contacts, meetings , prospects	42	85	130	360
Economic Development Website - hours	100	87	90	200
Website Hits (#)	7,200	6,800	7,000	8,000
Madison Marketing Strategy - hours	160	110	50	50
Business Attraction overall # initial contacts	10	10	27	50
<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	5
Downtown Development - hours	50	50	75	150
Development Projects Facilitated (#)	5	5	5	8
EDA Business Incubator - hours	100	150	350	400
Square Feet leased	4,800	6,000	5,000	8,000
<b>Total Hours</b>	<b>2,912</b>	<b>2,522</b>	<b>2,585</b>	<b>3,805</b>

**POSITIONS:**

Economic Coordinators 2  
2

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

This budget provides for an increase in present service levels and has a net increase of \$19,109.

Personal Services has a net increase of \$24,244 primarily due to eliminating the Economic Development Director position and redistributing those duties to two Economic Coordinators for a net increase of .080 FTE (\$24,890).

Contractual Services decreases \$5,135 due to the elimination of consulting (\$5,000).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$76,184	\$91,041	\$122,973	\$104,050
Benefits	23,040	30,070	39,567	45,505
Miscellaneous Benefits	<u>4,200</u>	<u>4,200</u>	<u>1,050</u>	<u>0</u>
Subtotal	103,424	125,311	163,590	149,555
<b>CONTRACTUAL SERVICES</b>				
Utilities	139	150	150	150
Postage	71	50	50	50
Professional Development	7,986	7,635	2,906	7,500
Audit & Consulting	0	5,000	0	0
Other Contractual Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	8,196	12,835	3,106	7,700
<b>SUPPLIES &amp; MATERIALS</b>				
	918	1,000	0	1,000
<b>GRAND TOTAL</b>	<u>\$112,538</u>	<u>\$139,146</u>	<u>\$166,696</u>	<u>\$158,255</u>
<b>Full-Time Equivalent</b>	1.05	1.05	1.20	1.85

**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, preserving the City's investment in Transit vehicles and fixed facilities. This includes maintenance of the bus fleet ranging in age from 8 to 12 years, service and support vehicles, Operations and Maintenance facilities, Downtown Transfer Center, passenger shelters, benches and bus stop signs throughout the community. The Transit System will assume responsibility for the new Transit Services Center (TSC) at 101 Blackbridge Road at mid-year. Maintenance costs for that facility for a partial year are reflected in this budget, as well as costs for the facility at 900 North Parker Drive.

Regular Service

The Regular Service element includes six regular year-round routes, including the route between Janesville and Beloit; and the personnel required to operate them for 307 service days per year. This element changed in mid 2013 as a result of service changes associated with the implementation of the Transit Development Plan (TDP) approved by the Council. For 2014, 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 2014 budget year, Tripper Service also includes the revenues and expenses associated with the Janesville-Milton-Whitewater regional commuter bus service which began in April 2012; including the contributions of the sponsors of that service.

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.

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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>General Administration (Hours)</u>	7,590	8,360	7,234	9,139
Maintenance (Hours)				
Scheduled	3,363	3,700	3,781	3,700
Unscheduled	1,091	1,200	1,199	1,200
Emergency	137	150	177	150
Indirect Labor	8,813	9,700	9,387	9,700
<u>Regular Service</u>				
Mileage	389,897	402,464	403,100	405,100
Hours	24,737	25,241	26,050	26,100
Ridership (#)	329,214	348,000	382,800	362,000
<u>Trippler Service</u>				
Mileage	53,805	69,609	113,752	114,200
Hours	3,593	4,255	6,693	6,720
Ridership (#)	36,046	37,000	40,700	40,000
Night Service				
Mileage	45,389	45,110	46,200	45,750
Hours	3,176	3,251	3,230	3,210
Ridership (#)	18,495	19,000	20,900	20,000
Paratransit Service				
Hours	1,969	2,100	1,600	1,750
Ridership (#)	5,625	6,000	4,400	5,000
<u>Total Services:</u>				
Ridership (#)	389,380	410,000	448,800	427,000

**POSITIONS:**

Transit Director	1
Assistant Transit Director	1
Maintenance Supervisor	1
Transit Operations Supervisor	1
Clerk-Dispatcher (part-time)	1
Secretary	1
Mechanic	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	1
	<u>36</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ELEMENT COST:**

General Administration	\$606,295	\$660,240	\$638,469	\$769,843
Maintenance	1,079,896	1,112,510	1,100,661	1,148,647
Regular Service	1,127,794	1,140,558	1,146,755	1,148,226
Tripper Service	96,682	94,580	80,912	92,935
Paratransit Service	53,438	63,895	55,000	70,917
Night Service	135,399	141,635	136,347	146,473
JMW Service	0	359,500	353,809	355,201
Subtotal - Operating	3,099,504	3,572,918	3,511,953	3,732,242
Capital	20,106	3,969,000	3,967,000	1,104,000
Total	<u>\$3,119,610</u>	<u>\$7,541,918</u>	<u>\$7,478,953</u>	<u>\$4,836,242</u>

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

This budget has a net increase of \$159,324 in operating expenses and provides for the funding of the sponsors share of the Janesville-Milton-Whitewater tripper service which was funded by a special STRAP grant in the 2013 budget. Operating expenses for the new Transit Services Center on Blackbridge Road are also included for 6 months of the year. General Fund support to the Transit System is \$867,952, an increase of \$14,434.

Personal Services has a net increase of \$96,968 due Economic Adjustments (\$69,990), increasing the Assistant Transit Director starting pay (\$15,749), increases for retiree health insurance (\$46,415), increases for employee health insurance (\$33,410) and increased overtime (\$34,310). These increases were partially offset by increased employee share of WRS (\$78,760) and a reduction in WRS Prior Service Costs (\$5,129)

Contractual Services has a net increase of \$50,527 due to costs associated initiating operations at the new Transit Services Center at 101 Blackbridge Road; utilities (\$25,155), building maintenance (\$6,795), other contractual services (\$7,022) and advertising (\$7,033) to continue dissemination of public information the promotion of our local and regional services.

Supplies and Materials have a net increase of \$11,829 primarily due to tires (\$6,579) and other supplies and materials associated with the new location (\$4,000).

The City's share of Transit Capital Outlay decreases by \$573,000 compared to 2013 and includes:

	<u>Total Cost</u>	<u>Local Share</u>
Purchase/Install Bus Stop Signs	\$ 9,000	\$ 1,800
Shop Equipment	10,000	2,000
Purchase Capital Repair Parts	40,000	8,000
Purchase/replace passenger shelters	85,000	17,000
Replace 2 Buses	<u>960,000</u>	<u>192,000</u>
Total	<u>\$ 1,104,000</u>	<u>\$ 220,800</u>

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$1,366,621	\$1,580,161	\$1,451,565	\$1,633,978
Overtime	238,449	137,975	244,515	178,500
Benefits	626,836	736,716	698,367	739,342
Miscellaneous Benefits	<u>6,361</u>	<u>0</u>	<u>200</u>	<u>0</u>
Subtotal	2,238,267	2,454,852	2,394,647	2,551,820
<b>CONTRACTUAL SERVICES</b>				
Utilities	33,952	40,425	44,778	65,580
Postage	252	375	280	375
Professional Development	2,228	5,645	3,870	6,615
Auditing/Consulting	20,874	15,800	15,148	16,090
Building Expense	40,544	33,205	29,500	40,000
Insurance	147,468	176,131	177,000	176,283
Uniform and Tool	5,387	11,528	7,188	11,528
Computer Services	8,888	9,966	10,060	11,866
Other Contractual Services	70,394	168,095	150,800	175,117
Recruitment/Physicals	1,209	1,000	2,100	960
Advertising/Promotions	25,677	40,000	46,000	47,033
Vehicle Oper/Maintenance	17,736	21,050	25,786	22,300
Subtotal	374,609	523,220	512,510	573,747
<b><u>SUPPLIES &amp; MATERIALS</u></b>	<u>486,628</u>	<u>594,846</u>	<u>604,796</u>	<u>606,675</u>
<b>TOTAL OPER. EXPENSE</b>	<b>3,099,504</b>	<b>3,572,918</b>	<b>3,511,953</b>	<b>3,732,242</b>
<b>CAPITAL OUTLAY</b>	<b>20,106</b>	<b>3,969,000</b>	<b>3,967,000</b>	<b>1,104,000</b>
<b>GRAND TOTAL</b>	<b><u>\$3,119,610</u></b>	<b><u>\$7,541,918</u></b>	<b><u>\$7,478,953</u></b>	<b><u>\$4,836,242</u></b>
<b>Full-Time Equivalent</b>	<b>31.79</b>	<b>34.29</b>	<b>33.04</b>	<b>34.29</b>

**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. Operating Assistance is a combination of Federal, State and Local Operating Assistance Funds; including payments from the 11 governmental and private sector sponsors of the two regional transit services. Capital Assistance includes Federal Capital Grants and Local Matching Funds.

**OPERATING REVENUE:**

With 4 years having elapsed since the last general fare increase in 2010; and with stagnation of state and federal operating assistance and levy limits on local governments, a fare increase of \$0.25 is being proposed for 2014. While ridership has been increasing steadily since the last fare increase, up by 8% in 2012 and 11% thus far in 2013, revenue growth is not keeping pace with the cost of doing business. With raising fares, ridership is expected to decrease in 2014 by about 8% compared to 2013 results, but would be expected to increase by at least 3% in 2015, generating some additional revenue. The 2014 farebox revenue estimate is based on a projected ridership of approximately 405,000 with corresponding revenue of \$562,590. 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 \$104,000 from the sponsors of the Janesville-Milton-Whitewater "Innovation Express" is projected. Both estimates are based on a continuation of the current service levels and ridership trends. The Janesville-Milton-Whitewater estimate is somewhat speculative as the sponsors will need to contribute a significant amount of additional funding with the loss of the STRAP grant.

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 2014, the Wisconsin Department of Transportation (WISDOT) Operating Assistance is expected to be approximately 24% of expenses, similar to 2013. State Operating Assistance is expected to total \$895,700.

Federal Transit Operating Assistance is expected to amount to approximately 31% of operating expenses. Total Federal Operating Assistance is expected to be \$1,157,000. Combined state and federal assistance is expected to total 55% of operating expenses, the same as estimated 2013 amounts. This budget also includes funding from a Paratransit Operating grant that is expected to total \$ 25,000.

With the proposed fare increase; total Local Operating Assistance equals \$867,952. This is an increase of \$14,434 compared to 2013.

**CAPITAL ASSISTANCE:**

Federal Assistance is expected to cover \$883,200 or 80% of the 2014 Capital requests. The remaining \$220,800 will be funded by Local Capital Assistance to fund Capital Outlay requests of \$1,104,000 for routine replacement of various items of equipment. Funding for the first installment of 2 buses, beginning the replacement of our 9 buses purchased in 2002 which meet Federal replacement criteria is also included, with a local share of \$192,000.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
<u>Operating Revenue</u>				
Fares	\$403,160	\$493,600	\$498,900	\$562,590
Advertising	27,828	28,000	28,000	28,000
Beloit-Janesville Express Subsidy	82,760	77,000	77,000	77,000
Janesville-Milton-Whitewater Subsidy	41,857	122,500	61,000	104,000
Miscellaneous	<u>34,659</u>	<u>15,000</u>	<u>60,000</u>	<u>15,000</u>
Subtotal	590,264	736,100	724,900	786,590
<u>Operating Assistance</u>				
Local Assistance	773,490	853,518	721,885	867,952
State Paratransit Operations	23,283	23,000	25,318	25,000
State STRAP	0	244,500	244,500	0
State Assistance	779,553	712,200	776,000	895,700
Federal Operating	<u>932,913</u>	<u>1,003,600</u>	<u>1,019,350</u>	<u>1,157,000</u>
Subtotal	2,509,239	2,836,818	2,787,053	2,945,652
<u>Capital Assistance</u>				
Local Capital	4,021	793,800	793,400	220,800
Federal Capital	<u>16,085</u>	<u>3,175,200</u>	<u>3,173,600</u>	<u>883,200</u>
Subtotal	20,106	3,969,000	3,967,000	1,104,000
Total	<u>\$3,119,610</u>	<u>\$7,541,918</u>	<u>\$7,478,953</u>	<u>\$4,836,242</u>

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 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	4	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

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
<u>Base Component</u>				
EPA Permit Compliance	\$40,100	\$65,909	\$66,611	\$66,785
Administration	<u>292,574</u>	<u>290,413</u>	<u>293,131</u>	<u>289,834</u>
Subtotal	332,674	356,322	359,742	356,619
<u>Operations</u>				
Street Cleaning	458,385	458,111	417,755	452,736
Storm Sewer Maintenance	138,390	160,026	139,555	166,772
Catch Basin Maintenance	225,485	248,716	227,330	252,742
Greenbelt/Drainageway Maintenance	310,985	279,041	283,132	299,725
Flood Control/Response	<u>161</u>	<u>11,426</u>	<u>76,048</u>	<u>10,314</u>
Subtotal	1,133,406	1,157,320	1,143,820	1,182,289
Debt Service	<u>514,135</u>	<u>529,136</u>	<u>529,136</u>	<u>492,024</u>
Total	<u>\$1,980,215</u>	<u>\$2,042,778</u>	<u>\$2,032,698</u>	<u>\$2,030,932</u>

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

This budget provides for a continuation of present service levels and decreases \$11,846 which equates to a 0.20% decrease in Stormwater fees.

Personal Services has a net increase of \$10,482 primarily due to the redistribution of staff from the Forestry Program (\$11,403 or 0.133 FTE) and Economic Adjustments (\$13,680), which was partially offset by staff turnover in the Utility Billing Office (\$7,244) and a reduction in Engineering (\$8,912 or 0.098 FTE).

Contractual Service has a net increase of \$14,784 primarily due to an increase in Municipal Building Rent (\$9,000) and VOM charges (\$5,700).

There was a net decrease of \$37,112 in Debt Service.

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

<b><u>G.O. NOTE/ASSESSMENTS</u></b>	<b><u>TOTAL</u></b>	<b><u>UTILITY</u></b>	<b><u>ASSESSMENTS</u></b>
Rockport Park Storm Sewer Enhancements	\$ 80,000	\$ 80,000	\$ -
Storm Sewer Repairs	140,000	140,000	-
Manhole Maint	60,000	60,000	-
Austin Road Greenbelt Construction	75,000	-	75,000
Highway 26 Greenbelt Construction	405,000	-	405,000
GIS	25,000	25,000	-
Engineering CADD System	16,000	16,000	-
<b>Total</b>	<b>\$ 801,000</b>	<b>\$ 321,000</b>	<b>\$ 480,000</b>

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$573,089	\$609,841	\$608,240	\$617,541
Overtime	27,923	35,700	52,994	36,400
Benefits	<u>301,911</u>	<u>261,089</u>	<u>254,785</u>	<u>263,171</u>
Subtotal	902,923	906,630	916,019	917,112
<b><u>CONTRACTUAL SERVICES</u></b>				
Professional Development	0	5,450	5,450	5,450
Audit & Consulting	16,011	27,800	27,800	27,910
Insurance	9,342	12,157	12,157	11,961
Building Rental	0	0	0	9,000
Computer Maintenance	7,631	6,580	7,833	6,750
Other Contractual Services	44,584	30,500	29,800	30,500
Licenses	8,000	8,000	8,000	8,000
Vehicle & Equipment	<u>411,832</u>	<u>428,900</u>	<u>406,577</u>	<u>434,600</u>
Subtotal	497,401	519,387	497,617	534,171
<b><u>SUPPLIES &amp; MATERIALS</u></b>	65,756	87,625	89,926	87,625
<b>Total Operations and Maintenance</b>	1,466,080	1,513,642	1,503,562	1,538,908
<b><u>DEBT SERVICE</u></b>				
Principal	465,000	470,000	470,000	447,000
Interest Expense	47,345	59,136	59,136	45,024
Amortization of Debt Expense	<u>1,790</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	514,135	529,136	529,136	492,024
<b>GRAND TOTAL</b>	<b><u>\$1,980,215</u></b>	<b><u>\$2,042,778</u></b>	<b><u>\$2,032,698</u></b>	<b><u>\$2,030,932</u></b>
<b>Full-Time Equivalent</b>	10.86	10.92	10.65	10.59

**REVENUE COMMENT:**

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2013 was \$39.72 per Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The proposed annual stormwater rate for 2014 is \$39.64 per ERU. The impact of this on the typical residential customer will be a decrease \$0.08 per quarter, or a 0.20% decrease.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
User Fees				
Residential	\$772,951	\$767,000	\$767,000	\$786,000
Non-Residential	1,406,468	1,408,000	1,406,000	1,379,000
Non-Use Credit	(127,788)	(133,000)	(133,000)	(134,000)
Late Payment Charge	13,425	13,000	13,500	13,500
Interest Income	<u>684</u>	<u>1,000</u>	<u>650</u>	<u>600</u>
Total	<u>\$2,065,740</u>	<u>\$2,056,000</u>	<u>\$2,054,150</u>	<u>\$2,045,100</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 2014, the Utility will serve 24,353 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	8
Sewer Maintenance Worker	2
	<u>16</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>Administration (Hours)</u>	11,565	11,565	11,565	11,565
<u>Customer Accounts (#)</u>	24,299	24,290	24,312	24,327
<u>Collection System (Miles)</u>	316	319	319	319
<u>Treatment Plant Operation</u>				
Gallons (Billion)	4.38	5.25	5.28	5.25
Suspnd Solids (Pounds/Million)	7,191	7,500	7,885	7,500
BOD (Pounds/Million)	6,518	6,700	7,778	7,000
<u>Laboratory Operations (#)</u>				
Samples	6,425	7,552	6,382	6,410
Tests	19,944	23,235	19,844	19,963
<u>Sludge Disposal</u>				
Gallons (Million)	17.07	16.70	17.16	17.13
	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
General Administration	\$838,685	\$869,896	\$879,620	\$907,847
Customer Accounts	261,530	255,980	247,503	255,883
Plant Oper/Maintenance	1,655,965	1,641,144	1,535,487	1,627,045
Laboratory Operations	192,457	204,920	193,230	206,328
Sludge Disposal	438,235	480,352	408,228	468,230
Collection Maintenance	734,676	804,086	857,844	973,538
Meter Maintenance	<u>306,451</u>	<u>328,770</u>	<u>329,000</u>	<u>334,198</u>
Total Operation & Maintenance	4,427,999	4,585,148	4,450,912	4,773,069
Depreciation	3,412,697	3,717,000	3,408,000	3,517,000
Interest Expense	817,759	834,800	834,800	778,376
Other Expenses	<u>59,045</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Total Expenses	8,717,500	9,201,948	8,758,712	9,133,445
Principal Payment	3,534,000	3,259,000	3,259,000	3,173,000
Capital	<u>2,717,696</u>	<u>1,194,313</u>	<u>2,814,285</u>	<u>4,288,140</u>
Grand Total	<u>\$14,969,196</u>	<u>\$13,655,261</u>	<u>\$14,831,997</u>	<u>\$16,594,585</u>

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

This budget provides for a continuation of present service levels and the operating budget increases \$187,921. No rate increase is proposed.

Personal Services has a net increase of \$50,945 primarily due to the reallocation of 1.10 FTE engineering employees from Special Assessments (\$102,067), economic adjustment (\$74,904), a change in an employee's Operators grade status (\$19,720), changes in retiree health insurance (\$17,246), 0.05 FTE Customer Service from Water (\$4,040), 0.05 FTE from Parks (\$3,922), 0.09 FTE Seasonal (\$1,585), and an addition of an intern (\$6,459 or 0.29 FTE). These increases are partially offset by the elimination of a Waste Treatment Plant Operator and Wastewater Maintenance Worker positions (\$179,038 or 2.00 FTE).

Contractual Services has a net increase of \$136,976 primarily due to increases in electricity (\$28,736), contractual services for inspections and protection plans for equipment (\$72,500), computer maintenance (\$7,534), and auditing/consulting expenses for the updating of the Collection System Master Plan to reflect the most updated population projections for the community (\$40,120). These increases are partially offset by decreases in water and wastewater expenses (\$14,830), and landfill fees (\$5,000).

Supplies and Materials remains the same from last year.

Capital Outlay includes improvements to the sanitary sewer collection system including the upgrading of a failing lift station, construction of a pretreatment facility for industrial use and the Wastewater Utility's portion of software/technology projects. These projects will be funded by General Obligation Notes and/or Special Assessments (\$4,199,000). Replacement of laboratory equipment, vehicles, minor infrastructure and other smaller capital items will be funded through User Fees (\$7,140). \$82,000 in eligible assets will be funded through the Replacement Fund.

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

Sanitary Sewer Lining	\$ 750,000
Inflow/Infiltration Reduction Program	125,000
Pretreatment Facility	3,210,000
Van Buren Lift Station upgrading	53,000
Technology Projects	20,000
GIS Enhancements	25,000
Engineering CADD System	<u>16,000</u>
Subtotal	<u>\$ 4,199,000</u>

**USER FEES/GRANT FUNDS**

Replacement of IT Equipment	\$ 2,140
Laboratory Equipment	5,000
Subtotal	\$ 7,140

**REPLACEMENT FUND**

Dry Hauler Trailer	\$ 82,000
Subtotal	\$ 82,000
Total	<u>\$ 4,288,140</u>

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$1,507,262	\$1,525,194	\$1,478,509	\$1,555,269
Overtime	49,092	49,600	44,440	50,600
Benefits	679,435	655,727	670,982	675,597
Miscellaneous Benefits	<u>12,557</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	2,248,346	2,234,721	2,198,131	2,285,666
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	543,948	584,370	578,571	599,412
Postage	24,894	30,400	24,750	30,400
Professional Development	11,766	17,620	11,930	16,720
Auditing/Consulting	44,480	34,700	20,000	74,820
Building Maintenance	22,643	31,500	30,000	31,027
Insurance	72,104	79,142	79,142	81,167
Computer Services	39,901	41,161	38,800	48,695
Other Contractual Services	75,799	109,500	93,150	109,500
Wastewater Testing	11,945	21,000	14,800	21,000
Sewer TV/Repair	328,316	482,000	470,000	482,000
Payment to Contractors	85,511	0	0	72,500
Landfill Fees	11,750	50,000	17,500	45,000
Vehicle Oper/Maintenance	158,460	115,850	143,600	116,550
Meter Expense	<u>306,451</u>	<u>328,770</u>	<u>329,000</u>	<u>334,198</u>
Subtotal	1,737,967	1,926,013	1,851,243	2,062,989
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	<u>441,686</u>	<u>424,414</u>	<u>401,538</u>	<u>424,414</u>
Total Oper/Maintenance	<u>\$4,427,999</u>	<u>\$4,585,148</u>	<u>\$4,450,912</u>	<u>\$4,773,069</u>

**REQUIRED RESOURCES (Continued)**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
Total Oper/Maintenance	\$4,427,999	\$4,585,148	\$4,450,912	\$4,773,069
Interest on Debt	817,759	834,800	834,800	778,376
Principal Payment	3,534,000	3,259,000	3,259,000	3,173,000
Cost of Laterals/Merchandise	5,692	0	0	0
Service Charge	45,956	50,000	50,000	50,000
Capital (User Fees & Direct Pay)	<u>417,115</u>	<u>38,313</u>	<u>208,313</u>	<u>7,140</u>
Subtotal	9,248,521	8,767,261	8,803,025	8,781,585
Amortization of Debt	7,397	15,000	15,000	15,000
Depreciation	3,412,697	3,717,000	3,408,000	3,517,000
Capital (Debt Funded)	2,300,581	1,156,000	2,605,972	4,199,000
Capital (Replacement)	<u>0</u>	<u>0</u>	<u>0</u>	<u>82,000</u>
<b>GRAND TOTAL</b>	<b><u>\$14,969,196</u></b>	<b><u>\$13,655,261</u></b>	<b><u>\$14,831,997</u></b>	<b><u>\$16,594,585</u></b>
Full-Time Equivalent	28.78	30.93	29.18	28.57

**REVENUE COMMENT:**

As revenues are projected to be adequate for 2014, there is no rate increase proposed.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
Residential	\$6,125,982	\$6,013,000	\$6,106,000	\$6,110,000
Commercial	1,516,744	1,494,000	1,463,000	1,463,000
Industrial	673,376	388,000	417,000	417,000
Public Authority	225,986	245,000	230,000	230,000
Surcharge	563,125	458,000	364,000	364,000
Pretreat/Reserve	52,316	34,000	33,000	34,000
Forfeited	91,887	90,000	70,900	90,000
Electricity Generation	132,667	175,000	180,000	175,000
Misc. Revenue	<u>92,225</u>	<u>200,000</u>	<u>90,000</u>	<u>175,000</u>
Subtotal	9,474,307	9,097,000	8,953,900	9,058,000
Interest Income	32,200	40,000	56,500	50,000
Capital Contributions	<u>320,136</u>	<u>200,000</u>	<u>170,000</u>	<u>0</u>
Total	<b><u>\$9,826,643</u></b>	<b><u>\$9,337,000</u></b>	<b><u>\$9,180,400</u></b>	<b><u>\$9,108,000</u></b>
Operating Cash 12/31	\$770,144	\$1,516,200	\$1,492,317	\$1,509,667
Debt Service Cash 12/31	\$0	\$670,012	\$492,191	\$277,256

**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, 368 miles of distribution mains, 24,555 meters and 2,572 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 10 million gallons a day, reaching a peak of around 17 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, the water supply is treated with chlorine and fluoric acid. A regular daily testing program is conducted, which includes testing for chlorine and fluoride residuals and total coliform bacteria. The distribution system requires continual maintenance to repair leaks, maintain valves, meters and hydrants, which are conducted routinely, and in case of emergency, coverage is provided 24 hours a day, seven days a week.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

<u>Administration (Hours)</u>	9,641	9,641	9,641	9,641
<u>Customer Accounts (#)</u>	24,458	24,453	24,470	24,484
<u>Pumping</u>				
Gallons (Billion)	3.60	3.90	3.90	3.60
<u>Water Treatment (#)</u>				
Samples	1,275	1,275	1,275	1,275
Tests	2,572	2,572	2,572	2,572
<u>Distribution (#)</u>				
Main Repairs	82	110	120	120
Service Repairs	142	150	150	150
Valves Operated	1,869	1,800	1,200	1,634
Meters Tested	1,331	1,600	1,350	1,400
Hydrants Flushed	2,570	2,570	2,572	2,572

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Pumping	\$880,471	\$993,761	\$1,010,115	\$996,845
Water Treatment	98,356	115,380	104,039	133,430
Distribution	1,056,834	1,114,391	1,120,783	1,135,993
Customer Accounts	225,691	240,606	242,592	243,679
Administration	<u>809,474</u>	<u>745,717</u>	<u>714,157</u>	<u>701,507</u>
Total Operation & Maintenance	3,070,826	3,209,855	3,191,686	3,211,454
Depreciation	1,636,032	1,825,000	1,778,000	1,635,000
Taxes	1,389,695	1,561,853	1,481,616	1,493,170
Interest Expense	383,193	368,600	363,600	352,745
Other Expenses	<u>43,725</u>	<u>59,330</u>	<u>52,337</u>	<u>59,742</u>
Total Expenses	6,523,472	7,024,638	6,867,239	6,752,111
Principal Repayment	2,376,260	1,941,000	1,941,000	1,495,000
Capital	<u>2,353,762</u>	<u>1,387,110</u>	<u>1,416,980</u>	<u>1,575,570</u>
Grand Total	<u>\$11,253,494</u>	<u>\$10,352,748</u>	<u>\$10,225,219</u>	<u>\$9,822,681</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 Operation and Maintenance budget increases \$5,381.

Personal Services has a net increase of \$23,508 primarily due to the reallocation of staff in the engineering departments from Special Assessments (\$58,763 or 0.675 FTE), an Intern (\$4,478 or 0.20 FTE), an increased allocation of a Laborer (\$11,678 or 0.125 FTE) and Parks Leadman (\$4,210 or 0.053 FTE) and economic adjustments (\$54,389). These increases are partially offset by savings from the elimination of the Working Foreman position (\$83,243 or 1.0 FTE), reduction of a Foreman (\$7,166 or 0.025 FTE), reallocation of a Customer Serviceperson (\$2,597 or 0.05 FTE) and a decrease in retiree insurance (\$18,267).

Contractual Services has a net decrease of \$24,281 primarily due to the reduction of studies required for the coming year.

Supplies and Materials have a net increase of \$6,154 primarily due to the increase in cost of materials being projected.

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 (\$1,036,000). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, building restoration, and other smaller Utility capital items will be funded through User Fees (\$539,570).

**G.O. NOTE**

Undersized Main Replacement	\$ 700,000
Lead Service Replacement	225,000
Valve & Manhole Rehab/Replacement	50,000
Technology Projects	20,000
Engineering CADD System	16,000
GIS Enhancements	25,000
Subtotal	<u>\$ 1,036,000</u>

**USER FEES/CONTRIBUTIONS**

Network Computers	\$ 1,070
Meter Replacement	350,000
Hydrant Replacement	30,000
Excavation Safety	5,000
Meter Reading Computer	28,500
Backhoe and Punch replacement	125,000
Subtotal	<u>\$ 539,570</u>
Total	<u>\$ 1,575,570</u>

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$1,263,507	\$1,328,679	\$1,387,994	\$1,347,451
Overtime	86,996	97,000	93,300	99,000
Benefits	411,924	483,230	490,637	482,184
Miscellaneous Benefits	<u>81,340</u>	<u>4,200</u>	<u>5,561</u>	<u>4,200</u>
Subtotal	1,843,767	1,913,109	1,977,492	1,932,835
<b>CONTRACTUAL SERVICES</b>				
Utilities	546,962	556,780	558,102	579,841
Postage	25,503	28,900	27,468	29,870
Professional Development	11,637	16,910	13,500	15,887
Auditing/Consulting	26,835	89,823	40,125	45,020
Building Expense	43,709	42,000	36,500	39,653
Insurance	48,531	50,376	50,376	48,693
Uniform and Tool Expense	0	0	1,250	4,750
Computer Services	35,774	42,661	48,847	46,795
Other Contractual Services	74,475	50,546	58,926	41,706
Vehicle Oper/Maintenance	<u>116,909</u>	<u>127,150</u>	<u>106,300</u>	<u>128,650</u>
Subtotal	930,334	1,005,146	941,394	980,865
<b>SUPPLIES &amp; MATERIALS</b>				
Total Oper/Maintenance	3,070,826	3,209,855	3,191,686	3,211,454
Interest Expense	383,193	368,600	363,600	352,745
Principal Repayment	2,376,260	1,941,000	1,941,000	1,495,000
Cost Merchandise & Jobbing	35,637	39,330	32,337	39,742
Taxes	1,389,695	1,561,853	1,481,616	1,493,170
Capital (User Fees & Developer Pay)	<u>494,550</u>	<u>362,110</u>	<u>537,110</u>	<u>539,570</u>
Subtotal	7,750,162	7,482,748	7,547,349	7,131,681
Depreciation	1,636,032	1,825,000	1,778,000	1,635,000
Amortization Debt	8,088	20,000	20,000	20,000
Capital (G.O. Note/Revenue Bond)	<u>1,859,212</u>	<u>1,025,000</u>	<u>879,870</u>	<u>1,036,000</u>
<b>GRAND TOTAL</b>	<b><u>\$11,253,494</u></b>	<b><u>\$10,352,748</u></b>	<b><u>\$10,225,219</u></b>	<b><u>\$9,822,681</u></b>
<b>Full-Time Equivalent</b>	<b>25.78</b>	<b>25.98</b>	<b>25.48</b>	<b>25.96</b>

**REVENUE COMMENT:**

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 2.54% in 2012 and is estimated to be 5.72% in 2013. The 20.93% rate increase was approved in the 2012 operating budget implemented on 1/1/2013 was intended to yield a rate of return of 5.35%. The rate of return for 2014 is projected to be 6.10%.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
Residential	\$3,089,741	\$3,846,000	\$3,829,000	\$3,832,000
Commercial	1,001,553	1,183,000	1,200,000	1,200,000
Industrial	1,070,640	1,211,000	1,326,000	1,326,000
Public Authority	257,349	272,000	289,000	289,000
Private Fire Protection	47,086	56,000	53,784	56,000
Public Fire Protection	861,001	952,000	1,018,600	1,018,800
Forfeited	54,359	60,000	55,000	60,000
Equipment Rental	40,436	50,000	50,000	50,000
Merchandise & Jobbing	31,454	60,000	40,000	60,000
Miscellaneous Revenue	<u>68,561</u>	<u>64,300</u>	<u>60,400</u>	<u>57,000</u>
Subtotal	6,522,180	7,754,300	7,921,784	7,948,800
Interest Income	15,144	0	1,000	0
Transfers In	0	0	0	0
Capital Contributions	<u>279,399</u>	<u>175,000</u>	<u>175,000</u>	<u>0</u>
Total	<u>\$6,816,724</u>	<u>\$7,929,300</u>	<u>\$8,097,784</u>	<u>\$7,948,800</u>
Rate of Return	2.54%	5.58%	5.72%	6.10%
Operating Cash 12/31	(\$2,159,540)	(\$1,433,627)	(\$1,629,105)	(\$831,986)
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 four buildings: a chapel, an office building, and two 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
Cemetery Clerk (part-time)	<u>1</u>
	<u>3</u>

2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

Number of Burials (includes cremations)	116	115	110	115
Number of Lot Sales	90	85	85	85

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

This budget provides for a continuation of present service levels and increases \$8,719

Personal Services increases \$5,263, primarily due to Economic Adjustments.

Contractual Services increases \$3,456, primarily due water charges (\$1,190), and electricity (\$1,597).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$117,790	\$120,556	\$119,308	\$124,856
Overtime	3,970	4,400	4,700	4,400
Benefits	<u>51,746</u>	<u>39,307</u>	<u>39,833</u>	<u>40,270</u>
Subtotal	173,506	164,263	163,841	169,526
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	9,980	8,800	11,422	11,624
Postage	18	160	160	160
Professional Development	0	950	950	950
Building Expense	425	4,000	3,000	4,000
Insurance	3,458	3,518	3,518	3,450
Other Contractual Services	670	1,000	1,000	1,000
Advertising	422	500	500	500
Vehicle & Equipment	<u>45,076</u>	<u>47,025</u>	<u>47,025</u>	<u>47,725</u>
Subtotal	60,050	65,953	67,575	69,409
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	5,608	8,200	7,000	8,200
<b>GRAND TOTAL</b>				
	<u>\$239,164</u>	<u>\$238,416</u>	<u>\$238,416</u>	<u>\$247,135</u>
<b>Full -Time Equivalent</b>				
	3.92	3.91	3.91	3.91

**REVENUE COMMENT:**

The budgeted revenue from Cemetery activities is \$158,500 and the General Fund annual operating subsidy is remaining constant at \$75,000.

	2012 Actual	2013 Budget	2013 Estimated	2014 Proposed
<b>REVENUE:</b>				
Burials	\$97,595	\$89,800	\$82,150	\$88,500
Grave Sales	68,100	65,000	60,000	65,000
Interest Income	10,031	5,000	5,000	5,000
Transfer -General Fund Subsidy	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total	<u>\$250,726</u>	<u>\$234,800</u>	<u>\$222,150</u>	<u>\$233,500</u>

It is estimated the Cemetery will have a remaining fund balance of \$216,811 as of December 31, 2013, and a balance of \$203,176 at December 31, 2014.

	2012 Actual	2013 Estimated	2014 Proposed
<b>FUND BALANCE:</b>			
Beginning Balance at January 1	\$ 221,515	\$233,077	\$216,811
Revenue	250,726	222,150	233,500
Expense	<u>239,164</u>	<u>238,416</u>	<u>247,135</u>
Total Fund Balance at December 31	<u>\$ 233,077</u>	<u>\$216,811</u>	<u>\$203,176</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.

	2012 Actual	2013 Budget	2013 Estimate	2014 Budget
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**PERFORMANCE MEASURES:**

Workload Measures (#)

Rounds Played

Riverside	34,610	36,030	34,658	36,027
Blackhawk	<u>20,679</u>	<u>22,266</u>	<u>21,279</u>	<u>21,951</u>
Total Rounds Played	55,289	57,578	55,937	57,978

Season Passes Sold	356	358	392	407
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Efficiency Measures

Cost Per Round

Riverside	\$29.24	\$25.79	\$25.62	\$25.86
Blackhawk	\$17.12	\$15.28	\$15.35	\$15.26

Revenue Per 9 Hole Round

Riverside	\$12.85	\$11.61	\$11.54	\$11.71
Blackhawk	\$4.14	\$3.87	\$3.85	\$3.90

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ELEMENT COST:**

Riverside Golf Course	\$1,012,105	\$929,391	\$887,824	\$931,506
Blackhawk Golf Course	<u>354,076</u>	<u>340,171</u>	<u>326,596</u>	<u>334,900</u>
Total	<u>\$1,366,180</u>	<u>\$1,269,562</u>	<u>\$1,214,420</u>	<u>\$1,266,406</u>

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

This budget provides for the continuation of present service levels and decreases \$3,156. An increase in greens fees of 0-3% is proposed.

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

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$9,952	\$5,630	\$9,999	\$5,843
Benefits	<u>4,287</u>	<u>2,311</u>	<u>2,771</u>	<u>2,275</u>
Subtotal	14,239	7,941	12,770	8,118
<b>CONTRACTUAL SERVICES</b>				
Utilities	0	0	2,700	3,600
Professional Development	0	357	239	357
Audit & Consulting	0	5,000	5,000	5,000
Building Expense	0	600	600	600
Insurance	1,080	1,698	1,698	1,235
Other Contractual Services	1,333,652	1,249,966	1,181,863	1,242,996
Park Contractual	600	2,000	1,725	2,000
Vehicle & Equipment	<u>3,630</u>	<u>1,500</u>	<u>7,062</u>	<u>2,000</u>
Subtotal	1,338,961	1,261,121	1,200,887	1,257,788
<b>SUPPLIES &amp; MATERIALS</b>	12,982	500	763	500
<b>GRAND TOTAL</b>	<b><u>\$1,366,181</u></b>	<b><u>\$1,269,562</u></b>	<b><u>\$1,214,420</u></b>	<b><u>\$1,266,406</u></b>
Full-Time Equivalent	0.10	0.10	0.10	0.10

Revenue projections were provided by KemperSports. An increase in greens fees and pass rates of 0-3% is proposed, as approved by the Golf Course Advisory Committee. In addition, a general fund subsidy of \$24,000 is included in the proposed budget.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>RECEIPTS:</b>				
Green Fees	660,557	639,763	616,499	647,983
Cart Rentals	278,564	271,035	244,015	257,249
Beer/Food/Beverages	222,544	219,482	200,797	214,210
Pro Shop	123,820	103,203	110,479	114,974
Range	5,215	6,090	6,535	6,600
Miscellaneous	0	0	2,206	2,203
Sub-Total from Operations	1,290,700	1,239,573	1,180,531	1,243,219
General Fund Subsidy	81,000	81,000	138,000	24,000
Grand Total	<u>\$1,371,700</u>	<u>\$1,320,573</u>	<u>\$1,318,531</u>	<u>\$1,267,219</u>
Total Riverside	<u>\$975,978</u>	<u>\$921,995</u>	<u>\$882,410</u>	<u>\$926,342</u>
Total Blackhawk	<u>\$314,722</u>	<u>\$317,578</u>	<u>\$298,121</u>	<u>\$316,877</u>

**FUND BALANCE:**

The Golf Course Special Revenue Fund has an estimated fund balance of (\$99,269) as of January 1, 2013 and proposes a fund balance of \$5,655 at year ending December 31, 2014.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>FUND BALANCE:</b>				
Beginning Balance at January 1	(\$104,789)	(\$99,270)	(\$99,270)	\$4,841
Revenue	1,371,700	1,320,573	1,318,531	1,267,219
Expense	<u>1,366,181</u>	<u>1,269,562</u>	<u>1,214,420</u>	<u>1,266,406</u>
Total Fund Balance at December 31	<u>(\$99,270)</u>	<u>(\$48,259)</u>	<u>\$4,841</u>	<u>\$5,654</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 2012, 13.4% of the circulation of materials was to township residents.

**POSITIONS:**

Director	1	Librarians	6
Assistant Director	1	Librarians (part-time)	4
Dept Heads/Supervisors	4	Support Staff	7
Operations Coordinator	1	Support Staff (part-time)	51
Public Information Coordinator	1	Custodians	<u>2</u>
Computer Systems Manager	1	Total Positions	<u>79</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
Total Circulation	1,131,907	1,150,000	1,130,000	1,150,000
Total Attendance	734,121	740,000	735,000	750,000
Registered Patrons (Total)	71,876	69,000	71,500	71,000
Programs, Group Visits, Classes, Etc.	727	850	725	750
Participants in All Group Contacts	21,039	28,000	22,550	23,000
Volunteers (Hours)	7,283	7,500	7,425	7,500
	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Administration	\$459,504	\$526,858	\$519,911	\$634,327
Circulation Services	523,426	516,272	515,483	499,965
Operations	421,601	467,771	492,220	477,866
Information Services	598,573	617,088	613,339	583,304
Computer Systems	222,733	233,915	235,028	238,623
Technical Services	814,982	810,559	786,250	755,106
Youth Services	<u>551,945</u>	<u>576,435</u>	<u>574,329</u>	<u>610,532</u>
Operations Subtotal	3,592,764	3,748,898	3,736,560	3,799,723
Debt Service	<u>215,502</u>	<u>225,318</u>	<u>225,318</u>	<u>212,045</u>
Total	<u>\$3,808,266</u>	<u>\$3,974,216</u>	<u>\$3,961,878</u>	<u>\$4,011,768</u>

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

The overall library budget for 2014 will increase \$37,552, and that is due to a remodeling project for the main floor of the library. To fund this project, \$50,000 will come from the Hedberg Public Library fund balance. Therefore, the Tax Levy for 2014 will not increase for library services.

Personal Services increased \$33,673. This is primarily due to Economic Adjustments (\$89,144) and partially offset by turnover and reorganizing of positions resulting in an overall increase in 0.21 FTE but a decrease in cost (\$55,661). The Library had a number of retirements in 2013, and made several changes to staffing. Instead of having a Business Manager position, an Assistant Director will be hired. The duties of the former Business Manager have been distributed amongst several clerical staff, with assistance from City Administrative Services department. Additional changes include moving some staff to the Administration Department of the library (Outreach and Programming staff).

Contractual Services decreases by \$46,522 primarily due to a decrease in Building Maintenance (\$49,039) and savings in Postage (\$3,802), partially offset by an increase in Professional Development (conference attendance and training \$7,755).

Supplies and Materials increased by \$13,674 primarily due to the increased purchase of RFID tags for library materials.

Capital increases \$50,000 for a consultant study of a remodeling project for the main floor of the library.

Transfers for Debt Service decreased \$13,273.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$2,047,262	\$2,071,044	\$2,097,729	\$2,101,925
Overtime	299	0	0	0
Benefits	<u>493,473</u>	<u>544,244</u>	<u>517,920</u>	<u>547,036</u>
Subtotal	2,541,035	2,615,288	2,615,649	2,648,961
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	133,220	145,770	144,620	145,345
Postage	10,376	15,582	8,570	11,780
Professional Development	15,395	15,600	14,306	23,355
Audit & Consulting	4,853	5,400	5,300	5,400
Building Expenses	86,672	129,862	140,000	80,823
Insurance	31,424	32,396	32,506	32,638
Computer Maintenance	124,674	128,705	128,480	130,725
Other Contractual Services	37,710	46,670	39,860	42,302
Advertising	4,881	5,150	5,000	5,150
Vehicle & Equipment	<u>59,628</u>	<u>69,145</u>	<u>66,819</u>	<u>70,240</u>
Subtotal	508,833	594,280	585,461	547,758
<b><u>SUPPLIES &amp; MATERIALS</u></b>	70,627	71,730	70,250	85,404
<b><u>TRANSFERS</u></b>	<u>215,502</u>	<u>225,318</u>	<u>225,318</u>	<u>212,045</u>
<b><u>CAPITAL OUTLAY</u></b>	<u>472,270</u>	<u>467,600</u>	<u>465,200</u>	<u>517,600</u>
<b>GRAND TOTAL</b>	<b><u>\$3,808,266</u></b>	<b><u>\$3,974,216</u></b>	<b><u>\$3,961,878</u></b>	<b><u>\$4,011,768</u></b>
Full-Time Equivalent	47.28	48.13	48.13	47.84

**REVENUE COMMENT:**

The Library Budget for 2014 will increase, but the reason for that is we are planning on remodeling the main area of the library and have budgeted \$50,000 towards starting that project. The \$50,000 for that project will come from our Fund Balance (in 2012 we were not able to get as many Building Maintenance projects done as we had hoped and that money was placed in our Fund Balance). As the library has money available we will not have to request funds as part of the Capital Improvements/Note Issue for 2014.

2012	2013	2013	2014
Actual	Budget	Estimated	Budget

**REVENUES:**

## Tax Levy:

Operations	\$2,986,419	\$2,976,318	\$2,976,318	\$2,989,591
Debt Service	<u>215,502</u>	<u>225,318</u>	<u>225,318</u>	<u>212,045</u>
Subtotal	3,201,921	3,201,636	3,201,636	3,201,636

Applied Funds	0	0	0	50,000
State Exempt Computer Aid	13,560	19,000	19,000	19,000
Fines & Fees	100,894	110,000	100,000	110,000
Rock County & Non-Resident	502,260	483,080	483,080	470,632
Arrowhead Library System	108,261	100,000	100,000	100,000
Miscellaneous	<u>57,502</u>	<u>60,500</u>	<u>60,250</u>	<u>60,500</u>
Total	<u>\$3,984,398</u>	<u>\$3,974,216</u>	<u>\$3,963,966</u>	<u>\$4,011,768</u>

2012	2013	2014
Actual	Estimated	Budget

**FUND BALANCE:**

Undesignated Beginning Balance at January 1	\$430,258	\$606,390	\$608,478
Add: Revenue (Without Applied Fund Balance)	3,984,398	3,963,966	3,961,768
Less: Expenses	<u>3,808,266</u>	<u>3,961,878</u>	<u>4,011,768</u>
Total Fund Balance at December 31	<u>\$606,390</u>	<u>\$608,478</u>	<u>\$558,478</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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**ACTIVITIES:**

Programming (Hours)

Programs	8,042	6,570	7,186	6,800
Community Calendar	685	2,190	1,574	1,960
Total Programs (#)	1,791	1,900	1,924	1,900
Locally Produced	1,079	1,200	1,144	1,200
Imported	673	700	715	700
New Programs (#)	696	700	564	600
Locally Produced	442	420	451	460
Imported	254	250	113	140
Videos uploaded for Internet viewing	211	180	223	200
Number of views online	220,834	30,000	130,000	100,000

**POSITIONS:**

Director JATV Media Services	1
Production Assistant (part-time)	<u>2</u>
	3

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

This budget provides for the continuation of current service levels and decreases \$500.

Personal services increases \$3,974 primarily due to Economic Adjustments (\$2,574) and an additional .105 FTE Administrative Assistant (\$10,676) offset by the elimination of .5 FTE Production Assistant (\$12,315).

Capital Outlay of \$44,650 is proposed which includes replacing the broadcast equipment at City Hall (\$20,000), backup server equipment (\$17,634), and additional studio equipment (\$7,016).

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$96,508	\$112,259	\$112,259	\$115,339
Benefits	<u>12,534</u>	<u>15,007</u>	<u>15,007</u>	<u>15,901</u>
Subtotal	109,041	127,266	127,266	131,240
<b>CONTRACTUAL SERVICES</b>				
Utilities	550	550	550	550
Postage	30	150	30	50
Professional Development	1,458	3,250	1,500	3,500
Audit & Consulting	0	200	200	200
Insurance	972	1,355	976	1,000
Advertising	132	600	2,165	1,200
Vehicle & Equipment	<u>90</u>	<u>800</u>	<u>100</u>	<u>400</u>
Subtotal	3,232	6,905	5,521	6,900
<b>SUPPLIES &amp; MATERIALS</b>				
	15,648	5,829	6,000	6,210
Total Operations and Maintenance	127,921	140,000	138,787	144,350
<b>CAPITAL OUTLAY</b>				
	<u>38,949</u>	<u>49,500</u>	<u>65,545</u>	<u>44,650</u>
<b>GRAND TOTAL</b>				
	<u>\$166,870</u>	<u>\$189,500</u>	<u>\$204,332</u>	<u>\$189,000</u>
<b>Full-Time Equivalent</b>				
	2.17	3.20	2.45	2.81

**REVENUE COMMENT:**

Operating funds from Charter/AT&T have increased slightly since 2012. With the elimination of the PEG fee, JATV no longer receives annual revenue from Charter/AT&T for Capital Funds. However, funds accumulated over the previous years are being used to cover capital expenditures today, such as the improvements to the broadcast equipment at City Hall. Additional funding for JATV comes from donations, tape sales, programming fees, and from the Friends of JATV.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
Charter - Operating Funds	\$151,380	\$158,000	\$140,000	\$165,000
Charter - Capital Funds	37,431	0	0	0
Tape Sales/Fees	232	1,500	600	1,000
Grants & Gifts	2,890	1,500	1,500	1,500
Friends of JATV	<u>0</u>	<u>3,500</u>	<u>1,000</u>	<u>1,500</u>
Total	<u>\$191,933</u>	<u>\$164,500</u>	<u>\$143,100</u>	<u>\$169,000</u>

At the end of 2012 JATV had a Total Fund Balance of \$395,650. In 2013 the Total Fund Balance is estimated to be \$334,418, due to the use of \$65,545 from our Capital Fund Balance (complete renovation of the JATV studio). The proposed Total Fund Balance for 2014 is \$314,418, and the Undesignated Fund Balance portion of that is \$190,251.

	2012 Actual	2013 Estimated	2014 Budget
<b>FUND BALANCE:</b>			
Beginning Undesignated Balance at January 1	\$134,706	\$161,288	\$165,601
Add: Revenue	191,933	143,100	169,000
Less: Expenses	166,870	204,332	189,000
Change in Designated Fund Balance	<u>1,519</u>	<u>65,545</u>	<u>44,650</u>
Undesignated Fund Balance at December 31	161,288	165,601	190,251
Designated for Capital Expenditures	<u>234,362</u>	<u>168,817</u>	<u>124,167</u>
Designated Fund Balance	<u>234,362</u>	<u>168,817</u>	<u>124,167</u>
Total Fund Balance at December 31	<u>\$395,650</u>	<u>\$334,418</u>	<u>\$314,418</u>



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

This budget provides for a decrease in present service levels due to a reduction in federal funding.

Personal Services increases \$11,945 primarily due to Economic Adjustments (\$6,717) and a health insurance change (\$5,228).

Contractual Services has a net decrease of \$165,013 primarily due to decreases in housing rent assistance payments (\$163,800).

Capital Outlay has a net increase of \$2,140 and includes the replacement of 2 computers per the city-wide computer replacement schedule.

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

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$156,154	\$155,715	\$157,982	\$162,435
Benefits	<u>68,286</u>	<u>69,198</u>	<u>69,221</u>	<u>74,423</u>
Subtotal	224,440	224,913	227,203	236,858
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	750	800	800	800
Postage	5,304	6,596	6,464	6,596
Professional Development	2,666	3,385	2,636	3,236
Audit & Consulting	5,383	5,400	5,400	5,600
Building Expense	9,470	11,812	11,812	8,483
Insurance	1,912	2,248	2,248	2,272
Computer Maintenance	6,362	7,088	7,700	8,629
Other Contractual Services	9,897	9,000	7,100	9,300
Housing Payments	2,631,640	2,622,000	2,567,700	2,458,200
Advertising	351	2,000	1,100	2,200
Vehicle & Equipment	<u>326</u>	<u>700</u>	<u>700</u>	<u>700</u>
Subtotal	2,674,060	2,671,029	2,613,660	2,506,016
<b><u>SUPPLIES &amp; MATERIALS</u></b>	2,898	3,500	2,625	2,950
<b><u>DEPRECIATION</u></b>	4,571	4,350	4,350	4,400
<b><u>CAPITAL OUTLAY</u></b>	<u>1,288</u>	<u>0</u>	<u>0</u>	<u>2,140</u>
<b>TOTAL</b>	<b><u>\$2,907,258</u></b>	<b><u>\$2,903,792</u></b>	<b><u>\$2,847,838</u></b>	<b><u>\$2,752,364</u></b>
<b>Full-Time Equivalent</b>	2.70	2.84	2.84	2.84

**REVENUE COMMENT:**

Administrative fees were reduced by HUD in 2013, resulting in an administrative fee proration of approximately 68.5% of the amount we are eligible to receive, and that reduction is anticipated to continue into 2014. Housing assistance payments were significantly reduced by HUD in 2013 as the result of the 2013 federal sequestration order which mandated across the board budget reductions. This lower level of funding is anticipated to remain in place for 2014.

Administrative fees of \$230,800 offset administrative and depreciation expenses of \$294,164, with the balance of \$63,364 coming from Administrative fee equity. Housing Assistance Payments (\$2,413,672) and the planned use of operating reserve (\$44,528) are used to provide direct rent assistance to clients.

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

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUE:</b>				
Administrative Fees	\$288,541	\$238,000	\$250,561	\$230,800
Housing Assistance Payments	<u>2,325,724</u>	<u>2,488,143</u>	<u>2,494,493</u>	<u>2,413,672</u>
Total Revenue	2,614,265	2,726,143	2,745,054	2,644,472
Operating Res.Use (Increase)	<u>292,993</u>	<u>177,649</u>	<u>102,784</u>	<u>107,892</u>
Total Funding	<u>\$2,907,258</u>	<u>\$2,903,792</u>	<u>\$2,847,838</u>	<u>\$2,752,364</u>
<b>FUND EQUITY:</b>				
	12/31/2012 Actual	2013 Budget	2013 Estimated	2014 Budget
Administrative Fee Equity*	\$177,960	\$134,168	\$148,383	\$85,019
Housing Assistance Payments Equity	<u>224,230</u>	<u>90,373</u>	<u>151,023</u>	<u>106,495</u>
Total Fund Equity at December 31	<u>\$402,190</u>	<u>\$224,541</u>	<u>\$299,406</u>	<u>\$191,514</u>

\*The Administrative Equity Includes Investment in Capital Assets of \$38,151 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 and support 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 lead based paint and other housing hazards.
- To assist in the elimination of slums and blight.
- To administer the Federal and State Grant programs in an efficient and cost effective manner.

**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 2014, 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; the implementation of a Lead Hazard Control and Healthy Homes Grant; and on assisting a business located within the floodplain to relocate under the CDBG-Emergency Assistance Program.

**POSITIONS:**

Neighborhood Services Director	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>5</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
Owner Rehabilitation Projects	6	4	8	16
Rental Rehabilitation Units	68	20	25	13
Home Buyer Workshop Participants	160	100	170	140
Home Ownership Down Payment Asst.	41	40	26	42
Home Ownership Rehabilitation	9	14	11	10
Neighborhood Stabilization Projects	7	5	6	4
Lead Hazard Reduc/Healthy Homes Projects	N/A	N/A	N/A	20
Blight Elimination Projects	N/A	N/A	N/A	8

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
<u>Administration *</u>				
General Administration	\$180,357	\$117,960	\$123,844	\$136,124
Neighborhood Development	69,240	54,331	57,616	21,435
Lead Hazard 2013-2016	0	0	0	<u>60,011</u>
Subtotal	249,597	172,291	181,460	217,570
<u>Program Services</u>				
Neighborhood	26,372	31,516	31,096	59,784
Housing	1,687,391	1,945,317	1,166,496	1,503,905
Community Development	7,457	602,000	426,370	180,443
Public Service**	90,784	85,000	85,000	87,000
Lead Hazard 2013-2016	0	0	<u>50,875</u>	<u>350,830</u>
Subtotal	1,812,005	2,663,833	1,708,962	1,831,132
Total	<u>\$2,061,601</u>	<u>\$2,836,124</u>	<u>\$1,890,422</u>	<u>\$2,048,702</u>

\* General administration includes Administration for the Neighborhood Stabilization Program and, Neighborhood Stabilization 3 Program, as well as the CDBG, HOME and prior lead grant 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 change in present service levels and increases \$45,279. Personal services has a net increase of \$41,087 primarily due to an increase in lead grant program management services and economic adjustments (\$5,423), offset by the reallocation of 0.10 FTE (\$10,067) to the property maintenance budget to reflect the administration of the raze or repair process.

Program Services

The budget for Program Services has a net decrease of \$832,701. It provides for increases in the service level for neighborhood, owner occupied rehabilitation, lead hazard reduction, and public service activities; and reductions in the service level for rental rehabilitation, home ownership, housing services delivery, neighborhood stabilization and community development activities.

Neighborhood Activities have a net increase of \$28,268 and includes the addition of 60 hours of pro-active housing enforcement in the CDBG focus area and funding for demolition assistance grants.

Housing Activities have a net decrease of \$441,412 primarily due to decreases in Rental Rehabilitation (\$68,938), Home Ownership (\$21,697), Housing Service Delivery (\$35,843) and Neighborhood Stabilization (\$763,000). These decreases are offset by increases in Owner Rehabilitation (\$97,236) and Lead Hazard Reduction (350,830).

Community Development Activities have a net decrease of \$421,557. Funding was included in 2013 to fund one project designed to purchase, relocate and demolish a property located within the floodplain and damaged during the 2008 flood event. This project is expected to be completed in 2014.

Funding for the following Public Service activities is included in the budget: \$45,000 for ECHO's emergency rent assistance program, \$32,000 for HealthNet of Rock County to provide primary medical care for those without insurance, \$6,000 for the Literacy Connection to provide one-on-one adult literacy education, and \$4,000 for the Boy's and Girl's Club to provide afterschool programming. 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 estimated to be \$87,000 for 2014.

**REQUIRED RESOURCES: ADMINISTRATION**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$169,376	\$108,726	\$109,963	\$131,886
Overtime	2,284	0	0	0
Benefits	<u>48,415</u>	<u>33,887</u>	<u>41,032</u>	<u>51,814</u>
Subtotal	220,076	142,613	150,995	183,700
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	366	400	375	400
Postage	1,969	1,750	1,400	1,500
Professional Development	1,149	2,360	725	1,860
Auditing/Consulting	4,015	7,000	3,400	3,500
Building Rental	9,470	11,812	11,812	12,556
Insurance	2,290	1,503	1,503	1,534
Equipment Maintenance	902	753	1,600	1,350
Other Contractual Services	2,613	500	4,100	4,100
Advertising/Promotions	<u>1,816</u>	<u>1,300</u>	<u>1,300</u>	<u>2,000</u>
Subtotal	24,591	27,378	26,215	28,800
<b><u>SUPPLIES &amp; MATERIALS</u></b>	4,930	2,300	4,250	4,000
<b><u>CAPITAL OUTLAY</u></b>	0	0	0	1,070
<b>ADMINISTRATION TOTAL</b>	<b><u>\$249,597</u></b>	<b><u>\$172,291</u></b>	<b><u>\$181,460</u></b>	<b><u>\$217,570</u></b>
<b>Full-Time Equivalent</b>	4.16	4.13	4.13	3.93

**REQUIRED RESOURCES: PROGRAM SERVICES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>Neighborhood</b>				
Code Enforcement	\$26,372	\$31,516	\$31,096	\$39,784
Blight Elimination	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>
Subtotal	26,372	31,516	31,096	59,784
<b>Housing</b>				
Owner Rehabilitation	358,654	156,888	141,592	254,124
Rental Rehabilitation	315,035	228,190	196,778	159,252
Home Ownership	264,692	425,970	387,494	404,273
CDBG Housing Service Delivery	89,126	151,269	163,753	115,426
Neighborhood Stabilization Program	659,885	983,000	226,005	220,000
Lead Hazard 2013-2016	<u>0</u>	<u>0</u>	<u>50,875</u>	<u>350,830</u>
Subtotal	1,687,391	1,945,317	1,166,496	1,503,905
<b>Community Development</b>				
CDBG Emergency Assistance Program	<u>7,457</u>	<u>602,000</u>	<u>426,370</u>	<u>180,443</u>
Subtotal	7,457	602,000	426,370	180,443
<b>Other CDA Allocations</b>				
Boys & Girls Club <sup>(1)</sup>	3,000	0	0	4,000
Emergency Rent <sup>(1)</sup>	44,550	43,000	43,000	45,000
Healthnet <sup>(1)</sup>	36,834	33,000	33,000	32,000
The Literacy Connection <sup>(1)</sup>	<u>6,400</u>	<u>9,000</u>	<u>9,000</u>	<u>6,000</u>
Subtotal	90,784	85,000	85,000	87,000
<b>PROGRAM TOTAL</b>	<b><u>\$1,812,005</u></b>	<b><u>\$2,663,833</u></b>	<b><u>\$1,708,962</u></b>	<b><u>\$1,831,132</u></b>

<sup>(1)</sup> Public service activities allocated by CDA which benefit low and moderate income individuals.

**REVENUE COMMENT:**

Community Development Block Grant (CDBG) funding for 2014 is budgeted to remain constant at \$471,443, \$92,663 remaining from prior grants, and with program income rising to \$100,590. Overall funding under the Neighborhood Stabilization Programs is estimated to decrease \$833,083 with decreases in our grant allocation of \$189,032 as our allocation is fully expended by the end of 2014 and decreases in program income of \$644,051 as city-owned rehabilitated homes are anticipated to be resold in 2013, and sale proceeds from those owned by our non-profit partner will be retained by them for additional projects. Funding in the amount of \$180,443 is included to complete the purchase, relocation and demolition of a property under the CDBG-EAP Program.

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 is budgeted to remain constant in 2014, with an annual allocation of \$149,296 for Janesville, \$121,411 remaining from prior grants and \$91,000 estimated in program income.

Other State and Federal Grant Programs include: the Homebuyer's Workshops, Wisconsin Rental Energy Program, the Wisconsin Rental Rehabilitation Program, and the Lead Hazard Reduction/Healthy Homes Grant Program.

The balance of the budget is from equity accounts, including prior years' grants and prior years' program income, including the Revolving Loan Fund for home improvement loans.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
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**REVENUES:**

CDBG

Formula Allocation	\$387,940	\$471,443	\$522,403	\$564,106
Program Income	<u>99,548</u>	<u>81,000</u>	<u>97,700</u>	<u>100,590</u>
Subtotal	487,487	552,443	620,103	664,696

NSP

Formula Allocation	\$368,680	\$374,032	\$99,113	\$185,000
Program Income	<u>272,897</u>	<u>644,051</u>	<u>238,415</u>	<u>0</u>
Subtotal	641,577	1,018,083	337,528	185,000

CDBG- Emergency Assistance Prog.

	0	602,000	426,370	180,443
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HOME Consortium

Formula Allocation	145,332	366,268	284,476	270,707
Program Income	<u>122,304</u>	<u>81,000</u>	<u>101,000</u>	<u>91,000</u>
Subtotal	267,637	447,268	385,476	361,707

Other State & Federal Grants

Current Year	484,982	0	139,293	350,830
Program Income	<u>68,869</u>	<u>4,670</u>	<u>5,792</u>	<u>21,100</u>
Subtotal	553,851	4,670	145,085	371,930

Total	<u>\$1,950,552</u>	<u>\$2,624,464</u>	<u>\$1,914,562</u>	<u>\$1,763,776</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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Gas System Operation	\$19,214	\$32,578	\$21,677	\$30,922
Maintenance	30,438	100	8,587	100
Construction Administration	2,619	8,038	6,138	9,983
Quality Control	255	14,420	14,420	14,420
Leachate Disposal	7,889	10,273	5,650	6,273
Legal	<u>102</u>	<u>5,000</u>	<u>100</u>	<u>5,000</u>
Total	<u>\$60,517</u>	<u>\$70,409</u>	<u>\$56,572</u>	<u>\$66,698</u>

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

This budget provides for the continuation of present service levels and decreases \$3,711.

Personal Services has a net increase of \$2,289 due to a retirement and reallocation of engineering staff (\$1,983 or .025 FTE) and Economic Adjustments (\$305).

Contractual Services has a net decrease of \$4,000 due to a reduction in VOM charges.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>PERSONAL SERVICES</b>				
Wages	\$8,264	\$11,678	\$9,785	\$13,745
Overtime	88	0	0	0
Benefits	<u>4,265</u>	<u>4,605</u>	<u>3,667</u>	<u>4,827</u>
Subtotal	12,618	16,283	13,452	18,572
<b>CONTRACTUAL SERVICES</b>				
Utilities	8,291	8,513	7,500	8,513
Professional Development	113	405	150	405
Audit & Consulting	899	7,500	1,100	7,500
Insurance	163	163	0	163
Other Contractual Services	28,102	27,945	33,420	27,945
Vehicle & Equipment	<u>2,741</u>	<u>6,000</u>	<u>450</u>	<u>2,000</u>
Subtotal	40,308	50,526	42,620	46,526
<b>SUPPLIES &amp; MATERIALS</b>				
	7,591	3,600	500	1,600
<b>GRAND TOTAL</b>	<u>\$60,517</u>	<u>\$70,409</u>	<u>\$56,572</u>	<u>\$66,698</u>
<b>Full-Time Equivalent</b>	0.22	0.19	0.19	0.22

**REVENUE**

	2011 Actual	2012 Budget	2012 Estimated	2013 Budget
Transfer from Trust Fund	<u>\$60,517</u>	<u>\$70,409</u>	<u>\$56,572</u>	<u>\$66,698</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 the Sanitation Fund.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>SUPERFUND AGENCY FUND:</b>				
Beginning Fund Balance	\$145,661	\$85,312	\$85,312	\$28,740
Additions to Fund Balance:				
Interest Income	168	0	0	0
Other Revenue (Industry)	0	0	0	0
Transfers -Sanitation Reserved Funds	<u>0</u>	<u>88,835</u>	<u>0</u>	<u>67,000</u>
Subtotal	168	88,835	0	67,000
Reductions in Fund Balance:				
Transfer- Industrial Waste	<u>60,517</u>	<u>70,409</u>	<u>56,572</u>	<u>66,698</u>
Ending Fund Balance	<u>\$85,312</u>	<u>\$103,738</u>	<u>\$28,740</u>	<u>\$29,042</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 one large wheeled cart of trash and bi-weekly collection of up to two large wheeled carts of recyclables.
- To construct, operate and maintain a licensed sanitary landfill according to State law, which will include semi-annual groundwater monitoring, daily litter control, gas collection and monitoring, daily cover of all deposits, dust control and odor control.
- To operate and maintain a clean-fill facility for the disposal of specific non-putrescible wastes.
- To operate drop-off recycling programs for 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 one-person, automated collection vehicles to service approximately 23,700 collection carts under this program.

The City's Recycling Program provides drop off locations for the separate collection of tires and appliances at the Sanitary Landfill and for yard waste at the Composting Facility. It also provides for curbside collection of yard waste for one (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. Curbside collection is accomplished utilizing one-person, automated collection vehicles to service approximately 23,700 collection carts on a bi-weekly basis.

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 2023. 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
Customer Serviceperson (part-time)	1
Working Foreman	1
Equipment Operator	2
Sanitary Equipment Operator	7
Cashier (all are new positions in 2014; all part-time)	5
	<u>18</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
Sanitary Landfill (tons)	156,805	161,100	134,850	110,500
Clean-Fill Site (cubic yards)	25,000	40,000	40,000	45,000
<u>Waste Collection and Recycling Programs</u>				
Billable Units	23,473	23,473	23,677	23,677
Amount Billed/Unit/Year	\$58.00	\$58.00	\$58.00	\$95.35
<u>Tire Recycling</u>				
Tons	191	154	114	154
Contract Processing Cost (per ton)	\$175.00	\$175.00	\$175.00	\$175.00
<u>Appliance Recycling</u>				
Tons	393	500	450	500
Net Operating Cost (per ton)	(\$139.07)	(\$116.40)	(\$107.11)	(\$96.40)

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Solid Waste Collection	\$1,230,790	\$1,052,620	\$1,121,456	\$1,609,531
Solid Waste Disposal	4,244,140	4,340,709	3,450,704	3,279,706
Recycling Program	<u>856,987</u>	<u>797,981</u>	<u>777,660</u>	<u>832,055</u>
Subtotal	<u>6,331,917</u>	<u>6,191,310</u>	<u>5,349,820</u>	<u>5,721,292</u>
Debt Retirement - Landfill	924,346	1,015,191	984,674	1,054,927
Debt Retirement - Automated Collection	0	255,000	285,517	295,125
Transfer for Long Term Care Escrow	226,000	226,000	226,000	226,000
Reserve transfer for Superfund Site	<u>0</u>	<u>0</u>	<u>0</u>	<u>67,000</u>
Subtotal	<u>1,150,346</u>	<u>1,496,191</u>	<u>1,496,191</u>	<u>1,643,052</u>
Total	<u>\$7,482,263</u>	<u>\$7,687,501</u>	<u>\$6,846,011</u>	<u>\$7,364,344</u>

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

This budget provides for an increase in service levels by implementing additional extended hours at the City's yard waste composting site. The proposed additional hours would allow the site to remain open until 7:00 p.m. Monday through Friday, and until 5:00 p.m. on Saturday. These additional extended hours are able to be implemented with overall costs savings by eliminating one full-time landfill attendant and utilizing a pool of 5 part-time cashiers at both the sanitary landfill and the composting facility. This budget also provides for elimination of one full-time equipment operator position and removes funding associated with the vacant Environmental Technician position.

Sanitation Fund operating expenses decrease \$470,017, while debt service and other transfers increase \$146,861. This results in a net decrease in Sanitation Fund expenditures of \$323,157

Personal Services has a net decrease of \$161,464 reflecting: 1) a full year of operating the automated waste collection system which allowed for elimination of two equipment operators (\$21,350 or .58 FTE); 2) elimination of the full-time attendant (Storekeeper) position at the sanitary landfill (\$72,276 or 0.975 FTE); 3) eliminating wages and benefits associated with the vacant Environmental Technician position (\$61,681 or 1.00 FTE); 4) a reallocation of Engineering staff (\$5,081 or 0.138 FTE); 5) elimination of one administrative Foreman position and reallocation of the one remaining Foreman position (\$44,688 or .51 FTE); 6) elimination of a landfill equipment operator position due to retirement effective 7/1/13 (\$39,235 or .494 FTE); 7) a reduction of Seasonal positions (\$14,533 or 0.72 FTE); and, 8) a reduction in Overtime (\$34,876). The reductions associated with the Storekeeper position are partially offset by five new part-time cashier positions serving at both the sanitary landfill and composting facility (\$74,158 or 2.67 FTE). Other offsets include an increase in Retiree Insurance (\$31,420) and Economic adjustments (\$4,019).

Contractual Services has a net decrease of \$285,029 reflecting an adjustment to Utilities expense to better reflect historical trends (\$20,050), an expected reduction in consultant services (\$30,000), a reduction in DNR tonnage fees due to significantly lower waste flow (\$600,000) and a decrease in VOM rental costs due primarily to elimination of one steel-wheel compactor at the sanitary landfill (\$216,900). These decreases are partially offset by an increase of \$585,350 in Other Contractual Services reflecting inclusion, for the first time, of landfill disposal charges for residential waste collected by the City (\$525,000). This expense is offset by the same amount under Sanitary Landfill revenue. Yard waste processing costs are also expected to increase \$75,000.

Supplies and Materials decrease of \$26,525, reflecting lower operating costs associated with significantly lower waste flow.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$1,080,801	\$1,112,376	\$1,042,484	\$1,023,097
Overtime	97,557	95,800	96,325	66,182
Benefits	691,306	569,118	537,865	526,551
Miscellaneous Benefits	4,447	4,200	4,200	4,200
Subtotal	1,874,112	1,781,494	1,680,874	1,620,030
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	126,490	168,610	145,010	148,560
Postage	99	100	120	100
Professional Development	2,726	4,040	3,280	3,565
Audit & Consulting	46,100	50,000	0	20,000
Building Expense	1,472	3,000	1,300	3,000
Insurance	26,291	24,911	24,910	24,619
Computer Maintenance	6,339	7,078	5,000	5,642
Other Contractual Services	155,805	189,650	160,850	775,000
Advertising	0	2,452	1,226	1,226
Licenses	2,212,195	2,100,450	1,750,450	1,500,450
Vehicle & Equipment	1,764,459	1,739,700	1,488,900	1,522,800
Subtotal	4,341,975	4,289,991	3,581,046	4,004,962
<b><u>SUPPLIES &amp; MATERIALS</u></b>	111,867	112,825	80,900	86,300
<b><u>CAPITAL OUTLAY</u></b>	3,963	7,000	7,000	10,000
Operation and Maintenance Expenditures	6,331,917	6,191,310	5,349,820	5,721,292
<b><u>TRANSFERS</u></b>				
Debt Retirement	924,346	1,270,191	1,270,191	1,350,052
Long Term Care Escrow	226,000	226,000	226,000	226,000
Reserve Transfer for Superfund Site	0	0	0	67,000
	1,150,346	1,496,191	1,496,191	1,643,052
<b>GRAND TOTAL</b>	<b>\$7,482,263</b>	<b>\$7,687,501</b>	<b>\$6,846,011</b>	<b>\$7,364,344</b>
<b>Full-Time Equivalent</b>	<b>21.35</b>	<b>23.80</b>	<b>22.19</b>	<b>20.88</b>

**REVENUE COMMENT:**

This budget proposes an increase in the solid waste management user fee of \$9.35 per quarterly bill for an annual rate of \$95.35 per billable unit per year. The 2013 rate is \$58.00 per year, or \$14.50 per quarter. The proposed user fee increase results in an estimated \$896,166 in additional revenue compared to 2013 Budget.

Sanitary Landfill revenue is expected to decrease \$1,479,900 from 2013 Budget due to significant reductions in waste flow. The City no longer has a contract with Town & Country Sanitation, resulting in a decrease of 50,000 tons of waste from 2013 Budget, and an associated \$1,750,000 in associated revenue. For the first time, residential waste collected by the City will be charged landfill fees of \$35.00 per ton, totaling an estimated \$525,000 in revenue.

This budget proposes to eliminate free disposal of brush waste for City residents at the demolition landfill. The current demolition disposal rate of \$5.50 per cubic yard is proposed. This is expected to increase revenue by an estimated \$125,000.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUES:</b>				
<b>Sanitary Landfill</b>				
Advance Disposal	\$ 103,355	\$ 455,000	\$ 91,000	\$ 88,000
Green County	234,605	210,000	268,000	273,000
Janesville Residential Waste	\$0	\$0	\$0	\$525,000
John's Hauling	357,280	350,000	368,000	525,000
Rock Disposal	779,205	700,000	385,000	420,000
Sherman Sanitation	585,480	630,000	665,000	665,000
Town & Country	1,722,070	1,750,000	1,017,000	0
Waste Management	381,745	402,000	483,000	490,000
All Other Accounts	645,120	647,900	714,000	718,000
Wastes Used as Daily Cover	255,934	258,000	244,000	229,000
Landfill Gas Agreement	<u>70,747</u>	<u>85,000</u>	<u>75,000</u>	<u>75,000</u>
	5,135,540	5,487,900	4,310,000	4,008,000
<b>Demolition Landfill</b>	15,410	25,000	15,000	150,000
<b>Recycling Program</b>				
State Recycling Grant	226,881	227,000	227,000	227,000
Curbside Collection	160,076	170,000	170,000	170,000
Appliance/Metal Recycling	57,035	60,000	50,000	50,000
Tire Recycling	27,525	27,000	27,000	27,000
Bins Sales/Cart Service Fees	<u>3,104</u>	<u>5,000</u>	<u>2,000</u>	<u>5,000</u>
	474,621	489,000	476,000	479,000
<b>Resident Waste Management Fee</b>	<u>951,589</u>	<u>1,361,434</u>	<u>1,373,266</u>	<u>2,257,600</u>
<b>Total Revenue - Sanitation Fund</b>	<u>\$6,577,160</u>	<u>\$7,363,334</u>	<u>\$6,174,266</u>	<u>\$6,894,600</u>

**INCOME STATEMENT:**

The Income Statement shows expenditures and revenue for the Sanitation Fund, as well as reserved and unreserved Fund balance, from 2010 through 2014 Proposed.

	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Budget 2013</u>	<u>Estimated 2013</u>	<u>Proposed 2014</u>
<b>Revenues</b>						
Solid Waste Disposal- User Fees	\$ 6,405,306	\$ 5,742,526	\$ 5,150,950	\$ 5,512,900	\$ 4,325,000	4,158,000
Solid Waste Collection- User Fees	\$ -	\$ 944,878	\$ 951,589	\$ 1,361,434	\$ 1,373,266	2,257,600
Recycling-Material Sales/User Fees	\$ 211,587	\$ 265,248	\$ 247,740	\$ 262,000	\$ 249,000	252,000
Recycling-State Grant	\$ 324,554	\$ 209,833	\$ 226,881	\$ 227,000	\$ 227,000	227,000
<b>Total Revenue</b>	<b>\$ 6,941,447</b>	<b>\$ 7,162,485</b>	<b>\$ 6,577,160</b>	<b>\$ 7,363,334</b>	<b>\$ 6,174,266</b>	<b>\$ 6,894,600</b>
<b>Expenditures</b>						
Solid Waste Collection	\$ 1,152,693	\$ 1,122,045	\$ 1,230,790	\$ 1,052,620	\$ 1,121,456	\$ 1,609,531
Solid Waste Disposal	\$ 4,689,854	\$ 4,384,882	\$ 4,244,140	\$ 4,340,709	\$ 3,450,704	\$ 3,279,706
Recycling	\$ 788,637	\$ 766,425	\$ 856,987	\$ 797,981	\$ 777,660	\$ 832,055
<b>Total Expenditures</b>	<b>\$ 6,631,184</b>	<b>\$ 6,273,352</b>	<b>\$ 6,331,917</b>	<b>\$ 6,191,310</b>	<b>\$ 5,349,820</b>	<b>\$ 5,721,292</b>
<b>Net Operating Income (Loss)</b>	<b>\$ 310,263</b>	<b>\$ 889,133</b>	<b>\$ 245,242</b>	<b>\$ 1,172,024</b>	<b>\$ 824,446</b>	<b>\$ 1,173,308</b>
<b>Transfers</b>						
Transfer In- Health Insurance Rebate	\$ 14,644	\$ 14,970	\$ -	\$ -	\$ -	\$ -
Transfer for DNR Escrow Site 3939	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)	\$ (226,000)	(226,000)
Transfer to Superfund (from reserve)	\$ (49,339)	\$ -	\$ -	\$ -	\$ -	(67,000)
Transfer for Debt Service - Landfill	\$ (266,894)	\$ (892,460)	\$ (924,346)	\$ (1,015,191)	\$ (984,674)	(1,054,927)
Transfer for Debt Service - Auto Coll.	\$ -	\$ -	\$ -	\$ (255,000)	\$ (285,517)	(295,125)
Transfer to G/F	\$ (450,000)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers</b>	<b>\$ (977,589)</b>	<b>\$ (1,103,490)</b>	<b>\$ (1,150,346)</b>	<b>\$ (1,496,191)</b>	<b>\$ (1,496,191)</b>	<b>\$ (1,643,052)</b>
<b>Revenues over Expenditures (deficit)</b>	<b>\$ (667,326)</b>	<b>\$ (214,357)</b>	<b>\$ (905,104)</b>	<b>\$ (324,167)</b>	<b>\$ (671,745)</b>	<b>\$ (469,744)</b>
Fund Balance January 1	\$ 2,985,932	\$ 2,318,606	\$ 2,104,249	\$ 1,199,145	\$ 1,199,145	\$ 527,400
Fund Balance December 31	\$ 2,318,606	\$ 2,104,249	\$ 1,199,145	\$ 874,978	\$ 527,400	\$ 57,656

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
Risk Management	\$96,697	\$104,479	\$78,079	\$107,006
Liability Insurance	284,981	307,500	336,795	351,646
Workers' Compensation	471,881	362,300	358,773	359,071
Property/Other Insurance	169,062	178,917	187,757	188,214
Health, Dental & Vision Insurance	10,206,315	8,744,926	8,735,989	8,757,666
Flex Benefits	154,230	180,000	159,282	150,000
Subtotal	11,383,166	9,878,122	9,856,675	9,913,603
Transfers	0	261,400	261,400	0
Total	<u>\$11,383,166</u>	<u>\$10,139,522</u>	<u>\$10,118,075</u>	<u>\$9,913,603</u>

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

This budget provides for a continuation of present service levels and decreases \$225,919. This budget includes the cost of the mailbox repair transferred from the General Fund Snow Removal budget (\$17,448).

Personal Services has a net increase of \$16,419 primarily due to the cost of mailbox repair (\$13,888) and economic adjustments (\$1,234).

Insurance Expense increases \$39,974 primarily due to projected increase in re-insurance costs.

Transfers to the General Fund decrease by \$261,400.

**REQUIRED RESOURCES**

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$73,587	\$59,841	\$37,934	\$65,779
Benefits	\$21,268	\$17,592	\$13,100	\$28,068
Miscellaneous Benefits	<u>2,800</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Subtotal	97,655	81,633	55,234	98,047
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	239	250	250	250
Postage	438	336	10	10
Professional Development	0	1,260	1,785	1,810
Audit & Consulting	92,683	104,950	94,689	105,950
Insurance	11,178,433	8,998,393	9,013,607	9,015,761
Computer Maintenance	0	0	0	0
Other Contractual Services	3,425	680,000	680,000	680,000
Recruiting Expense	<u>7,710</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Subtotal	11,282,929	9,795,189	9,800,341	9,813,781
<b><u>SUPPLIES &amp; MATERIALS</u></b>				
	2,582	1,300	1,100	1,775
Subtotal	11,383,166	9,878,122	9,856,675	9,913,603
<b><u>TRANSFERS</u></b>				
	<u>0</u>	<u>261,400</u>	<u>261,400</u>	<u>0</u>
<b>GRAND TOTAL</b>				
	<u>\$11,383,166</u>	<u>\$10,139,522</u>	<u>\$10,118,075</u>	<u>\$9,913,603</u>
<b>Full-Time Equivalent</b>	0.93	0.90	0.65	1.09

**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.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES:</b>				
<u>General Administration (Hours)</u>	8,300	8,300	8,300	8,300
<u>Vehicle Maintenance (#)</u>				
Scheduled Work Orders	661	800	700	750
Unscheduled Work Orders (Repairs)	<u>1,901</u>	<u>2,300</u>	<u>2,100</u>	<u>2,100</u>
Subtotal	2,562	3,100	2,800	2,850
Direct Labor (Hours)	6,346	8,600	7,200	8,000
Indirect Labor (Hours)	<u>3,000</u>	<u>3,700</u>	<u>3,500</u>	<u>3,700</u>
Subtotal	9,346	12,300	10,700	11,700
<u>Facility Maintenance (Hours)</u>	625	750	650	750
<u>Support Programs (Hours)</u>	<u>2,100</u>	<u>2,300</u>	<u>2,200</u>	<u>2,300</u>
Total Hours	<u>20,371</u>	<u>23,650</u>	<u>21,850</u>	<u>23,050</u>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ELEMENT COST:</b>				
General Administration	\$453,949	\$467,334	\$461,181	\$414,960
Vehicle Maintenance	2,287,076	2,442,817	2,295,650	2,465,114
Facility Maintenance	158,238	209,705	181,525	189,777
Support Programs	<u>91,495</u>	<u>86,734</u>	<u>79,930</u>	<u>83,428</u>
Subtotal Operating	2,990,758	3,206,590	3,018,286	3,153,279
Capital	<u>1,198,000</u>	<u>1,521,000</u>	<u>1,459,000</u>	<u>1,507,000</u>
Total	<u>\$4,188,758</u>	<u>\$4,727,590</u>	<u>\$4,477,286</u>	<u>\$4,660,279</u>

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

This budget provides for the continuation of present service levels.

Personal Services decreases \$25,213 due primarily to a reduction in retiree health benefits (\$43,040), partially offset by Economic Adjustments (\$17,827).

Contractual Services decreases \$28,998 due to reductions in consultant services (\$15,000), utility costs (\$6,700), insurance (\$6,558), uniform and tool costs (\$1,000) and vehicle and equipment costs (\$2,400). These expenditure reductions are partially offset by an increase in computer maintenance and support costs (\$2,660).

Capital Outlay of \$1,507,000 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**

	2010	2011	2012	2013 Budget	2014 Budget	
<b>Diesel</b>	Gallons	178,375	160,168	170,157	162,000	
	Total Cost	\$ 461,000	\$ 539,275	\$ 582,726	\$ 595,000	\$ 583,200
	Avg. Cost/Gallon	\$ 2.58	\$ 3.37	\$ 3.42	\$ 3.50	\$ 3.60
<b>Gasoline</b>	Gallons	105,860	101,260	105,768	107,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 268,736	\$ 318,983	\$ 342,943	\$ 358,000	\$ 365,700
	Avg. Cost/Gallon	\$ 2.54	\$ 3.15	\$ 3.24	\$ 3.35	\$ 3.45

The following vehicles and equipment are scheduled for replacement in 2014:

**VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2014**

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
1986	4302	Refuse Truck - Rear-load Used	\$ 16,000	28
1992	4115	Semi-tractor - Used	123,000	22
1994	8060	Mower - Zero-turn With Blower	23,000	20
1997	4104	Wheeled Loader	228,000	17
1998	4781	Stump Grinder	45,000	16
1999	4452	Skid Steer	35,000	15
2001	515	Pickup Truck - 4WD 1/2-ton With Cap	24,000	13
2002	4012	Dump Truck - Single Axle With Hook Lift	155,000	12
2002	4032	Dump Truck - Single Axle With Hook Lift	155,000	12
2002	4033	Dump Truck - Single Axle With Hook Lift	155,000	12
2003	4777	Mower	23,000	11
2004	4776	Mower	23,000	10
2004	4778	Mower	23,000	10
2004	4779	Mower	23,000	10
2011	4394	Automated Waste Collection Truck (Lodal)	245,000	3
		Plows, salt spreaders and other attachments	160,000	
		Miscellaneous small equipment	35,000	
		<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$ 1,491,000</b>	
		<b>CAPITAL CARRYOVER FROM 2013</b>		
1986	4301	Refuse Truck - Rear-load Used	\$ 16,000	28
		<b>TOTAL CAPITAL CARRYOVER</b>	<b>16,000</b>	
		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,507,000</b>	

**REQUIRED RESOURCES**

	2012	2013	2013	2014
	Actual	Budget	Estimated	Budget
<b><u>PERSONAL SERVICES</u></b>				
Wages	\$577,707	\$634,610	\$566,762	\$645,325
Overtime	23,773	25,000	34,650	25,400
Benefits	<u>327,136</u>	<u>299,481</u>	<u>243,155</u>	<u>263,153</u>
Subtotal	928,616	959,091	844,567	933,878
<b><u>CONTRACTUAL SERVICES</u></b>				
Utilities	46,045	65,800	57,950	59,100
Professional Development	580	4,050	2,700	4,050
Audit & Consulting	0	15,000	15,000	0
Building Expense	67,562	80,000	75,000	80,000
Insurance	90,452	91,569	91,569	85,011
Uniform and Tool Expense	8,644	10,000	9,000	9,000
Computer Maintenance	16,446	15,340	15,000	18,000
Other Contractual Services	29,873	27,000	22,000	27,000
Vehicle & Equipment	<u>155,389</u>	<u>171,100</u>	<u>155,700</u>	<u>168,700</u>
Subtotal	414,990	479,859	443,919	450,861
<b><u>SUPPLIES &amp; MATERIALS</u></b>	1,647,151	1,767,640	1,729,800	1,768,540
<b><u>TRANSFERS</u></b>	1,198,000	86,000	86,000	0
<b><u>CAPITAL OUTLAY</u></b>	<u>0</u>	<u>1,435,000</u>	<u>1,373,000</u>	<u>1,507,000</u>
<b>GRAND TOTAL</b>	<b><u>\$4,188,758</u></b>	<b><u>\$4,727,590</u></b>	<b><u>\$4,477,286</u></b>	<b><u>\$4,660,279</u></b>
<b>Full-Time Equivalent</b>	12.46	12.33	11.38	12.32

**REVENUE COMMENT:**

The VOM Fund derives its revenue primarily from four (4) sources: General Fund, Sanitation, Utilities and other miscellaneous sources. Revenue decreases \$130,000 from the 2013 budget primarily due to loss of revenue associated with elimination of one steel-wheel compactor at the sanitary landfill. The following table reflects the sources of revenue for the Fund.

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>REVENUE:</b>				
Vehicle Repair	\$731,191	\$775,000	\$783,000	\$780,000
Equipment Rental - Operations	2,013,759	2,185,000	2,000,000	2,000,000
Replacement - Capital	1,400,000	1,550,000	1,660,000	1,600,000
Miscellaneous	<u>37,030</u>	<u>50,000</u>	<u>37,000</u>	<u>50,000</u>
Total	<u>\$4,181,979</u>	<u>\$4,560,000</u>	<u>\$4,480,000</u>	<u>\$4,430,000</u>

	2012 Actual	2013 Estimated	2014 Budget
<b>OPERATING CASH:</b>			
Beginning Cash Balance	\$57,404	\$10,636	\$12,350
Operating Revenue	2,943,990	3,020,000	3,180,000
O & M Expenditures	2,990,758	3,018,286	3,153,279
Adjust for Changes	<u>0</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$10,636	\$12,350	\$39,071
<b>CAPITAL REPLACEMENT CASH:</b>			
Beginning Cash Balance	\$882,338	\$401,789	\$402,789
Replacement Revenue	1,223,404	1,460,000	1,250,000
Capital Outlay	<u>1,703,953</u>	<u>1,459,000</u>	<u>1,507,000</u>
Cash Balance Capital Replacement	\$401,789	\$402,789	\$145,789
<b>TOTAL CASH</b>	<u>\$412,425</u>	<u>\$415,139</u>	<u>\$184,860</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>

	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
<b>ACTIVITIES: ( Hours)</b>				
<b><u>General Fund</u></b>				
General Government	230	308	230	288
Public Safety	170	195	188	226
Public Works	5,123	5,642	4,959	5,951
Leisure Services	1,253	778	1,304	1,350
Parks	<u>148</u>	<u>199</u>	<u>131</u>	<u>157</u>
Subtotal	6,923	7,123	6,812	7,971
<b><u>Special Funds</u></b>				
Oakhill Cemetary	3	9	0	0
Hedberg Public Library	0	0	0	0
Reimbursable Public Works	603	988	595	650
Transit	81	53	152	190
Golf Courses	25	47	23	29
Stormwater Utility	11	0	165	110
Water Utility	573	358	508	635
Wastewater Utility	76	50	52	75
Vehicle Oper/Maintenance	226	355	321	401
CDBG	2	1	110	138
Industrial Waste	179	254	160	130
Sanitation	<u>278</u>	<u>297</u>	<u>310</u>	<u>310</u>
Subtotal	2,056	2,411	2,396	2,668
<b><u>Construction Funds</u></b>				
TIF	617	1,709	150	122
Capital Projects	<u>472</u>	<u>698</u>	<u>490</u>	<u>588</u>
Subtotal	1,089	2,407	640	710
<b>Total Hours</b>	<b><u>10,067</u></b>	<b><u>11,940</u></b>	<b><u>9,848</u></b>	<b><u>11,349</u></b>

**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 2014, \$50,000 is proposed for this program.
- (b) Undersize main replacements totaling \$700,000 are proposed for 2014. 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) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2014, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (e) The current CADD software was purchased in 1998. With changes within the industry and to the City's needs, a significant change in CADD software is appropriate. This software is necessary for the Engineering Division to continue to provide services to both internal and external customers. Funds are requested from the General Fund (\$16,000), Water Utility (\$16,000), Wastewater Utility (\$16,000) and Stormwater Utility (\$16,000) and TIF funds (\$16,000).

- (f) The City will continue implementation of the Information Technology Strategic Plan. This plan addresses improving the efficiency of City services and providing citizen satisfaction through the use of information technology. In 2014, funds are requested from the General Fund (\$120,000), Water Utility (\$20,000) and Wastewater Utility (\$20,000) to purchase and upgrade hardware and software for the implementation of specific citywide information technology priority projects.

Wastewater Utility Capital Program

- (a) The Van Buren Lift Station has station has not been upgraded in several years and has been out of service with mechanical problems. The most recent lift station failure was during the June 2013 flood conditions. In 2014, funds are requested to rehabilitate this lift station (\$53,000).
- (b) 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.
- (c) Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. The 2014 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.
- (d) An anaerobic pre-treatment lagoon, owned and operated by the City of Janesville, is proposed to serve the needs in the Conde Road industrial area. This pretreatment facility is intended to be self-supporting. Revenue will generated by the sale of methane to the adjacent industries to cover the \$3,210,000 cost of this project.
- (e) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2014, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (f) The current CADD software was purchased in 1998. With changes within the industry and to the City's needs, a significant change in CADD software is appropriate. This software is necessary for the Engineering Division to continue to provide services to both internal and external customers. Funds are requested from the General Fund (\$16,000), Water Utility (\$16,000), Wastewater Utility (\$16,000) and Stormwater Utility (\$16,000) and TIF funds (\$16,000).
- (g) 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 2014, funds are requested from the General Fund (\$120,000), Water Utility (\$20,000) and Wastewater Utility (\$20,000) to purchase and upgrade hardware and software for the implementation of specific citywide information technology priority projects.

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 2014, 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) 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. In 2014, a storm sewer enhancement project is planned in Rockport Park at an expected cost of \$80,000.
- (c) Storm sewer repair projects totaling \$140,000 have been identified for 2014. Planned projects include: South Jackson Street Storm Sewer Lining (\$40,000) and unspecified location to be identified by the televising program in early 2014.
- (d) Storm Drainage Channels/Ponds – drainage channels needs have been identified for completion in 2014 (\$480,000). These improvements include the Highway 26 greenbelt (\$405,000) and Austin Road greenbelt construction (\$75,000).
- (e) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2014, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (f) The current CADD software was purchased in 1998. With changes within the industry and to the City's needs, a significant change in CADD software is appropriate. This software is necessary for the Engineering Division to continue to provide services to both internal and external customers. Funds are requested from the General Fund (\$16,000), Water Utility (\$16,000), Wastewater Utility (\$16,000) and Stormwater Utility (\$16,000) and TIF funds (\$16,000).

Sanitation Fund Capital Program

- (a) The Wisconsin Department of Natural Resources (WDNR) is requiring operating landfills to implement leachate recirculation to aid in the compaction and decomposition of landfill waste. In 2014, \$275,000 is proposed to begin the implementation.
- (b) The clean-fill disposal Site has reached the maximum desired elevation. The closure will install a final cover on clean-fill disposal site \$225,000. Disposal operations would continue northward from currently-operating site.

Tax Increment Financing Capital Program

- (a) TIF 22 improvements of \$650,000 are proposed for 2014. W. Venture Drive Improvements are proposed to extend sewer / water / paving to the west City limits in support of a building project (\$500,000). In addition, a \$150,000 traffic signal project is proposed for the design and installation of actuated traffic signals at Beloit Avenue and Venture Drive (north leg).
- (b) Improvements are proposed in 2014 for TIF 35 including the extension of a road, water, sanitary sewer and storm sewer into the industrial park (\$2,175,000). Because of the overlay district, TIF 22 will be able to fund the preliminary infrastructure improvements. A fully developed industrial park is a basic necessity in order to attract expanding local and new companies with the accompanying new jobs and tax base.

General Fund Capital Program

- (a) New and Replacement Sidewalk totals \$488,000. This will be used to construct new sidewalks and to replace deteriorated sidewalks and/or sidewalks with other safety deficiencies. Proposed for 2014 is the fourth 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 - \$118,000; Assessable - \$250,000). Also included is the replacement of deteriorated walks (General Fund - \$60,000; Assessable - \$60,000). 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 \$650,000 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 maintain of City streets and make various other improvements to the street network such as intersection improvements. Consistent with Council Policy, in 2014, \$950,000 in borrowing is proposed for this program.
- (d) Major Arterials and Connecting Highways. This category proposes a total of \$173,000 in funding for 2014. There are several projects that provide for preliminary engineering on projects. This funding provides the local match to federal funding in most cases.
  - N Main Street improvements will be designed from Centerway to St. Lawrence Avenue under the STP-Urban program. The total project costs are estimated to be \$1,462,000 with \$1,081,000 provided in Federal STP funds and a local share of \$381,000. Proposed for 2014 is the local share of the design costs (\$53,000).
  - State Highway 11 improvements were designed by the State. The City never funded the local share of STH 11 improvements between Wright Road and USH 14 under DOT Project ID 1704-01-71 that were constructed in 2008. Proposed for 2014 is the local share of design and engineering (\$120,000).
- (e) Bridge repairs and railroad crossing maintenance of \$50,000 is proposed for 2014. Improvements include Palmer Drive bridge repairs at Spring Brook: \$25,000 for concrete pier repair and culvert bottom prep and painting, and \$25,000 for one railroad crossing.
- (f) Jackson Street Bridge is scheduled for replacement in 2014-2015. The design efforts will be funded in 2014, while the construction efforts will be funded in 2015. The total cost is estimated at \$6,864,000, with and 80% federal share of \$5,491,200 and a 20% local share of \$1,372,800. Proposed for 2014 is the local share of design (\$113,600).
- (g) East Milwaukee Street Bridge is scheduled for rehabilitation in 2014. The estimated cost is \$50,000 and the repair will be timed with E. Milwaukee Street rehabilitation.
- (h) The Sharon Road Bridge is eligible for federal funding to rehabilitate the structure based on the current sufficiency rating. Public Works submitted an application to Rock County and WisDOT for funding. The total project cost is estimated at \$148,000, with the local share at \$29,600.
- (i) 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.

- (j) 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 2014, with improvements proposed for the Zonta park (\$40,000).
- (k) This project will complete Sandhill Drive Park (\$45,000) with grading and seeding as well as playground equipment. The subdivision around the park is expanding with new home development. Currently, the park is not maintained and is not usable by residents.
- (l) The renovation of the basketball and tennis courts at Bond Park is proposed at an estimated cost of \$60,000. The basketball and tennis courts at Bond Park have severe cracking and have limited play value in their current state. The project would resurface the existing basketball court and reduce the number of tennis courts from three to two resurfaced courts.
- (m) Funding is proposed in the amount of \$50,000 for Rockport pool bath house updates. This funding will be used to update restrooms with new toilet fixtures, sinks, partitions, and lighting from the original early 1980's fixtures.
- (n) Proposed for 2014 is \$50,000 for renovations at the Dawson Softball Complex including the repair of concrete around the building, crack sealing asphalt and replacement of the sprinkler system.
- (o) 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 2014.
- (p) A trail extension is proposed along the Fisher Creek trail linking Rockport Park to Court Street. This is a planned extension of trail system to connect west side neighborhoods to trail system. The estimated cost of this project is \$1,025,000 with \$808,000 provided by Federal transportation aid and a City share of \$217,000. The 2014 funding request is for the local share of the design cost (\$23,000).
- (q) Youth Sports Complex improvements consist of includes various improvements to the sports complex, including repainting of metal Quonset Hut (\$6,000); dumpster pad construction with screening fence (\$5,000); constructing an exterior concrete maintenance pad w/ hose bib (\$6,000); asphalt driveway to red storage barn (\$9,000); and new electrical service to Quonset Hut and barn (\$8,000). Funding in the amount of \$34,000 is proposed for these projects in 2014.
- (r) The stone columns located throughout the park and north pavilion are damaged and deteriorating. The Friends of Riverside Park recently reroofed the north pavilion. The columns in this pavilion are in need of repair to support the structure. Funding in the amount of \$50,000 is proposed in 2014.
- (s) 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 \$50,000 provided in private funds and a City share of \$75,000.
- (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 2014, the design for the shelter (\$210,000) and ½ of the estimated construction costs (\$1,050,000) for a total of

\$1,260,000 is proposed. The balance of the estimated construction costs (\$1,050,000) are proposed for 2015.

- (u) 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 2014, and \$3,000,000 in 2015.
- (v) Funding in the amount of \$240,000 is proposed for 2014 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.
- (w) For 2014, \$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.
- (x) Implementing the GIS is an ongoing process with the continuing goals of increasing efficiency, providing updated geographic information and creating high-quality products for city departments and the public. In 2014, funds are requested to enhance the GIS, through increased staff utilization using additional software licenses, improved quality control efforts, establishing and maintaining public GIS access through a website and other services, expanded data acquisition and access for internal use, and other GIS development activities. Funds are requested from the General Fund (\$25,000), Water Utility (\$25,000), Wastewater Utility (\$25,000) and Stormwater Utility (\$25,000).
- (y) The current CADD software was purchased in 1998. With changes within the industry and to the City's needs, a significant change in CADD software is appropriate. This software is necessary for the Engineering Division to continue to provide services to both internal and external customers. Funds are requested from the General Fund (\$16,000), Water Utility (\$16,000), Wastewater Utility (\$16,000) and Stormwater Utility (\$16,000) and TIF funds (\$16,000).
- (z) A 2-Way Radio System update is proposed to update Public Works/Transit radio systems to digital capability which can be interoperable with other public safety agencies. In 2014, funding of \$500,000 is proposed.
- (aa) 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 2014, 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.
- (bb) 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 2014, funds are requested from the General Fund (\$120,000), Water Utility (\$20,000) and Wastewater Utility (\$20,000), to obtain consulting services and purchase hardware and software for the implementation of specific citywide information technology priority projects.

- (cc) Funding in the amount of \$50,000 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.
- (dd) Approximately 1,500 existing street light fixtures would be changed from High Pressure Sodium bulbs to LED. This project includes all of the city-owned metered streetlights. The estimated cost is \$1,071,000 with a Focus on Energy grant estimated at \$76,000 and funding from the 2014 note of \$995,000. This project is estimated to save \$60,000 each year in electricity costs as well as labor and materials.
- (ee) Several pieces of Fire equipment are scheduled for replacement in 2014. In 2014, the replacement of a 1998 LaFrance rescue-pumper and a 2000 LaFrance rescue-pumper are requested for a total cost of \$1,308,000. Both of these vehicles have frequent maintenance issue and excessive downtime, and need to be replaced.
- (ff) Fire SCBA (Self Contained Breathing Apparatus) replacement consists of 60 high pressure Self Contained Breathing Apparatus, 85 spare air cylinders and a total of 90 face pieces, one for each line firefighter. This purchase will also include a new breathing air compressor including a remote fill station and two Rescueaire II rapid intervention packs. This will replace equipment that was purchased in the fall of 2000. Our present SCBA air cylinders have a 15 year life span. When they reach this age, they can no longer legally be filled with air.
- (gg) The initial purchase of the current fleet of buses began in 2002; these buses will be eligible for replacement in 2014. A total of 8 buses are schedule for replacement. In 2014, two buses are proposed at a total cost of \$960,000, with 80% (\$768,000) provided in federal funds and a local share of 20% (\$192,000).
- (hh) Funding is included for several small Transit capital projects (\$28,800) including replacement of bus stop signs (\$9,000), shop equipment (\$10,000), capital repair parts (\$40,000), and passenger shelters (85,000). Transit projects are funded 80% from the Federal Transit Act (\$115,200) and the project local share of \$28,800 at 20%.
- (ii) 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. In order for us to be compatible with the County, we must implement a change at the same time. In 2014, \$75,000 is provided for this purpose.

<b>ELEMENT COST:</b>	2013	2014
	Estimated	Proposed
<i><u>Water Utility Capital Program</u></i>		
System Improvements:		
Manhole and Valve Replacement	\$35,000	\$50,000
Undersize Main Replacement	705,000	700,000
Lead Service Replacement	<u>120,000</u>	<u>225,000</u>
Subtotal	860,000	975,000
System Expansion:		
Development Main Extensions	<u>10,000</u>	<u>0</u>
Subtotal	10,000	0
Other Capital Projects:		
GIS System Enhancements	0	25,000
Engineering CADD System Replacement	0	16,000
Technology Enhancements	<u>30,000</u>	<u>20,000</u>
Subtotal	30,000	61,000
Total Water Utility	<u>\$900,000</u>	<u>\$1,036,000</u>
<i><u>Wastewater Utility Capital Program</u></i>		
System Improvements:		
Lift Station Upgrade	0	53,000
Inflow/Infiltration Reduction	360,000	125,000
Sewer Lining	780,000	750,000
Collection System Reinforcements	<u>125,000</u>	<u>0</u>
Subtotal	1,265,000	928,000
System Expansion:		
Development Sewer Extensions	<u>85,000</u>	<u>0</u>
Subtotal	85,000	0
Other Capital Projects:		
Pretreatment Facility	0	3,210,000
GIS System Enhancements	0	25,000
Engineering CADD System Replacement	0	16,000
Technology Enhancements	30,000	20,000
Heat Exchanger	<u>135,000</u>	<u>0</u>
Subtotal	165,000	3,271,000
Total Wastewater Utility	<u>1,515,000</u>	<u>4,199,000</u>

	2013 Estimated	2014 Proposed
<i><u>Stormwater Utility Capital Program</u></i>		
System Improvements:		
Manhole Rehabilitation/Replacement	0	60,000
Storm Sewer Enhancements	0	80,000
Storm Sewer Repairs	<u>0</u>	<u>140,000</u>
Subtotal	0	280,000
System Expansion:		
Channels/Ponds	<u>0</u>	<u>480,000</u>
Subtotal	0	480,000
Other Capital Projects:		
Engineering CADD System Replacement	0	16,000
GIS Enhancements	<u>0</u>	<u>25,000</u>
Subtotal	0	41,000
Total Stormwater Utility	<u>\$0</u>	<u>\$801,000</u>
<i><u>Sanitation Fund</u></i>		
Construction		
Clay Procurement	\$1,000,000	\$0
Leachate Recirculation System	<u>0</u>	<u>275,000</u>
Subtotal	\$1,000,000	\$275,000
Closure:		
Phase 1 Closure	\$1,050,000	\$0
Clean-fill Disposal Site Closure	<u>0</u>	<u>225,000</u>
Subtotal	\$1,050,000	\$225,000
Other Capital Projects:		
Replace Stationary Compactors and Containers	<u>80,000</u>	<u>0</u>
Subtotal	\$80,000	\$0
Total Sanitation Fund	<u>\$2,130,000</u>	<u>\$500,000</u>
<i><u>Tax Increment Financing Capital Program</u></i>		
TIF 21 Rail Spur and Drainage	350,000	0
TIF 22 W. Venture Drive & Traffic Signal	0	650,000
TIF 22/35 Infrastructure - Design and Construction	<u>0</u>	<u>2,175,000</u>
Total TIF	<u>\$350,000</u>	<u>\$2,825,000</u>

	2013 Estimated	2014 Proposed
<b>ELEMENT COST CONTINUED:</b>		
<i>General Fund Capital Program</i>		
Infrastructure Maintenance and Extensions:		
New and Replacement-Sidewalks	617,000	488,000
Curb & Gutter Replacement & Reconstruction	554,000	650,000
Street Maintenance and Improvements	950,000	950,000
Major Arterials and Connecting Highways:		
River St. Reconstruction - Court to Racine	442,000	0
Milton Ave. Reconst. - Centerway to Kennedy (Design)	75,000	0
USH 14 - Lexington to Deerfield (Design)	45,000	0
E. Racine Interchange DOT Project	40,000	0
N. Pearl Street Reconstruction - Court to Highland	343,000	0
N. Main Street Resurfacing	0	53,000
STH 11- Unfunded Design Cost	0	120,000
Bridge Repairs & Railroad Crossing Upgrades	0	50,000
Jackson Street Bridge Replacement (Design)		113,600
E Milwaukee Street Bridge Rehabilitation	0	50,000
Sharon Road Bridge Rehabilitation	<u>0</u>	<u>29,600</u>
Subtotal	\$3,066,000	\$2,504,200
Public Buildings and Grounds:		
Property Acquisitions (Downtown and Neighborhood)	0	150,000
Renovate Playgrounds/Maintain Equipment	40,000	40,000
Renovate Camden Playground	70,000	0
Sandhill Drive Playground	0	45,000
Bond Park Basketball and Tennis Courts	0	60,000
Aquatic Facility Repairs/Updates	50,000	50,000
Renovations to Dawson Softball Fields	50,000	50,000
Repair/Replace Bike Trail	50,000	50,000
Fisher Creek Trail	0	23,000
Youth Sports Complex Building Maintenance	90,000	34,000
Riverside Park North Pavilion	0	50,000
Oakhill Cemetery Maintenance Building	72,000	0
Tallman House	50,000	0
Lower Courthouse Park Ampitheater	0	75,000

	2013 Estimated	2014 Proposed
<b>ELEMENT COST CONTINUED:</b>		
<i>General Fund Capital Program Continued:</i>		
Transit Operations and Maintenance Facility	435,000	0
Animal Shelter	0	1,260,000
Fire Station #1	0	3,000,000
Building Energy Efficiency Improvements	0	240,000
Building Maintenance	0	100,000
Repair of City Services Fuel Island	<u>145,000</u>	<u>0</u>
Subtotal	1,052,000	5,227,000
Equipment and Technology:		
GIS Enhancements	0	25,000
Engineering CADD System Replacement	0	16,000
Radio System Upgrade Public Works/Transit	0	500,000
Golf Course Capital	200,000	200,000
Technology Enhancements	350,000	120,000
Traffic Signal and Street Light Replacement	20,000	50,000
LED Street Lights	0	995,000
Fire Vehicle Replacement	1,375,000	1,308,000
Fire Self Contained Breathing Apparatus Replacement	0	468,000
Bus Replacements	0	192,000
Transit Capital Projects	37,000	28,800
Election Equipment	<u>0</u>	<u>75,000</u>
Subtotal	1,982,000	3,977,800
Total General Fund	<u>\$6,100,000</u>	<u>\$11,709,000</u>
<b>TOTAL MAJOR CAPITAL PROJECTS:</b>	<b><u>\$10,995,000</u></b>	<b><u>\$21,070,000</u></b>
<b><u>APPROPRIATIONS</u></b>	<b><u>149,161</u></b>	<b><u>95,000</u></b>
<b>GRAND TOTAL</b>	<b><u>\$11,144,161</u></b>	<b><u>\$21,165,000</u></b>

**REQUIRED RESOURCES:**

	2013 Estimated	2014 Proposed
<b>Water Utility</b>		
Assessments	\$10,000	\$0
Note Proceeds	<u>890,000</u>	<u>1,036,000</u>
Subtotal	900,000	1,036,000
<b>Wastewater Utility</b>		
Assessments	85,000	0
Note Proceeds	<u>1,430,000</u>	<u>4,199,000</u>
Subtotal	1,515,000	4,199,000
<b>Stormwater Utility</b>		
Assessments	0	480,000
Note Proceeds	<u>0</u>	<u>321,000</u>
Subtotal	0	801,000
<b>Sanitation Fund</b>		
Note Proceeds	2,130,000	500,000
<b>TIF Fund</b>		
Note Proceeds	350,000	2,825,000
<b>General Fund</b>		
Assessments		
Sidewalks	<u>400,000</u>	<u>310,000</u>
Assessments Subtotal	400,000	310,000
Note Proceeds	<u>5,700,000</u>	<u>11,399,000</u>
Subtotal	6,100,000	11,709,000
<b>TOTAL MAJOR CAPITAL PROJECTS</b>	<b><u>\$10,995,000</u></b>	<b><u>\$21,070,000</u></b>
<b>Appropriations</b>		
Maintenance Services	25,000	25,000
Deficit Reduction	111,161	57,000
Deferrals (Interest Costs)	1,000	1,000
Debt Issuance Expense	<u>12,000</u>	<u>12,000</u>
Subtotal	149,161	95,000
<b>GRAND TOTAL</b>	<b><u>\$11,144,161</u></b>	<b><u>\$21,165,000</u></b>

**CITY OF JANESVILLE, WISCONSIN**

Computation of Legal Debt Margin

December 31, 2013

Equalized Value of Real and Personal Property	<u>\$3,793,359,600</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$189,667,980</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt Applicable to Debt Limit at December 31, 2013 (39.62% of Legal Limit)	<u>\$75,155,000</u> *
Remaining Legal Debt Margin	<u>\$114,512,980</u>

\* Does not include Wastewater Utility Revenue Debt in the amount of \$27,908,350.

\* Does not include Water Utility Revenue Debt in the amount of \$2,157,173.

General Obligation Debt Service for 2014 and  
Total Outstanding Indebtedness as of December 31, 2013

			2014		2014 Principal & Interest	12/31/2013		
			Principal	Interest		Principal	Interest	Total
<b>Water Utility</b>								
2006 L.T. Note	1,850,000	Water Utility Impr.	75,000	7,500	82,500	225,000	13,700	238,700
2006A L.T. Note	3,335,000	Water Utility Impr.	300,000	58,125	358,125	1,550,000	140,625	1,690,625
2007 L.T. Note	1,375,000	Water Utility Impr.	75,000	11,531	86,531	300,000	26,625	326,625
2008 L.T. Note	3,050,000	Water Utility Impr.	405,000	39,863	444,863	1,175,000	104,100	1,279,100
2009 L.T. Note	2,145,000	Water Utility Impr.	230,000	36,025	266,025	1,235,000	122,750	1,357,750
2010 L.T. Note	970,000	Water Utility Impr.	100,000	15,225	115,225	700,000	61,087	761,087
2011 L.T. Note	2,510,000	Water Utility Impr.	100,000	58,725	158,725	2,405,000	321,788	2,726,788
2011A L.T. Note	310,000	Water Utility Impr.	15,000	5,638	20,638	280,000	22,431	302,431
2012 L.T. Note	1,170,000	Water Utility Impr.	10,000	21,850	31,850	1,145,000	119,250	1,264,250
2012A L.T. Note	440,000	Water Utility Impr.	-	8,450	8,450	440,000	46,375	486,375
2013 L.T. Note	900,000	Water Utility Impr.	5,000	15,786	20,786	900,000	131,043	1,031,043
2013A L.T. Note	85,000	Water Utility Impr.	-	1,097	1,097	85,000	4,402	89,402
<b>Water Utility Total</b>			<b>\$ 1,315,000</b>	<b>\$ 279,815</b>	<b>\$ 1,594,815</b>	<b>\$ 10,440,000</b>	<b>\$ 1,114,176</b>	<b>\$ 11,554,176</b>
<b>Wastewater Utility</b>								
2006 L.T. Note	2,705,000	Wastewater Utility Impr.	145,000	14,500	159,500	435,000	26,300	461,300
2007 L.T. Note	3,850,000	Wastewater Utility Impr.	300,000	48,575	348,575	1,210,000	108,075	1,318,075
2008 L.T. Note	1,885,000	Wastewater Utility Impr.	250,000	23,569	273,569	700,000	61,541	761,541
2009 L.T. Note	765,000	Wastewater Utility Impr.	80,000	11,550	101,550	405,000	39,362	444,362
2010 L.T. Note	525,000	Wastewater Utility Impr.	50,000	7,613	57,613	350,000	30,544	380,544
2011 L.T. Note	191,000	Wastewater Utility Impr.	200,000	34,500	234,500	1,600,000	158,750	1,758,750
2012 L.T. Note	1,580,000	Wastewater Utility Impr.	151,000	21,375	172,375	1,255,000	105,905	1,360,905
2012A L.T. Note	150,000	Wastewater Utility Impr.	75,000	375	75,375	75,000	375	75,375
2013 L.T. Note	1,515,000	Wastewater Utility Impr.	150,000	24,169	174,169	1,515,000	175,970	1,690,970
2013A L.T. Note	241,000	Wastewater Utility Impr.	122,000	1,013	123,013	241,000	1,311	242,311
<b>Wastewater Utility Total</b>			<b>\$ 1,533,000</b>	<b>\$ 185,239</b>	<b>\$ 1,718,239</b>	<b>\$ 7,786,000</b>	<b>\$ 708,133</b>	<b>\$ 8,494,133</b>
<b>Storm Sewer Utility Improvements</b>								
2006 L.T. Note	140,000	Greenbelt Xings - Drainage Str.	15,000	1,100	16,100	35,000	1,900	36,900
2009 L.T. Note	1,045,000	Storm Improvements	115,000	17,113	132,113	590,000	58,200	648,200
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enhancements	100,000	18,281	118,281	825,000	75,359	900,359
2012 L.T. Note	480,000	Storm Improvements	45,000	6,975	51,975	405,000	35,550	440,550
2012A L.T. Note	200,000	Greenbelt Xings - Drainage Str.	100,000	500	100,500	100,000	500	100,500
2013A L.T. Note	221,000	Greenbelt Xings - Drainage Str.	72,000	1,055	73,055	221,000	1,428	222,428
<b>Storm Sewer Utility Improvements Total</b>			<b>\$ 447,000</b>	<b>\$ 45,024</b>	<b>\$ 492,024</b>	<b>\$ 2,176,000</b>	<b>\$ 172,937</b>	<b>\$ 2,348,937</b>
<b>WRS Internal Service</b>								
2005 Tax GO Note	795,000	WRS Prior Service Costs	39,000	1,814	40,814	39,000	1,814	40,814
2013A L.T. Note	561,000	WRS Prior Service Costs	-	11,056	11,056	561,000	77,185	638,185
<b>WRS Internal Service Total</b>			<b>\$ 39,000</b>	<b>\$ 12,870</b>	<b>\$ 51,870</b>	<b>\$ 600,000</b>	<b>\$ 78,999</b>	<b>\$ 678,999</b>
<b>Library</b>								
2005 Tax GO Note	487,000	WRS Prior Service Costs	24,000	1,116	25,116	24,000	1,116	25,116
2006 L.T. Note	160,000	Soffit Repairs, Automation/Computers	10,000	1,200	11,200	35,000	2,300	37,300
2007 L.T. Note	125,000	Bldg. Maint., Renovations	15,000	1,419	16,419	40,000	2,869	42,869
2008 L.T. Note	225,000	Bldg. Maint., Renovations, Technology	15,000	2,775	17,775	75,000	7,781	82,781
2009 L.T. Note	350,000	Library Bldg. Maint., Renovations, Technology	70,000	875	70,875	70,000	875	70,875
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	15,000	1,061	16,061	55,000	3,455	58,455
2011 L.T. Note	150,000	Bldg Maint., Computer Replacements	25,000	1,750	26,750	100,000	3,500	103,500
2012 L.T. Note	95,000	Bldg Maint., Computer Replacements	20,000	1,100	21,100	80,000	2,800	82,800
2013A L.T. Note	343,000	WRS Prior Service Costs	-	6,749	6,749	343,000	47,013	390,013
<b>Library Total</b>			<b>\$ 194,000</b>	<b>\$ 18,045</b>	<b>\$ 212,045</b>	<b>\$ 822,000</b>	<b>\$ 71,709</b>	<b>\$ 893,709</b>

General Obligation Debt Service for 2014 and  
Total Outstanding Indebtedness as of December 31, 2013

			2014		2014 Principal & Interest	12/31/2013		
			Principal	Interest		Principal	Interest	Total
<b>Sanitation - Waste Management</b>								
2006 L.T. Note	605,000	Closure - Phase 5	62,000	6,120	68,120	184,000	11,000	195,000
2006 L.T. Note	750,000	LT Care Financial Responsibility	75,000	7,500	82,500	225,000	13,500	238,500
2006 L.T. Note	410,000	Site Const - Yr 4	41,000	4,100	45,100	123,000	7,380	130,380
2007 L.T. Note	480,000	Compactor	51,000	7,796	58,796	203,000	17,903	220,903
2007 L.T. Note	300,000	Constr. of Phase II (Yr 1)	32,000	4,830	36,830	126,000	11,045	137,045
2007 L.T. Note	60,000	Horizontal Gas Collection Sys.	6,000	923	6,923	24,000	2,130	26,130
2007 L.T. Note	150,000	Maint. Facility/Fuel Tank	16,000	2,415	18,415	63,000	5,523	68,523
2008 L.T. Note	300,000	Constr. of Phase II (Yr 2)	30,000	5,550	35,550	150,000	15,563	165,563
2008 L.T. Note	30,000	Horizontal Gas Collection Sys.	3,000	555	3,555	15,000	1,556	16,556
2008 L.T. Note	135,000	Maint. Facility/Fuel Tank	12,000	2,845	14,845	75,000	8,419	83,419
2009 L.T. Note	270,000	Constr. of Phase II (Final)	27,000	4,793	31,793	162,000	16,470	178,470
2009 L.T. Note	180,000	Horizontal Gas Collection Sys.	16,000	2,840	18,840	96,000	9,760	105,760
2009 L.T. Note	1,180,000	Ph III - Leachate Upgrade	118,000	20,945	138,945	708,000	71,980	779,980
2009 L.T. Note	140,000	Scale/Scale house Replacement	14,000	2,485	16,485	84,000	8,540	92,540
2009B L.T. Note	180,000	Constr./Closure	50,000	625	50,625	50,000	625	50,625
2009B L.T. Note	120,000	Remediation Gas/Leachate	80,000	1,000	81,000	80,000	1,000	81,000
2010 L.T. Note	240,000	Odor Remediation Project	25,000	3,808	28,808	175,000	15,272	190,272
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	4,313	29,313	200,000	19,844	219,844
2012 L.T. Note	3,150,000	Automated Waste Collection Equipment	255,000	40,125	295,125	2,325,000	205,050	2,530,050
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	24,800	184,800	1,440,000	126,400	1,566,400
2012A L.T. Note	22,000	Constr./Closure	13,680	69	13,749	13,880	68	13,748
2012A L.T. Note	83,000	Site Const - Yr 2	36,320	182	36,502	36,320	182	36,502
2013A L.T. Note	525,000	Site Const - Yr 3	53,000	436	53,436	104,000	564	104,564
<b>Sanitation - Waste Management Total</b>			<b>\$ 1,201,000</b>	<b>\$ 149,052</b>	<b>\$ 1,350,052</b>	<b>\$ 6,662,000</b>	<b>\$ 569,773</b>	<b>\$ 7,231,773</b>
<b>TIF Districts &amp; Land Acquisition</b>								
2006 L.T. Note	125,000	TIF #26	55,000	1,100	56,100	55,000	1,100	56,100
2007 L.T. Note	70,000	TIF #22	10,000	1,537	11,537	40,000	3,550	43,550
2008 L.T. Note	590,000	TIF #22	-	25,075	25,075	590,000	112,838	702,838
2008 L.T. Note	325,000	TIF #26	35,000	6,269	41,269	170,000	17,453	187,453
2009 L.T. Note	210,000	TIF #24	20,000	3,850	23,850	130,000	12,800	142,800
2009 L.T. Note	315,000	TIF #27	30,000	5,850	35,850	195,000	20,687	215,687
2009 L.T. Note	100,000	TIF #34	10,000	1,775	11,775	60,000	6,100	66,100
2009B L.T. Note	5,095,000	TIF #22	630,000	91,970	721,970	3,305,000	238,713	3,543,713
2010 L.T. Note	190,000	TIF #26	15,000	4,384	19,384	190,000	14,546	204,546
2010 L.T. Note	865,000	TIF #23	100,000	17,125	117,125	700,000	72,775	772,775
2011 L.T. Note	850,000	TIF #22	110,000	12,400	122,400	675,000	36,650	711,650
2011A L.T. Note	390,000	TIF #25	80,000	4,200	84,200	250,000	7,700	257,700
2012 L.T. Note	400,000	TIF #25	-	8,000	8,000	400,000	47,000	447,000
2012A L.T. Note	260,000	TIF #22	130,000	650	130,650	130,000	650	130,650
2012A L.T. Note	660,000	TIF #26	-	13,200	13,200	660,000	93,700	753,700
2013 L.T. Note	350,000	TIF #21	-	6,022	6,022	350,000	45,722	395,722
2013 Trust Loan	2,085,000	TIF #35	-	-	-	2,085,000	467,326	2,552,326
<b>TIF Districts &amp; Land Acquisition Total</b>			<b>\$ 1,225,000</b>	<b>\$ 203,407</b>	<b>\$ 1,428,407</b>	<b>\$ 9,985,000</b>	<b>\$ 1,199,310</b>	<b>\$ 11,184,310</b>
<b>Special Assessment Fund</b>								
2007 L.T. Note	2,790,000	DPW Infrastructure Impr.	-	-	-	-	-	-
2008 L.T. Note	2,285,000	DPW Infrastructure Impr.	450,000	9,000	459,000	450,000	9,000	459,000
2009 L.T. Note	760,000	DPW Infrastructure Impr.	150,000	6,675	156,675	310,000	9,075	319,075
2010 L.T. Note	285,000	DPW Infrastructure Impr.	60,000	3,100	63,100	185,000	5,650	190,650
2011 L.T. Note	435,000	DPW Infrastructure Impr.	90,000	6,300	96,300	360,000	14,400	374,400
2012 L.T. Note	285,000	DPW Infrastructure Impr.	64,000	5,000	69,000	330,000	15,620	345,620
2013 L.T. Note	400,000	DPW Infrastructure Impr.	-	6,022	6,022	400,000	26,022	426,022
<b>Special Assessment Fund Total</b>			<b>\$ 814,000</b>	<b>\$ 36,097</b>	<b>\$ 850,097</b>	<b>\$ 2,035,000</b>	<b>\$ 79,767</b>	<b>\$ 2,114,767</b>

General Obligation Debt Service for 2014 and  
Total Outstanding Indebtedness as of December 31, 2013

	2014		2014 Principal & Interest	12/31/2013				
	Principal	Interest		Principal	Interest	Total		
<b>GENERAL CITY</b>								
<b>General Government</b>								
2005 Tax GO Note	3,003,000	WRS Prior Service Costs	147,000	6,835	153,835	147,000	6,835	153,835
2006 L.T. Note	200,000	Gen'l Bldg. Repairs	20,000	2,000	22,000	60,000	3,600	63,600
2006 L.T. Note	100,000	Tallman House Tuck Pointing	10,000	1,000	11,000	30,000	1,800	31,800
2006 L.T. Note	350,000	Tech. - CAMA Software	35,000	3,500	38,500	105,000	6,300	111,300
2006 L.T. Note	100,000	Tech. Enhancements	10,000	1,000	11,000	30,000	1,800	31,800
2007 L.T. Note	134,000	Gen'l Bldg. Repairs	14,000	2,153	16,153	56,000	4,970	60,970
2007 L.T. Note	100,000	Tech. Enhancements	11,000	1,646	12,646	43,000	3,748	46,748
2008 L.T. Note	350,000	ERP Phase II	35,000	6,475	41,475	175,000	18,156	193,156
2008 L.T. Note	500,000	Gen'l Bldg. Repairs	50,000	9,250	59,250	250,000	25,938	275,938
2008 L.T. Note	25,000	GIS Enhancements	3,000	555	3,555	15,000	1,556	16,556
2008 L.T. Note	250,000	Municipal Building - Relocate Server Room	25,000	4,625	29,625	125,000	12,969	137,969
2008 L.T. Note	200,000	Tech. Enhancements	20,000	3,700	23,700	100,000	10,375	110,375
2009 L.T. Note	100,000	ERP Phase III	20,000	250	20,250	20,000	250	20,250
2009 L.T. Note	250,000	Gen'l Bldg. Repairs	26,000	4,285	30,285	146,000	14,665	160,665
2009 L.T. Note	250,000	Tallman House	26,000	4,285	30,285	146,000	14,665	160,665
2009 L.T. Note	100,000	Tech. Enhancements	20,000	250	20,250	20,000	250	20,250
2009B L.T. Note	75,000	GIS Hardware/Software	15,000	187	15,187	15,000	188	15,188
2010 L.T. Note	995,000	Gen'l Bldg. Repairs, Tallman House	127,000	14,446	141,446	689,000	54,746	743,746
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	13,000	4,080	17,080	180,000	20,075	200,075
2011 L.T. Note	60,000	Oakhill Cemetery - Capital Projects	4,000	1,198	5,198	53,000	5,866	58,866
2011 L.T. Note	50,000	City Service Center- Storage Building	4,000	1,005	5,005	45,000	4,888	49,888
2011 L.T. Note	300,000	Tallman House	20,000	6,035	26,035	269,000	29,293	298,293
2011 L.T. Note	120,000	Technology Enhancements	25,000	1,250	26,250	75,000	2,250	77,250
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	28,000	4,420	32,420	256,000	22,680	278,680
2012 L.T. Note	185,000	Tallman House	19,000	2,945	21,945	171,000	15,010	186,010
2012 L.T. Note	125,000	Technology Enhancements	25,000	1,375	26,375	100,000	3,500	103,500
2012A L.T. Note	6,000	Gen'l Bldg. Repairs	-	120	120	6,000	600	6,600
2013 L.T. Note	350,000	Technology Enhancements	70,000	4,569	74,569	350,000	15,770	365,770
2013 L.T. Note	145,000	City Service Center- Fuel Island	4,000	2,465	6,465	145,000	20,351	165,351
2013 L.T. Note	72,000	Oakhill Cemetery - Maintenance	2,000	1,238	3,238	72,000	10,482	82,482
2013 L.T. Note	50,000	Tallman House	2,000	848	2,848	50,000	6,982	56,982
2013A L.T. Note	2,111,000	WRS Prior Service Costs	-	41,575	41,575	2,111,000	290,101	2,401,101
2013A L.T. Note	20,000	Gen'l Bldg. Repairs	10,000	84	10,084	20,000	109	20,109
2013A L.T. Note	86,000	Municipal Bldg. - 1st Floor	44,000	368	44,368	88,000	478	88,478
<b>General Government Total</b>			<b>\$ 884,000</b>	<b>\$ 140,018</b>	<b>\$ 1,024,018</b>	<b>\$ 6,183,000</b>	<b>\$ 631,244</b>	<b>\$ 6,794,244</b>
<b>Public Safety</b>								
2006 L.T. Note	80,000	Intersection Pre-emption Units	8,000	800	8,800	24,000	1,440	25,440
2006 L.T. Note	1,155,000	Police Services Constr. - Yr 4 Funding	116,000	11,440	127,440	344,000	20,560	364,560
2006 L.T. Note	150,000	Station #1 Land Acquis.	15,000	1,500	16,500	45,000	2,700	47,700
2007 L.T. Note	190,000	Police Communication Sys.	20,000	3,030	23,030	79,000	6,943	85,943
2007 L.T. Note	350,000	Station #1	37,000	5,644	42,644	147,000	12,933	159,933
2007 L.T. Note	70,000	Vehicles	7,000	1,164	8,164	30,000	2,661	32,661
2008 L.T. Note	60,000	Police Pistol Range Renovation	6,000	1,110	7,110	30,000	3,113	33,113
2008 L.T. Note	125,000	Public Safety Equip.-Police Squads/Fire Act	12,000	2,220	14,220	60,000	6,225	66,225
2008 L.T. Note	35,000	Public Safety Network (T1 for Fire)	4,000	740	4,740	20,000	2,075	22,075
2008 L.T. Note	500,000	Station #1	50,000	9,250	59,250	250,000	25,938	275,938
2009 L.T. Note	230,000	Public Safety Equipment - Fire	48,000	575	48,575	46,000	575	46,575
2009 L.T. Note	65,000	Public Safety Equipment - Police	7,000	1,078	8,078	37,000	3,673	40,673
2009B L.T. Note	52,000	Public Safety Equipment- Police Radios	21,000	263	21,263	21,000	263	21,263
2009B L.T. Note	64,000	Police Services	27,000	338	27,338	27,000	338	27,338
2010 L.T. Note	25,000	Public Safety Equip - GIS Enhancements	5,000	150	5,150	10,000	200	10,200
2011 L.T. Note	500,000	Fire Station #1 - Construction Yr. 3	33,000	10,115	43,115	449,000	49,368	498,368
2011 L.T. Note	1,000,000	Public Safety Equip - Fire Vehicle Replace	66,000	20,233	86,233	898,000	98,959	996,959
2011 L.T. Note	800,000	Public Safety Equip- Public Safety Radios	53,000	16,178	69,178	718,000	79,041	797,041
2012 L.T. Note	80,000	Public Safety Equip- Records Management	8,000	1,260	9,260	73,000	6,430	79,430
2012A L.T. Note	58,000	Ambulance/Pumper	-	1,160	1,160	58,000	5,800	63,800
2012A L.T. Note	370,000	Police Services Constr. - Yr 2 Funding	-	7,400	7,400	370,000	37,080	407,080
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	35,000	21,298	56,298	1,250,000	177,059	1,427,059
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	3,000	2,151	5,151	125,000	18,203	143,203
2013A L.T. Note	28,000	Ambulance	14,000	117	14,117	28,000	152	28,152
2013A L.T. Note	142,000	Police Services Constr. - Yr 3 Funding	71,000	584	71,584	142,000	772	142,772
<b>Public Safety Total</b>			<b>\$ 664,000</b>	<b>\$ 119,805</b>	<b>\$ 783,805</b>	<b>\$ 5,281,000</b>	<b>\$ 562,497</b>	<b>\$ 5,843,497</b>

General Obligation Debt Service for 2014 and  
Total Outstanding Indebtedness as of December 31, 2013

	2014		2014 Principal & Interest	12/31/2013					
	Principal	Interest		Principal	Interest	Total			
<b>Public Works</b>									
2006 L.T. Note	90,000		Downtown Riverwall Railing	9,000	900	9,900	27,000	1,620	28,620
2006 L.T. Note	250,000		Marshall Auditorium (JPAC)	25,000	2,500	27,500	75,000	4,500	79,500
2006 L.T. Note	60,000		Parking Plaza Repairs	6,000	600	6,600	18,000	1,080	19,080
2006 L.T. Note	190,000		River Front Property Acquis.	19,000	1,900	20,900	57,000	3,420	60,420
2006 L.T. Note	75,000		Riverwall Replacement	8,000	800	8,800	24,000	1,440	25,440
2006 L.T. Note	150,000		Transit Equip.	15,000	1,500	16,500	45,000	2,700	47,700
2006 L.T. Note	100,000		Transit Services Bldg. Design	10,000	1,000	11,000	30,000	1,800	31,800
2006 L.T. Note	990,000		DPW Infrastructure Impr.	100,000	9,840	109,840	298,000	17,680	313,680
2007 L.T. Note	475,000		Transit Services Bldg. Design	51,000	7,706	58,706	201,000	17,632	218,632
2007 L.T. Note	1,554,000		DPW Infrastructure Impr.	165,000	25,184	190,184	656,000	57,667	713,667
2008 L.T. Note	1,250,000		Downtown Parking Structure - Yr 1	125,000	23,125	148,125	625,000	64,844	689,844
2008 L.T. Note	780,000		Property Acquisition	78,000	14,430	92,430	390,000	40,482	430,462
2008 L.T. Note	195,000		Salt Storage Building	19,000	3,515	22,515	95,000	9,856	104,856
2008 L.T. Note	70,000		Snow Fighting - GPS & Anti-Ice	7,000	1,295	8,295	35,000	3,631	38,631
2008 L.T. Note	25,000		Transit Capital Projects	3,000	555	3,555	15,000	1,556	16,556
2008 L.T. Note	1,495,000		DPW Infrastructure Impr.	150,000	27,537	177,537	745,000	76,856	821,856
2009 L.T. Note	2,900,000		Downtown Parking Structure - Yr 1	289,000	51,779	340,779	1,748,000	178,330	1,926,330
2009 L.T. Note	598,000		Property Acquisition	58,000	10,880	68,880	366,000	37,357	403,357
2009 L.T. Note	332,000		DPW Flood Remediation	35,000	5,625	40,625	192,000	19,324	211,324
2009 L.T. Note	1,455,000		DPW Infrastructure Impr.	153,000	24,690	177,690	843,000	84,529	927,529
2009B L.T. Note	376,000		DPW Infrastructure Impr.	43,000	538	43,538	43,000	538	43,538
2009B L.T. Note	58,000		Downtown Parking Str.	15,000	188	15,188	15,000	188	15,188
2009B L.T. Note	78,000		East Racine St LGIP	16,000	200	16,200	16,000	200	16,200
2009B L.T. Note	87,000		Transit Buses	23,000	288	23,288	23,000	288	23,288
2010 L.T. Note	1,675,000		DPW Infrastructure Impr.	171,500	25,600	197,100	1,180,500	102,360	1,282,860
2010 L.T. Note	200,000		Property Acquisition	20,000	3,045	23,045	140,000	12,217	152,217
2010 L.T. Note	325,000		Transit Services Bldg., Transit Capital	32,500	4,948	37,448	227,500	19,853	247,353
2011 L.T. Note	2,405,000		DPW Infrastructure Impr.	181,000	47,621	228,621	2,143,000	227,405	2,370,405
2011 L.T. Note	140,000		Property Acquisition	20,000	2,663	22,663	140,000	9,144	149,144
2011A L.T. Note	246,000		DPW Infrastructure Impr.	10,000	3,663	13,663	160,000	18,644	178,644
2012 L.T. Note	125,000		Property Acquisition	13,000	2,015	15,015	117,000	10,270	127,270
2012 L.T. Note	310,000		Property Acquis. - 55 S. River St.	20,000	5,380	25,380	294,000	30,520	324,520
2012 L.T. Note	100,000		Parking Plaza Repairs	10,000	1,590	11,590	92,000	8,200	100,200
2012 L.T. Note	20,000		Traffic Signal Impr.	2,000	310	2,310	18,000	1,580	19,580
2012 L.T. Note	2,020,000		DPW Infrastructure Impr.	205,000	31,926	236,926	1,853,000	183,070	2,016,070
2012A L.T. Note	85,000		Marshall Auditorium	-	340	340	17,000	1,710	18,710
2012A L.T. Note	155,000		Parking Plaza Repairs	-	620	620	31,000	3,110	34,110
2012A L.T. Note	89,000		Traffic Signal Impr.	-	360	360	18,000	1,800	19,800
2012A L.T. Note	132,000		DPW Infrastructure Impr.	-	2,640	2,640	132,000	13,200	145,200
2013 L.T. Note	2,666,000		DPW Infrastructure Impr.	163,000	43,411	206,411	2,666,000	328,379	2,994,379
2013 L.T. Note	435,000		DPW- Transit Operations & Maint. Facility	12,000	7,413	19,413	435,000	61,625	496,625
2013 L.T. Note	37,000		DPW- Transit Capital Projects	7,000	487	7,487	37,000	1,727	38,727
2013 L.T. Note	20,000		Traffic Signal & Street Light Replacement	1,000	331	1,331	20,000	2,529	22,529
2013 L.T. Note	1,050,000		Landfill Closure Ph. 2	102,000	16,804	118,804	1,050,000	123,085	1,173,085
2013 L.T. Note	1,000,000		Clay Procurement	100,000	15,939	115,939	1,000,000	115,688	1,115,688
2013 L.T. Note	80,000		Replace Stationary Compactors & Contain.	8,000	1,275	9,275	80,000	9,255	89,255
2013A L.T. Note	147,000		DPW Infrastructure Impr.	77,000	627	77,627	147,000	802	147,802
2013A L.T. Note	250,000		Marshall Auditorium	25,000	209	25,209	50,000	272	50,272
2013A L.T. Note	90,000		Parking Plaza Repairs	9,000	75	9,075	18,000	98	18,098
2013A L.T. Note	50,000		Traffic Signal Impr.	5,000	42	5,042	10,000	54	10,054
2013A L.T. Note	10,000		Transit Equip.	1,000	8	1,008	2,000	11	2,011
<b>Public Works Total</b>				<b>\$ 2,617,000</b>	<b>\$ 435,917</b>	<b>\$ 3,052,917</b>	<b>\$ 18,658,000</b>	<b>\$ 1,894,106</b>	<b>\$ 20,552,106</b>

General Obligation Debt Service for 2014 and  
Total Outstanding Indebtedness as of December 31, 2013

			2014		2014 Principal & Interest	12/31/2013		
			Principal	Interest		Principal	Interest	Total
<b>Leisure Services</b>								
2006 L.T. Note	255,000	Aquatics Facility Impr.	28,000	2,600	28,600	78,000	4,680	82,680
2006 L.T. Note	110,000	Bike Trail - Rockport Park to Lock Lomond	11,000	1,100	12,100	33,000	1,980	34,980
2006 L.T. Note	160,000	Grade Separation - E Milwaukee Bike Trail	16,000	1,600	17,600	48,000	2,880	50,880
2006 L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	300	3,300	9,000	540	9,540
2006 L.T. Note	100,000	Youth Sports Complex Pavilion	10,000	1,000	11,000	30,000	1,800	31,800
2007 L.T. Note	1,000,000	Aquatics Facility Impr.	108,000	16,378	124,378	427,000	37,504	464,504
2007 L.T. Note	72,000	Renovate Playgrounds/Equip.	7,000	1,164	8,164	30,000	2,661	32,661
2008 L.T. Note	35,000	Renovate Playgrounds/Equip.	3,000	555	3,555	15,000	1,556	16,556
2008 L.T. Note	500,000	Youth Sports	50,000	9,250	59,250	250,000	25,938	275,938
2009 L.T. Note	1,150,000	Ice Arena	116,000	20,280	136,280	686,000	69,565	755,565
2009 L.T. Note	35,000	Renovate Playgrounds/Equip.	4,000	545	4,545	19,000	1,843	20,843
2009 L.T. Note	500,000	Youth Sports	45,000	9,663	54,663	321,000	33,438	354,438
2009B L.T. Note	30,000	Golf Course- Riverside Irrigation System	20,000	250	20,250	20,000	250	20,250
2009B L.T. Note	10,000	Golf Course- Riverside Irrigation System	5,000	63	5,063	5,000	63	5,063
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	2,132	16,132	98,000	8,552	106,552
2010 L.T. Note	100,000	Golf Course - Operating Equipment	10,000	1,522	11,522	70,000	6,109	76,109
2011 L.T. Note	40,000	Renovate Playground Equip.	3,000	803	3,803	36,000	3,869	39,869
2011 L.T. Note	50,000	Skateboard Park	4,000	1,005	5,005	45,000	4,888	49,888
2011 L.T. Note	195,000	Palmer Park - Parking Lot	12,000	3,970	15,970	175,000	19,595	194,595
2011 L.T. Note	100,000	Golf Course - Operating Equipment	7,000	2,010	9,010	89,000	9,880	98,880
2012 L.T. Note	40,000	Renovate Playground Equip.	4,000	640	4,640	37,000	3,330	40,330
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	11,000	1,745	12,745	101,000	8,970	109,970
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	6,000	950	6,950	55,000	4,850	59,850
2012 L.T. Note	200,000	Golf Course - Operating Equipment	20,000	3,160	23,160	183,000	16,250	199,250
2012 L.T. Note	50,000	Repair/Replace Bike Trail	5,000	795	5,795	46,000	4,040	50,040
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	10,000	1,590	11,590	92,000	8,140	100,140
2012 L.T. Note	780,000	Ice Arena Renovation	79,000	12,325	91,325	715,000	62,970	777,970
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	15,000	2,365	17,365	137,000	12,190	149,190
2012A L.T. Note	85,000	Bike Trail Impr.	-	360	360	18,000	1,800	19,800
2012A L.T. Note	80,000	Renovate Playgrounds/Equip.	-	240	240	12,000	1,200	13,200
2012A L.T. Note	90,000	Tennis Courts - Palmer Park	-	360	360	18,000	1,800	19,800
2012A L.T. Note	55,000	Golf Course- Riverside Irrigation System	-	1,100	1,100	55,000	5,550	60,550
2013 L.T. Note	200,000	Golf Course Equipment	40,000	2,611	42,611	200,000	9,011	209,011
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	2,000	1,534	3,534	90,000	12,697	102,697
2013 L.T. Note	70,000	Camden Playground Renovation	2,000	1,199	3,199	70,000	10,090	80,090
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	2,000	848	2,848	50,000	6,981	56,981
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	2,000	848	2,848	50,000	6,981	56,981
2013 L.T. Note	50,000	Aquatics Renovation	2,000	848	2,848	50,000	6,981	56,981
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	1,000	690	1,690	40,000	5,785	45,785
2013A L.T. Note	190,000	Bike Trail Impr.	19,000	159	19,159	38,000	206	38,206
2013A L.T. Note	30,000	Renovate Playgrounds/Equip.	3,000	25	3,025	6,000	33	6,033
<b>Leisure Services Total</b>			<b>697,000</b>	<b>110,560</b>	<b>807,560</b>	<b>4,547,000</b>	<b>427,444</b>	<b>4,974,444</b>
<b>TOTAL GENERAL CITY</b>			<b>\$ 4,862,000</b>	<b>\$ 806,300</b>	<b>\$ 5,668,300</b>	<b>\$ 34,649,000</b>	<b>\$ 3,515,292</b>	<b>\$ 38,164,292</b>
<b>TOTAL DPW IMPROVEMENTS &amp; GENERAL CITY</b>			<b>\$ 4,862,000</b>	<b>\$ 806,300</b>	<b>\$ 5,668,300</b>	<b>\$ 34,649,000</b>	<b>\$ 3,515,292</b>	<b>\$ 38,164,292</b>
<b>GRAND TOTAL GENERAL OBLIGATION DEBT</b>			<b>\$ 11,630,000</b>	<b>\$ 1,735,849</b>	<b>\$ 13,365,849</b>	<b>\$ 75,155,000</b>	<b>\$ 7,510,095</b>	<b>\$ 82,665,095</b>
<b>Wastewater Utility Revenue</b>								
CWF #4335-02	1,100,828	Wastewater Utility Impr.	60,812	13,904	74,716	535,989	61,056	597,046
CWF #4335-03	518,676	Wastewater Utility Impr.	32,095	2,564	34,659	99,280	4,648	103,928
CWF #4335-04	1,128,073	Wastewater Utility Impr.	68,868	8,656	77,522	286,588	15,377	301,945
CWF #4335-05	284,140	Wastewater Utility Impr.	16,725	2,962	19,687	108,105	9,906	118,011
CWF #4335-07	2,032,973	Wastewater Utility Impr.	107,202	26,961	134,163	1,193,608	146,583	1,340,191
CWF #4335-09	28,462,000	Wastewater Utility Impr.	1,313,889	518,586	1,832,475	24,777,209	4,502,017	29,279,226
CWF #4335-10	986,325	Wastewater Utility Impr.	40,906	21,291	62,197	907,581	209,902	1,117,493
<b>Wastewater Utility Revenue Total</b>			<b>\$ 1,640,495</b>	<b>\$ 592,924</b>	<b>\$ 2,233,419</b>	<b>\$ 27,908,350</b>	<b>\$ 4,949,490</b>	<b>\$ 32,857,840</b>
<b>Water Utility Revenue</b>								
SDWL #5119-01	2,150,000	Water Utility Impr.	110,383	31,059	141,442	1,368,477	185,561	1,554,038
SDWL #5119-02	1,336,937	Water Utility Impr.	69,594	20,732	90,326	788,895	113,294	901,989
<b>Water Utility Revenue Total</b>			<b>\$ 179,977</b>	<b>\$ 51,791</b>	<b>\$ 231,768</b>	<b>\$ 2,157,372</b>	<b>\$ 298,855</b>	<b>\$ 2,456,027</b>
<b>TOTAL LONG-TERM DEBT</b>			<b>\$ 13,450,472</b>	<b>\$ 2,380,564</b>	<b>\$ 15,831,036</b>	<b>\$ 105,220,522</b>	<b>\$ 12,758,440</b>	<b>\$ 117,978,962</b>