



CITY OF JANESVILLE

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2017

ANNUAL BUDGET

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2017 BUDGET

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Council President Liebert and City Councilmembers:

City Administration and staff have worked diligently these past six months to deliver the adopted 2017 City and Library budgets. When we began the process in late July, we faced a shortfall of nearly \$950,000. Today, I'm pleased to offer to you not only a balanced budget, but one that reduces the City's draw on the General Fund balance by \$27,492. I cannot reiterate enough how proud I am of the staff's team approach and efforts this year to develop our budget submission for you.

The adopted 2017 City and Library budgets meet all the budget parameters established as guidance for developing a budget proposal:

Must-Have

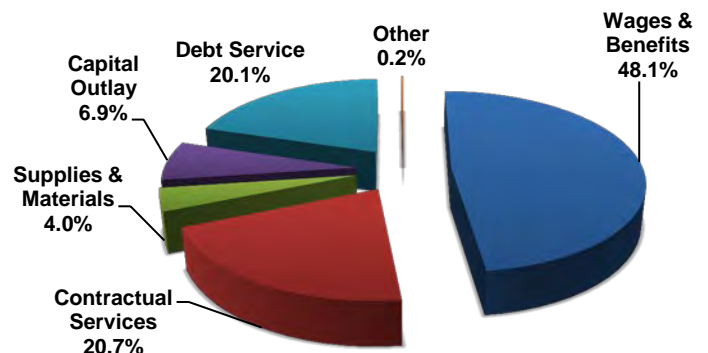
- ✓ Increase the operating property tax levy to maximum allowable amount
- ✓ Maintain or reduce the amount of applied General Fund balance utilized
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit union employees
- ✓ Provide a cost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

Nice-to-Have

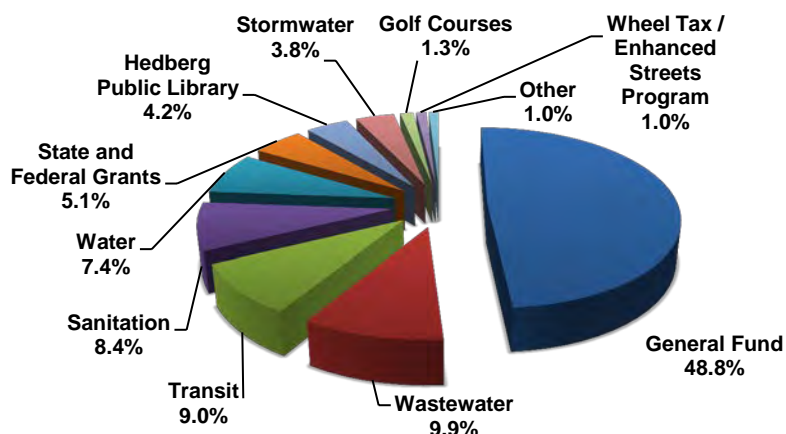
- ✓ Distribute the proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Fund the Janesville Area Convention and Visitors Bureau (JACVB) at 52% or more of room tax revenue, as the City did in 2016
- ✓ Fund the Rock County Historical Society (RCHS) with \$45,000, as the City did in 2016
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on July 27, 2016

Overview

The adopted 2017 City and Library budgets for all funds totals \$95,673,148, which represents an increase of \$5,784,336, or 6.4%, compared to the adopted 2016 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budget expenditures at 48.1%; followed by Contractual Services at 20.7%; and Debt Service at 20.1%.



The adopted 2017 City and Library operating budgets for all funds is \$69,662,035, which represents an increase of \$3,364,028, or 5.1%, compared to the adopted 2016 budget. Additionally, the adopted 2017 City and Library capital and debt service budgets for all funds totals \$26,011,113, which represents an increase of \$2,420,308, or 10.3%, compared to the adopted 2016 budget. This increase in the capital and debt service budgets is primarily due to an increase in the debt service payment attributed to capital projects funded in the 2016 Note Issue.



The adopted 2017 City and Library budgets are comprised of a number of funds as represented in the pie chart to the left. The largest of these funds in terms of expenditures is the General Fund at 48.8% of the overall budget, followed by the Wastewater Utility (9.9%), Transit (9.0%), the Sanitation Fund (8.4%), and the Water Utility (7.4%).

Most of these funds will be discussed in further detail.

The table below depicts the financial impact of the adopted 2017 City and Library budget's for the average Janesville household:

<u>Funding Source</u>	<u>2016</u>	<u>2017</u>	<u>Change</u>	<u>% Change</u>
Property Taxes¹				
Operating	\$671.98	\$676.78	\$4.80	0.7%
Debt Service	224.04	248.35	24.31	10.8%
Hedberg Public Library	99.56	99.73	0.17	0.2%
Wheel Tax²	40.00	40.00	0.00	0.0%
Combined City Services Bill				
Water ³	216.76	247.80	31.04	14.3%
Wastewater	337.20	356.60	19.40	5.8%
Stormwater ⁴	60.64	73.84	13.20	21.8%
<u>Solid Waste Management Fee</u>	<u>124.56</u>	<u>128.44</u>	<u>3.88</u>	<u>3.1%</u>
Total Increase	\$1,774.74	\$1,871.54	\$96.79	5.5%

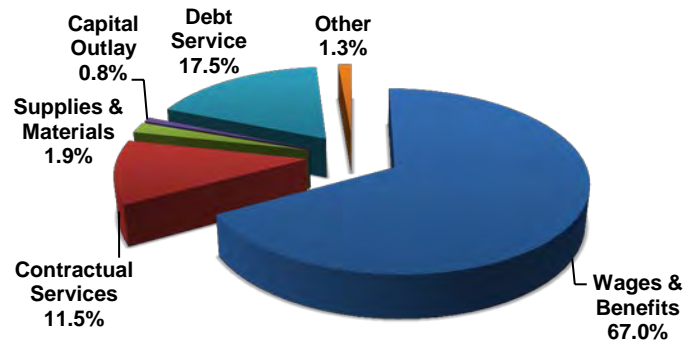
Assumptions

- | | | |
|---|-----------------|-----------------|
| 1. Assessed Value | \$3,947,954,060 | \$3,983,754,330 |
| Avg. Assessed Home Value | \$121,000 | \$121,400 |
| *Excludes TIF | | |
| 2. Avg. number of cars per household | 2 | 2 |
| 3. Avg. residential customer with a 5/8" meter and consumes 2,500 cubic feet per quarter. | | |
| 4. Avg. residential property with 3,200 sqft. of impervious surface area (ERU) | | |

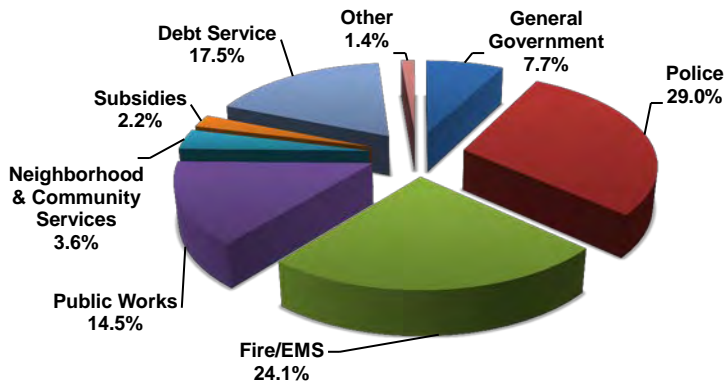
General Fund

The adopted 2017 General Fund budget anticipates expenditures totaling \$46,677,175, which represents an increase of \$1,484,425, or 3.3%, compared to the adopted 2016 General Fund budget. The adopted 2017 General Fund operating budget totals \$38,527,540, which is an increase of \$644,856, or 1.7%, from the adopted 2016 General Fund operating budget. Meanwhile, the adopted 2017 General Fund debt service budget totals \$8,149,635, which represents an increase of \$839,569, or 11.5%, compared to the adopted 2016 General Fund debt service budget. This increase is primarily due to an increase in the debt service payment attributed to capital projects funded in the 2016 Note Issue.

The following pie charts break-down the adopted 2017 General Fund budget by use of funds and by programs. Most of the services provided from the General Fund are heavily dependent upon human capital. Wages & Benefits represent the largest category of expenditures at 67.0% of the adopted 2017 General Fund budget, followed by Debt Service (17.5%) and Contractual Services (11.5%).



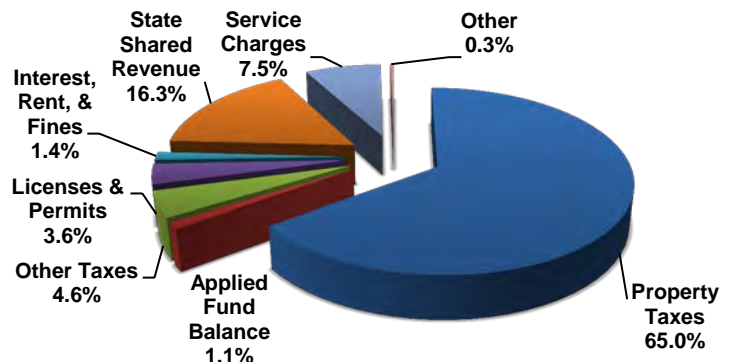
Within the adopted 2017 General Fund operating budget, which excludes debt service, personnel costs represent 81.2% of total expenditures.



The pie chart to the left illustrates the variety of programs funded through the General Fund. Public Safety services (Police and Fire) represent the majority of adopted expenditures at 53.1%, followed by Debt Service (17.5%) and Public Works (14.5%). If debt service is excluded, Public Safety represents 64.3% of the adopted 2017 General Fund budget.

Revenue Changes

The pie chart to the right illustrates the variety of revenue sources in the General Fund. Property Taxes represent the majority of adopted General Fund revenue at 65.0% followed by State Shared Revenue (16.3%) and Service Charges (7.5%).



The adopted 2017 General Fund property tax levy totals \$30,358,174, which represents an increase of \$1,122,841, or 3.8%, compared to the adopted 2016 amount. However, the adopted 2017 General Fund budget decreases the amount of applied fund balance utilized to \$536,757, which represents a decrease of \$27,493, or 4.9%, from the adopted 2016 budget.

Non-property tax revenues total \$15,782,244, an increase of \$389,077, or 2.5%, from the adopted 2016 budget. Non-property tax revenue growth is attributed to both increased utilization of user fee-based services and user fee increases for select services. The adopted 2017 General Fund budget includes all of the user fee increases as recommended by the City's comprehensive fee review, which was presented to the City Council at their July 11, 2016 meeting. These user fee increases are intended to help offset the cost of providing certain services as well as charge comparable rates to peer communities.

The following table summarizes major revenue changes in the adopted 2017 General Fund budget:

Property Tax Levy	\$1,122,841
JFD Ambulance Transport Fees	255,797
State Shared Revenue	97,649
Bartender License Fees	48,000
Penalties	34,000
Interest Income	15,000
Community Development Permit Fees	(29,554)
Applied Fund Balance	(27,493)
<u>Other</u>	<u>(31,815)</u>
Total Revenue Changes	\$1,484,425

Program/Expenditure Changes

The adopted 2017 General Fund budget includes a number of significant program and expenditure changes that are categorized in the following table:

Debt Service	\$ 839,569
Wages and Wage-Driven Fringe Benefits	613,711
Health Insurance	355,313
Increase in WRS Rates	220,336
Reinstatement of Two JPD Patrol Vehicles	65,330
Insurance	68,438
Transfer to Fire Department Vehicle Replacement Fund	30,000
City's Share of JPD School Officers	(52,828)
Oak Hill Cemetery Subsidy	(74,000)
Turnover Savings	(496,931)
<u>Other</u>	<u>(84,513)</u>
Total Program/Expenditure Changes	\$1,484,425

Water and Wastewater Utilities

The adopted 2017 Water & Wastewater budget is \$17,591,244, an increase of \$758,031, or 4.5%, from the adopted 2016 budget. This increase is primarily due to an increase in the debt service payment attributed to water and sewer infrastructure improvements associated with the enhanced street rehabilitation program funded in the 2016 Note Issue.

Revenue Changes

The Water Utility proposes a 3% inflationary rate increase effective January 20, 2017 that is necessary to maintain the financial health of the fund. Additionally, the Water Utility is submitting a rate case study with the Public Service Commission (PSC) with an effective date of April 1, 2017. Although the results of the Public Service Commission (PSC) rate case study are unknown at this time, the adopted 2017 Water Utility budget estimates an additional 15% rate increase effective April 1, 2017. This additional increase is necessary to fund the Water Utility work related to the enhanced street rehabilitation program and compensate for declining consumption trends.

Additionally, the adopted 2017 Wastewater Utility budget includes a 6.0% rate increase effective January 1, 2017 that is necessary to maintain the financial health of the fund and pay for additional work associated with the enhanced street rehabilitation program.

The financial impact of the Utility rate increases on the average residential customer will be \$12.61 per quarter on their Combined City Services bill.

Program/Expenditure Changes

The adopted 2017 Utilities budget includes a number of significant program and expenditure changes that are categorized in the following table:

Water	
Debt Service	\$ 613,756
Taxes	64,715
Wages and Wage-Driven Fringe Benefits	(85,504)
Other	22,855
Wastewater	
Wages and Wage-Driven Fringe Benefits	157,370
Microturbine Maintenance	55,800
Debt Service	(44,563)
Other	<u>(25,898)</u>
Total Program/Expenditure Changes	\$ 758,531

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, and Recycling. The adopted 2017 Sanitation Fund budget totals \$8,081,099, which is an increase of \$1,107,852, or 15.9%, from the adopted 2016 budget. This increase is primarily due to additional tonnage disposed of at the Sanitary Landfill as well as an increase in the debt service payment attributed to capital projects funded in the 2016 Note Issue.

Revenue Changes

The Sanitary Landfill anticipates an increase of 24,000 tons in solid waste disposed next year, which will generate an additional \$1,020,500, or 13.7%, in 2017. Additionally, the adopted 2017 Sanitation Fund budget includes a \$3.88, or 3.1%, increase in the per household solid waste management fee from \$124.56 to \$128.44 per year. The financial impact of the solid waste management fee increase on the average residential customer will be \$0.97 per quarter on their Combined City Services bill.

The following table summarizes major revenue changes in the adopted 2017 Sanitation Fund budget:

Sanitary Landfill	\$ 1,020,500
Solid Waste Management Fee	77,000
<u>Recycling Program</u>	<u>(60,000)</u>
Total Revenue Changes	\$ 1,037,500

Program/Expenditure Changes

The adopted 2017 Sanitation Fund budget includes a number of significant program and expenditure changes that are categorized in the following table:

DNR Tonnage Fees Due to Increased Utilization	\$ 467,385
Debt Service	302,026
Net Loss on Sale of Recyclables	193,140
Vehicle Operation and Maintenance	58,800
Creation of an Environmental Technician position	51,324
Wages and Wage-Driven Fringe Benefits	33,240
<u>Other</u>	<u>1,937</u>
Total Program/Expenditure Changes	\$ 1,107,852

Furthermore, the adopted 2017 Sanitation Fund budget creates an Environmental Technician position to conduct ongoing environmental monitoring at the various landfill sites to ensure compliance with both state and federal regulation as well as assist in oversight of landfill operations. This position was eliminated in 2013 due to the Fund's poor financial condition, which has significantly improved over the past two years. Additionally, it is particularly important to re-establish this position now that landfill expansion activities are underway.

Stormwater Utility

The adopted 2017 Stormwater Utility budget is \$3,938,193, an increase of \$953,896, or 32.0%, from the adopted 2016 budget. This increase is primarily due to an increase in stormsewer infrastructure improvements associated with the enhanced street rehabilitation program.

Revenue Changes

The annual stormwater rate is based on an Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The Stormwater Utility budget includes a \$13.20, or 21.8%, rate increase per ERU for a total cost of \$73.84 per ERU in 2017 to reflect the implementation of the enhanced street rehabilitation program. The financial impact of the stormwater rate increase on the average residential customer will be \$3.30 per quarter on their Combined City Services bill.

Program/Expenditure Changes

The adopted 2017 Stormwater Utility budget includes a number of significant program and expenditure changes that are categorized as follows:

Enhanced Street Rehabilitation Program	\$ 682,500
Debt Service	145,673
Creation of a Public Works Maintenance Worker position	78,103
Wages and Wage-Driven Fringe Benefits	65,765
Greenbelt Maintenance	(16,000)
<u>Other</u>	<u>(2,145)</u>
Total Program/Expenditure Changes	\$ 953,896

Furthermore, the adopted 2017 Stormwater Utility budget creates a Public Works Maintenance Worker position to assist with the newly-established stormwater infrastructure maintenance program. This program was established to better comply with the Wisconsin Department of Natural Resources (DNR) stormwater regulations and to address stormwater conveyance system deterioration.

State and Federal Grants

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

Revenue Changes

The adopted 2017 State and Federal Grants budget is \$4,840,813, an increase by \$275,249, or 6.0%, from the adopted 2016 budget. The increase is primarily due to the inclusion of HOME program funding that was not anticipated in the adopted 2016 budget, increased funding from the Countywide HOME allocation for housing development projects in Janesville, and increased use of prior year grant funding.

Program/Expenditure Changes

The adopted 2017 State and Federal Grants budget includes a number of significant program and expenditure changes that are categorized as follows:

Rent Assistance	
Wage and Wage-Driven Fringe Benefits	\$ 10,882
Payments for Households Assisted	(54,000)
Other	2,376
State and Federal Grants	
Administration	(7,849)
Neighborhood Programs	(8,651)
Housing Programs	338,591
Public Service Activities	
Community Action	(7,000)
ECHO - Emergency Rent Assistance	4,500
Healthnet or Rock County	4,400
<u>The Literacy Connection</u>	<u>(8,000)</u>
Total Program/Expenditure Changes	\$ 275,249

Janesville Transit System (JTS)

The Janesville Transit System (JTS) strives to provide reliable, cost-effective public transit oriented to the needs of senior citizens, handicapped persons, students, major employment and business centers. The adopted 2017 Transit operating budget totals \$3,500,358, which is a decrease of \$65,730, or 1.9% from the adopted 2016 Transit operating budget. This decrease is primarily due to a decrease in automobile liability insurance premiums and lower diesel fuel prices.

Revenue Changes

State Operating Assistance for Transit is projected to increase from 24% to 24.5% and Federal Operating Assistance is projected to remain at 30%, however, revenue is projected to decrease \$18,000 due to a decrease in the adopted 2017 Transit operating budget. State and Federal Operating Assistance is projected to total \$1,907,700, or 54.5%.

Operating Revenue is composed of passenger fares, revenue from the sale of advertising on buses and miscellaneous revenue. Operating revenue is projected to be \$588,150, a decrease of \$66,068, or 10.1%, from the adopted 2016 budget. This decrease is primarily due to an 8.3% decrease in the projected JTS ridership from the adopted 2016 budget to the adopted 2017 budget.

The Local Operating Subsidy is projected to be \$970,508, an increase of \$19,338, or 2.0%, from the adopted 2016 budget. Transit fares were last increased in 2014 and no Transit fare increases are included in 2017.

Program/Expenditure Changes

The adopted 2017 Transit budget provides for the continuation of current service levels.

Golf Courses

The adopted 2017 Golf Courses budget is \$1,248,653, an increase of \$4,308, or 0.3% from the adopted 2016 budget. The 2017 Golf Courses budget projects revenues to be \$1,245,689, which is an increase of \$3,515, or 0.3% from 2016. Lastly, the Golf Courses budget does not include any General Fund subsidy in 2017.

Fire Department Vehicle Replacement Fund

As the number of ambulance transfers increase due to the expansion of the program, the Fire Department's ambulances will need to be replaced on a more frequent cycle. This increased frequency in the ambulance replacement cycle will undoubtedly come at a cost. To mitigate these costs, the adopted 2017 General Fund budget includes a \$30,000 transfer of program revenue to the Fire Department Vehicle Replacement Fund to help offset the amount of money borrowed for new ambulances. Our intention is to increase this transfer amount in future years, as the budget allows.

Closing

The adopted 2017 City and Library budgets maintain current service levels as well as our investment in infrastructure, while minimizing property tax and user fee increases. Additionally, the adopted 2017 City budget addresses long-term structural concerns in the General Fund budget by reducing the reliance on applied fund balance as well as adjusting user fee rates, where appropriate, to better recover the cost of providing services.

The City of Janesville exists to serve our residents as well as facilitate a thriving economy for our local businesses. As such, we have embarked on a City-wide coordinated effort to provide

greater transparency and foster an environment of openness in regards to the interworkings of local government. To do that well, the City developed an "Open Budget" website earlier this year to promote an understanding of the allocation of public funds by allowing users to view the financial complexities of the City's budget in a fun, interactive, yet easy-to-understand way. This is part of our commitment to promoting both efficiency and effectiveness in the way the City serves our community. This is core to the promise of a readily available government which invites public participation and keeps itself accountable to the strategic goals which are developed as a result of this partnership.

The adopted 2017 City and Library budgets can be found on the City's "Open Budget" website at: <http://budget.ci.janesville.wi.us>. We invite you to use the "Open Budget" tool to discover the adopted 2017 City and Library budgets for yourself by clicking through the interactive charts, graphs, and tables on the site.

Lastly, I would like to thank all staff involved in the preparation of this budget. A great deal of thought and time went into each Department's and Division's budget requests, not to mention, the subsequent vetting of those requests. I am extremely proud of what the City of Janesville Team has accomplished in this budget submission. I would be remiss if I didn't personally thank our Finance Director, Tim Allen, for his attention to detail and his thorough review. He was superbly supported by Mandy Price and a wonderful Finance Team. Finally, I must thank Max Gagin for his budgeting expertise and advice, his dedicated work ethic, and his thoughtful reflection on challenges that arose throughout the process.

Respectfully Submitted,

A handwritten signature in black ink that reads "Mark A. Freitag". The signature is written in a cursive, flowing style.

Mark A. Freitag
City Manager

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

	Amended 2016	Adopted 2017	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
<u>REVENUES</u>				
General Property Tax	\$29,235,333	\$30,358,174	\$1,122,841	3.84%
Fund Balance Applied	\$1,554,250	\$536,757	(1,017,493)	-65.47%
Other Taxes	\$2,110,125	\$2,126,355	16,230	0.77%
Licenses & Permits	\$1,652,753	\$1,702,654	49,901	3.02%
Interest, Rents, & Fines	\$695,000	\$675,000	(20,000)	-2.88%
State Shared Revenues	\$7,509,786	\$7,607,435	97,649	1.30%
Service Charges	\$2,461,303	\$2,710,600	249,297	10.13%
Recreation	\$813,200	\$809,000	(4,200)	-0.52%
Other & Transfers In	<u>151,000</u>	<u>151,200</u>	<u>200</u>	<u>0.13%</u>
TOTAL REVENUES	<u>\$46,182,750</u>	<u>\$46,677,175</u>	<u>\$494,425</u>	<u>1.07%</u>
<u>EXPENDITURES</u>				
General Government	3,576,310	3,587,204	\$10,894	0.30%
Public Safety	24,163,275	24,788,246	624,971	2.59%
Public Works	6,737,431	6,784,512	47,081	0.70%
Neighborhood & Community Serv.	1,673,941	1,685,133	11,192	0.67%
Economic Adjustments	94,751	108,750	13,999	14.77%
Insurance & Other (a)	1,526,806	528,187	(998,619)	-65.41%
Contingency Account	0	0	0	N/A
General Fund Subsidies	1,100,170	1,045,508	(54,662)	-4.97%
Debt Service	<u>7,310,066</u>	<u>8,149,635</u>	<u>839,569</u>	<u>11.49%</u>
TOTAL EXPENDITURES	<u>\$46,182,750</u>	<u>\$46,677,175</u>	<u>\$494,425</u>	<u>1.07%</u>

(a) 2016 includes \$990,000 use of fund balance for new Central Fire Station capital project.

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 \$800,000 at December 31, 2016.

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 \$7,977,258 as of December 31, 2016. The proposed 2017 Budget includes \$536,757 of Applied Fund balance to reduce the tax levy. Therefore the resulting unassigned fund balance is projected to be \$6,903,744.

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 budgeted unrestricted fund balance (assigned and unassigned fund balance) at 12/31/16 of \$7,440,501 divided by the 2017 budgeted operating expenditures of \$39,102,567 yields a ratio of 19.0% which is within the Council's fund policy.

**City of Janesville
FUND BALANCES
December 31, 2015 and 2016**

	Actual 12/31/2015	Estimated 12/31/2016
<u>Enterprise Funds:</u>		
Water Utility	\$40,994,133	\$41,520,055
Wastewater Utility	56,397,656	56,264,542
Storm Water Utility	5,877,377	6,260,342
Transit	<u>10,463,652</u>	<u>9,772,972</u>
Total Enterprise Funds *	<u>\$113,732,818</u>	<u>\$113,817,911</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$369,600	(\$2,697)
Insurance Fund	<u>3,481,436</u>	<u>2,366,905</u>
Total Internal Service Funds*	<u>\$3,851,036</u>	<u>\$2,364,208</u>
<u>Special Revenue:</u>		
Industrial Waste	\$8,551	\$7,051
Landfill - Superfund	0	0
Sanitation Fund	709,645	1,745,925
Oakhill Cemetery	167,861	197,118
Golf Courses	58,158	60,133
Housing & Neighborhood Services Grants	1,014,430	1,008,473
TIF Districts	(1,171,391)	(245,147)
Library	757,593	684,135
JATV	398,899	437,141
Special Accounts	<u>3,102,547</u>	<u>7,835,264</u>
Total Special Revenue Funds	<u>\$5,046,293</u>	<u>\$11,730,093</u>
<u>Component Unit:</u>		
Housing -Section 8 Rent Assistance	<u>\$175,567</u>	<u>\$177,528</u>
<u>Debt Service Fund:</u>		
	<u>\$2,682,108</u>	<u>\$4,700,011</u>
<u>Capital Project Fund</u>		
	<u>\$5,099,075</u>	<u>\$7,050,961</u>
<u>General Fund</u>		
Nonspendable	\$1,983,082	\$800,000
Assigned	564,250	1,540,934
Unassigned	<u>7,372,011</u>	<u>6,436,322</u>
Total Unrestricted	<u>7,936,261</u>	<u>7,977,256</u>
Total General Fund Balance	<u>\$9,919,343</u>	<u>\$8,777,256</u>

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

General Fund Balance Table				
		Amended		
	2015	Budgeted 2016	Estimated 2016	Budget 2017
Revenue	\$ 43,969,191	\$ 44,628,500	\$ 44,445,997	\$ 46,140,418
Expenditures	<u>43,407,852</u>	<u>46,182,750</u>	<u>45,588,084</u>	<u>46,677,175</u>
Net change in fund balance	561,339	(1,554,250)	(1,142,087)	(536,757)
Fund balance - beg of year	<u>9,358,006</u>	<u>9,058,006</u>	<u>9,919,345</u>	<u>8,777,258</u>
Fund balance - end of year	<u>\$ 9,919,345</u>	<u>\$ 7,503,756</u>	<u>\$ 8,777,258</u>	<u>\$ 8,240,501</u>

General Fund Balance Table				
		Adopted		
	2015	Budgeted 2016	Estimated 2016	Budget 2017
Nonspendable Fund Balance	<u>\$1,983,082</u>	<u>\$800,000</u>	<u>\$800,000</u>	<u>\$800,000</u>
Assigned Fund Balance	\$564,250	\$1,554,250	\$1,540,934	\$536,757
Unassigned Fund Balance	<u>7,372,013</u>	<u>5,149,506</u>	<u>6,436,324</u>	<u>6,903,744</u>
Unrestricted Fund Balance	<u>\$7,936,263</u>	<u>\$6,703,756</u>	<u>\$7,977,258</u>	<u>\$7,440,501</u>
Total General Fund Balance	<u>\$9,919,345</u>	<u>\$7,503,756</u>	<u>\$8,777,258</u>	<u>\$8,240,501</u>
General Fund Budget				
Operating Expenditures	\$36,672,813	\$38,872,684	\$38,853,045	\$39,102,567
Debt Service	<u>6,735,039</u>	<u>7,310,066</u>	<u>6,735,039</u>	<u>7,574,608</u>
Total Expenditures	<u>\$43,407,852</u>	<u>\$46,182,750</u>	<u>\$45,588,084</u>	<u>46,677,175</u>
Two Months Operating Expenditures	<u>\$6,112,136</u>	<u>\$6,478,781</u>	<u>\$6,475,508</u>	<u>\$6,517,095</u>
Unrestricted fund balance / operating expense for subsequent year's budget	20.4%	17.1%	20.4%	19.0%

Budget policy is between 16.7 and 25%

REVENUE SUMMARY						
2017 BUDGET						
	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND						
GENERAL PROPERTY TAX						
Real & Personal Property Levy	\$28,414,213	\$29,235,333	\$29,235,333	\$30,358,174	\$1,122,841	3.84%
Fund Balance Applied	(557,435)	1,554,250	1,142,087	536,757	(1,017,493)	-65.47%
Subtotal	\$27,856,778	\$30,789,583	\$30,377,420	\$30,894,931	\$105,348	0.34%
OTHER TAXES						
Prior Years Omitted Tax	\$4,384	\$0	\$1,962	\$0	\$0	N/A
Property Tax Refunds	(194,255)	0	0	(50,000)	(50,000)	N/A
Penalties & Interest	178,804	141,000	206,525	175,000	34,000	24.11%
Water Utility Tax	1,377,477	1,400,000	1,400,000	1,400,000	0	0.00%
Mobile Home Fees	71,561	75,000	70,000	75,000	0	0.00%
Hotel/Motel Tax	421,778	387,125	387,125	419,355	32,230	8.33%
Wheel Tax	552,306	107,000	107,000	107,000	0	0.00%
Subtotal	\$2,412,055	\$2,110,125	\$2,172,612	\$2,126,355	\$16,230	0.77%
LICENSES & PERMITS						
Gen. Licenses & Permits	\$274,174	\$223,150	\$221,322	\$300,605	\$77,455	34.71%
Cable TV License Fee	766,849	750,000	750,000	750,000	0	0.00%
Community Development Permits	640,098	679,603	961,291	652,049	(27,554)	-4.05%
Subtotal	\$1,681,121	\$1,652,753	\$1,932,613	\$1,702,654	\$49,901	3.02%
INTEREST, RENTS & FINES						
Interest on General Investments	\$209,251	\$135,000	\$125,000	\$150,000	\$15,000	11.11%
Rental of City Property	195,141	175,000	60,000	175,000	0	0.00%
Court Fines	305,728	360,000	337,000	325,000	(35,000)	-9.72%
Sale of City Property	0	25,000	25,000	25,000	0	0.00%
Subtotal	\$710,120	\$695,000	\$547,000	\$675,000	(\$20,000)	-2.88%
STATE SHARED REVENUES						
State Shared Revenues	\$5,135,426	\$5,120,922	\$5,120,922	\$5,203,571	\$82,649	1.61%
State Payt-Computer Value Reimbursement	140,392	125,823	125,823	125,823	0	0.00%
State Highway Aids	2,037,408	2,023,041	2,023,041	2,023,041	0	0.00%
State Payt-Municipal Serv.	79,326	100,000	100,000	100,000	0	0.00%
State Aid-Fire Inspections	151,953	140,000	162,970	155,000	15,000	10.71%
Subtotal	\$7,544,505	\$7,509,786	\$7,532,756	\$7,607,435	\$97,649	1.30%
SERVICE CHARGES						
Parking Fees	\$49,564	\$70,000	\$33,700	\$42,700	(\$27,300)	-39.00%
Real Estate Search Fees	62,760	60,000	60,000	60,000	0	0.00%
Nuisance Reinspection Charge	10,100	6,000	12,000	14,000	8,000	133.33%
Public Works	50,674	36,000	0	36,000	0	0.00%
Police Department	57,911	45,500	50,950	48,300	2,800	6.15%
Fire Department	2,111,358	2,243,803	2,047,000	2,509,600	265,797	11.85%
Subtotal	\$2,342,367	\$2,461,303	\$2,203,650	\$2,710,600	\$249,297	10.13%

REVENUE SUMMARY						
2017 BUDGET						
	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
RECREATION						
Recreation Management	\$759,971	\$813,200	\$770,833	\$809,000	(\$4,200)	-0.52%
Subtotal	\$759,971	\$813,200	\$770,833	\$809,000	(\$4,200)	-0.52%
OTHER REVENUES						
Wastewater Serv. Charge	\$51,867	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	49,070	101,000	1,200	101,200	200	0.20%
Subtotal	\$100,937	\$151,000	\$51,200	\$151,200	\$200	0.13%
TRANSFERS IN						
Operating Transfer In	\$0	\$0	\$0	\$0	\$0	N/A
Subtotal	\$0	\$0	\$0	\$0	\$0	N/A
TOTAL GENERAL FUND WITHOUT						
PROPERTY TAXES	\$15,551,076	\$15,393,167	\$15,210,664	\$15,782,244	\$389,077	2.53%
TOTAL GENERAL FUND WITH						
PROPERTY TAXES	\$43,407,854	\$46,182,750	\$45,588,084	\$46,677,175	\$494,425	1.07%
	\$0	\$0	\$0	\$0		

REVENUE SUMMARY						
2017 BUDGET						
	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE						
Transit System	\$3,363,385	\$6,265,088	\$3,349,095	\$7,985,358	\$1,720,270	27.46%
Stormwater Utility	2,051,516	3,134,700	3,133,210	3,881,700	747,000	23.83%
Wastewater Utility	9,170,212	9,609,100	9,218,800	9,920,800	311,700	3.24%
Water Utility	7,151,227	8,253,875	7,339,792	8,339,100	85,225	1.03%
Total Enterprise	\$21,736,340	\$27,262,763	\$23,040,897	\$30,126,958	\$2,864,195	10.51%
SPECIAL REVENUE						
Golf Courses	1,311,156	1,242,174	1,224,091	1,245,689	3,515	0.28%
Oak Hill Cemetery	\$207,800	\$208,000	\$259,580	\$190,050	(\$17,950)	-8.63%
Hedberg Public Library	3,957,804	3,967,129	3,968,489	4,020,705	53,576	1.35%
JATV Cable Public Access	193,311	180,582	191,635	190,460	9,878	5.47%
N&CS – Rental Assistance	2,813,386	2,901,714	2,721,475	2,923,000	21,286	0.73%
N&CS – State and Federal Grants	1,658,883	1,400,810	1,314,768	1,528,366	127,556	9.11%
Industrial Waste	56,641	39,385	34,457	36,618	(2,767)	-7.03%
Sanitation	7,619,861	7,695,500	8,753,388	8,733,000	1,037,500	13.48%
Wheel Tax / Enhanced Streets Program	0	963,000	963,000	963,000	0	0.00%
Total Special Revenue	\$17,818,842	\$18,598,294	\$19,430,883	\$19,830,888	\$1,232,594	6.63%
INTERNAL SERVICE						
Insurance	\$10,273,737	\$9,953,028	\$10,863,028	\$10,868,607	\$915,579	9.20%
Vehicle Operation & Mtce	3,895,218	4,200,000	4,050,000	4,100,000	(100,000)	-2.38%
Prior Service	60,394	0	0	0	0	N/A
Total Internal Service	\$14,229,349	\$14,153,028	\$14,913,028	\$14,968,607	\$815,579	5.76%
TOTAL NON-GENERAL						
	\$53,784,531	\$60,014,085	\$57,384,808	\$64,926,453	\$4,912,368	8.19%

**EXPENDITURE SUMMARY
2017 BUDGET**

	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<u>GENERAL GOVERNMENT</u>						
City Council	\$5,598	\$12,011	\$10,385	\$6,045	(\$5,966)	-49.67%
City Manager	463,295	485,083	461,097	494,933	9,850	2.03%
City Assessor	457,257	486,501	486,053	487,884	1,383	0.28%
City Attorney	503,699	427,827	448,946	444,834	17,007	3.98%
Clerk-Treasurer/Elections	548,085	617,172	617,172	565,389	(51,783)	-8.39%
Economic Development	114,370	160,739	161,062	166,384	5,645	3.51%
Finance	356,449	389,789	396,714	410,505	20,716	5.31%
Human Resources	225,494	232,571	231,286	239,192	6,621	2.85%
Information Technology	<u>730,770</u>	<u>764,617</u>	<u>783,508</u>	<u>772,038</u>	<u>7,421</u>	<u>0.97%</u>
Total General Government	\$3,405,017	\$3,576,310	\$3,596,223	\$3,587,204	\$10,894	0.30%
<u>PUBLIC SAFETY</u>						
Police Department	\$13,016,598	\$13,078,360	\$13,055,628	\$13,547,905	\$469,545	3.59%
Fire Department	<u>10,245,196</u>	<u>11,084,915</u>	<u>10,954,264</u>	<u>11,240,341</u>	<u>155,426</u>	<u>1.40%</u>
Total Public Safety	\$23,261,794	\$24,163,275	\$24,009,892	\$24,788,246	\$624,971	2.59%
<u>PUBLIC WORKS</u>						
Administration						
Engineering	<u>568,240</u>	<u>607,523</u>	<u>607,258</u>	<u>\$627,182</u>	<u>19,659</u>	<u>3.24%</u>
Subtotal	\$568,240	\$607,523	\$607,258	\$627,182	\$19,659	3.24%
Operations						
Parking Facilities	125,524	124,876	126,225	112,826	(12,050)	-9.65%
Public Buildings	562,312	613,023	615,382	625,969	12,946	2.11%
Snow Removal	\$1,276,976	\$1,304,169	\$1,019,641	\$1,303,880	(\$289)	-0.02%
Street Maintenance	836,431	528,249	522,005	527,975	(274)	-0.05%
Traffic Management	\$909,891	\$886,791	\$920,626	\$891,512	4,721	0.53%
Weed Control	<u>33,200</u>	<u>39,422</u>	<u>28,294</u>	<u>42,226</u>	<u>2,804</u>	<u>7.11%</u>
Subtotal	\$3,744,334	\$3,496,530	\$3,232,173	\$3,504,388	\$7,858	0.22%
Parks	\$1,384,834	\$1,458,910	\$1,445,820	\$1,480,705	21,795	1.49%
Planning & Building and Development	\$1,098,146	\$1,174,468	\$1,186,379	\$1,172,237	(2,231)	-0.19%
Total Public Works	\$6,795,554	\$6,737,431	\$6,471,630	\$6,784,512	\$47,081	0.70%
<u>NEIGHBORHOOD & COMMUNITY SERVICES</u>						
Property Maintenance	\$279,685	\$309,955	\$312,445	\$322,863	\$12,908	4.16%
Recreation	<u>1,294,477</u>	<u>1,363,986</u>	<u>1,304,100</u>	<u>1,362,270</u>	<u>(1,716)</u>	<u>-0.13%</u>
Total Neighborhood & Community	\$1,574,162	\$1,673,941	\$1,616,545	\$1,685,133	\$11,192	0.67%

**EXPENDITURE SUMMARY
2017 BUDGET**

	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
<u>ECONOMIC ADJUSTMENTS</u>						
Economic Adjustments & Sick Payouts	\$127,556	\$94,751	\$94,750	\$108,750	\$13,999	14.77%
Total Economic Adjustments	\$127,556	\$94,751	\$94,750	\$108,750	\$13,999	14.77%
<u>INSURANCE</u>						
Workers' Comp, Liability & Property	\$195,808	\$89,116	\$89,116	\$92,475	\$3,359	3.77%
Total Insurance	\$195,808	\$89,116	\$89,116	\$92,475	\$3,359	3.77%
<u>OTHER</u>						
Refunds & Adjustments	\$1,767	\$1,000	\$1,000	\$1,000	\$0	0.00%
Copy Machine Expense	6,838	17,126	17,126	17,826	700	4.09%
Misc. & Unclassified	453,579	1,419,564	1,429,364	416,886	(1,002,678)	-70.63%
Total Other	\$462,184	\$1,437,690	\$1,447,490	\$435,712	(\$1,001,978)	-69.69%
<u>CONTINGENCY ACCOUNT</u>						
	\$28,500	\$0	\$0	\$0	\$0	N/A
<u>GENERAL FUND SUBSIDIES/TRANSFERS</u>						
Transit System	\$711,477	\$951,170	\$803,372	\$970,508	19,338	2.03%
Golf Courses	14,000	0	0	0	0	N/A
Oak Hill Cemetery	74,000	74,000	74,000	0	(74,000)	-100.00%
Special Assessments	75,000	75,000	75,000	75,000	0	0.00%
Total Gen. Fund Subsidies/Transfers	\$874,477	\$1,100,170	\$952,372	\$1,045,508	(\$54,662)	-4.97%
Total Operating	\$36,725,052	\$38,872,684	\$38,278,018	\$38,527,540	(\$345,144)	-0.89%
<u>RETIREMENT OF INDEBTEDNESS</u>						
General Fund	\$6,202,802	\$6,830,066	\$6,830,066	\$7,669,635	\$839,569	12.29%
GF Payment of Sanitation Debt	250,000	250,000	250,000	250,000	\$0	0.00%
G/F Payment of Special Assessment Debt	230,000	230,000	230,000	230,000	0	0.00%
Total Long-Term Debt	\$6,682,802	\$7,310,066	\$7,310,066	\$8,149,635	\$839,569	11.49%
GRAND TOTAL-GENERAL FUND	\$43,407,854	\$46,182,750	\$45,588,084	\$46,677,175	\$494,425	1.07%

**EXPENDITURE SUMMARY
2017 BUDGET**

	Actual 2015	Amended Budget 2016	Estimated 2016	Adopted Budget 2017	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE						
Transit System	3,363,385	\$6,265,088	\$3,349,095	7,985,358	\$1,720,270	27.46%
Stormwater Utility	2,123,697	2,984,297	2,888,245	3,938,193	953,896	31.96%
Wastewater Utility	8,584,312	9,125,655	9,147,138	9,268,364	142,709	1.56%
Water Utility	<u>7,206,420</u>	<u>7,707,558</u>	<u>7,503,680</u>	<u>8,323,380</u>	<u>615,822</u>	7.99%
Total Enterprise	\$21,277,814	\$26,082,598	\$22,888,158	\$29,515,295	\$3,432,697	13.16%
SPECIAL REVENUE						
Golf Courses	\$1,288,098	\$1,244,345	\$1,222,116	\$1,248,653	\$4,308	0.35%
Oak Hill Cemetery	236,459	217,329	230,323	231,504	14,175	6.52%
Hedberg Public Library	3,906,164	3,992,551	4,041,947	4,020,705	28,154	0.71%
JATV Cable Public Access	166,277	179,779	153,393	196,472	16,693	9.29%
N&CS – Rental Assistance	2,746,205	2,954,294	2,719,514	2,913,552	(40,742)	-1.38%
N&CS – State and Federal Grants	1,513,335	1,611,270	1,320,725	1,927,261	315,991	19.61%
Industrial Waste Disposal	54,556	39,385	35,957	36,618	(2,767)	-7.03%
Sanitation	6,650,404	6,973,247	7,717,108	8,081,099	1,107,852	15.89%
Wheel Tax / Enhanced Streets Program	<u>0</u>	<u>963,000</u>	<u>963,000</u>	<u>963,000</u>	<u>0</u>	0.00%
Total Special Revenue	\$16,561,498	\$18,175,200	\$18,404,083	\$19,618,864	\$1,443,664	7.94%
INTERNAL SERVICE						
Insurance	\$10,794,983	\$9,997,264	\$10,877,559	\$10,946,862	\$949,598	9.50%
Prior Service	\$60,394	\$0	\$0	\$0	\$0	N/A
Vehicle Operation & Mtce	<u>3,163,601</u>	<u>4,763,317</u>	<u>4,422,297</u>	<u>4,274,515</u>	<u>(488,802)</u>	-10.26%
Total Internal Service	\$14,018,978	\$14,760,581	\$15,299,856	\$15,221,377	\$460,796	3.12%
GRAND TOTAL–NON–GENERAL	<u>\$51,858,290</u>	<u>\$59,018,379</u>	<u>\$56,592,097</u>	<u>\$64,355,536</u>	<u>\$5,337,157</u>	<u>9.04%</u>

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources
2017 BUDGET**

Description	2017 Adopted Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>CITY ATTORNEY</u>	
* Books and Online Legal Research	\$ 10,352
<u>INFORMATION TECHNOLOGY</u>	
ArcGIS Server (Fidoo)	\$ 5,348
File Server (Petey)	6,793
Fire MDT Toughbooks (3)	9,657
GIS/License Server (Underdog)	20,944
Monitors (4)	680
Police MDT Toughbooks (8)	27,872
* Replace HP4050 Printer	1,380
* Replace Rugged Laptop	3,185
* Replacement CADD PCs (12)	15,300
* Replacement Laptops	1,998
* Replacement PC	1,175
* Replacement PCs (33)	35,475
Sync Server (Snuffles)	6,178
Virtual Machine Server #1 (Peabody)	10,086
	\$ 146,071
TOTAL GENERAL GOVERNMENT	\$ 156,423
PUBLIC SAFETY	
<u>POLICE DEPARTMENT</u>	
* Police Squad Equipment	\$ 12,000
* Patrol Vehicle (8) Replacement	211,540
	\$ 223,540
TOTAL PUBLIC SAFETY	\$ 223,540
TOTAL GENERAL FUND	\$ 379,963

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources
2017 BUDGET**

Description	2017 Adopted Budget
ENTERPRISE FUNDS	
<u>TRANSIT</u>	
<u>Grant Portion of Transit Assets</u>	
* Replace Shop Service Truck	\$ 60,000
* Replace 7 Buses (new request)	2,744,000
* Replace 2 Buses (previously approved)	784,000
TOTAL TRANSIT	\$ 3,588,000
<u>STORMWATER UTILITY</u>	
<u>Funded by Revenues</u>	
2017 four additional tough-books w/ licenses	\$ 20,000
TOTAL STORMWATER UTILITY	\$ 20,000
<u>WATER UTILITY</u>	
<u>Funded by User Fee Revenues</u>	
* Network Computers	\$ 22,071
* Excavation and Safety	5,000
* Davit Arm Confined Space Equipment with 3 Way Winch	7,500
* Hydrant Replacement	60,000
* 3/4 Ton Large Cargo Van Ford Transit EL med roof with CNG Conversion	43,000
* 3/4 Ton Large Cargo Van Ford Transit EL med roof with CNG Conversion	43,000
* Meter Replacement	375,000
TOTAL WATER UTILITY	\$ 555,571
<u>WASTEWATER UTILITY</u>	
<u>Funded by User Fee Revenues</u>	
* Laboratory Equipment	\$ 5,000
* Safety Equipment	2,000
TOTAL WASTEWATER UTILITY	\$ 7,000
TOTAL ENTERPRISE FUNDS	\$ 4,170,571

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources
2017 BUDGET**

Description	2017 Adopted Budget
SPECIAL REVENUE FUNDS	
<u>HEDBERG PUBLIC LIBRARY</u>	
* SAM Replacement machine	\$ 12,995
All Data	1,575
Ancestry Library	2,688
CLCD	1,390
CQ Research	1,247
Gale Courses	4,300
Mango	5,127
Morningstar	5,200
Niche Academy	2,500
Novelista Plus	2,936
P4A Antiques	559
Reference USA	9,350
Tumblebooks	756
Value Line	5,985
* Magazine and newspaper subscriptions	27,000
* Music CD's, audiobooks, DVD's	103,500
Purchase new books, adult and children	217,800
TOTAL HEDBERG LIBRARY	\$ 404,908
 <u>JATV-12</u>	
Cameras for checkout: high-end consumer (2)	\$ 3,000
Custom built PC with video editing software (2)	4,000
DVD printer	200
Studio set improvements, furniture	1,000
Touchscreen Windows 10 Notebook with software	1,500
Tricaster 410 with control surface for City Hall	15,000
TOTAL JATV-12	\$ 24,700
 <u>SANITATION</u>	
<u>Funded by Revenues</u>	
Add Air Line to Drip Leg	\$ 5,000
* Replace Landfill Entrance Sign	5,000
* Replace Leachate Pump PLC	15,000
TOTAL SANITATION	\$ 25,000
 TOTAL SPECIAL REVENUE FUNDS	 \$ 454,608

**CAPITAL OUTLAY SUMMARY – Non GO Debt Funding Sources
2017 BUDGET**

Description	2017 Adopted Budget
INTERNAL SERVICE FUNDS	
<u>VOM</u>	
* Pickup 2WD Compact	\$ 25,000
* Pickup 4WD 1/2-ton w/ Topper	25,000
* Pickup 2WD 3/4-ton HD	25,000
* Pickup 2WD 3/4-ton HD	25,000
* Pickup 2WD 3/4-ton HD w/ Maxi Dump	25,000
* Plows, Salt Spreaders and Other Attachements	60,000
* Mower 11- Foot	51,000
* Mower 6- Foot 2WD	24,000
* Tractor Multi-Function	53,000
* Tractor Multi-Function	53,000
* Refuse Truck Automated Side Loader	253,000
* Refuse Truck Automated Side Loader	253,000
* Steel-Wheel Compactor	425,000
TOTAL VOM	<u>\$ 1,297,000</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$ 1,297,000</u>
TOTAL NON-GENERAL FUND	<u>\$ 5,922,179</u>

STAFFING TABLE 2017 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>City Manager</i>	
City Manager	1
Deputy City Manager	1
Assistant to the City Manager	1
Management Information Specialist	1
Executive Administrative Assistant	1
Intern (part-time)	<u>2</u>
	<u>7</u>
<i>City Assessor</i>	
City Assessor	1
Deputy Assessor	1
Property Appraiser I	3
Customer Service Representative	<u>1</u>
	<u>6</u>
<i>City Attorney</i>	
City Attorney	1
Assistant City Attorney	1
Administrative Assistant I	1
Legal Support Clerk	<u>1</u>
	<u>4</u>
<i>Clerk-Treasurer</i>	
Clerk-Treasurer	1
Deputy Clerk-Treasurer	1
Accounting Clerk	3
Customer Service Representative	1
Customer Service Representative (part-time)	2
	<u>8</u>
<i>Economic Development</i>	
Economic Development Director	1
Economic Development Coordinator	<u>1</u>
	<u>2</u>
<i>Finance</i>	
Finance Director	1
Accounting Manager	1
Senior Accountant	1
Accountant	1
Accounting Clerk	1
Administrative Assistant - Payroll	1
Accounts Payable Clerk	1
Customer Service Representative (part-time)	<u>1</u>
	<u>8</u>

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Human Resources</i>	
Human Resources Director	1
Assistant Human Resources Director	1
Administrative Assistant I	1
Safety Coordinator (part-time)	<u>1</u>
	<u>4</u>
<i>Information Technology</i>	
Information Technology Manager	1
Network Administrator	1
IT Specialist	1
IT Support Technician	1
Systems Analyst	1
IT Intern	1
IT Apprentice	<u>1</u>
	<u>7</u>
<i>Police Department</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
Administrative Assistant I	1
Administrative Assistant II	1
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>
<i>Fire Department</i>	
Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Inspector	1
Battalion Chief	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	48
Driver / Operator	21
Administrative Assistant II	1
Administrative Assistant II	<u>1</u>
	<u>94</u>

DEPARTMENT / DIVISION / PROGRAM

POSITIONS

Engineering

Director of Public Works	1
City Engineer	1
Assistant City Engineer	1
Senior Civil Engineer	4
Civil Engineer	1
Public Works Project Manager	1
Senior Engineering Tech	3
Engineering Tech III	2
Engineering Tech II	2
Administrative Assistant	<u>1</u>
	<u>17</u>

Operations (Streets, Public Buildings, Stormwater, VOM)

Operations Director	1
Administrative Assistant	2
Buildings & Traffic Management Supervisor	1
Operations Supervisor	1
VOM Supervisor	1
Property Technician / Electrician	4
Building Maintenance Technician	1
Crew Leader	3
Mechanic	5
Operator	13
Storekeeper	<u>1</u>
	<u>33</u>

Parks Division

Parks Director	1
Parks & Forestry Coordinator	1
Crew Leader	3
Operator II	3
Operator I	6
Operator	3
Public Works Maintenance Worker	<u>1</u>
	<u>18</u>

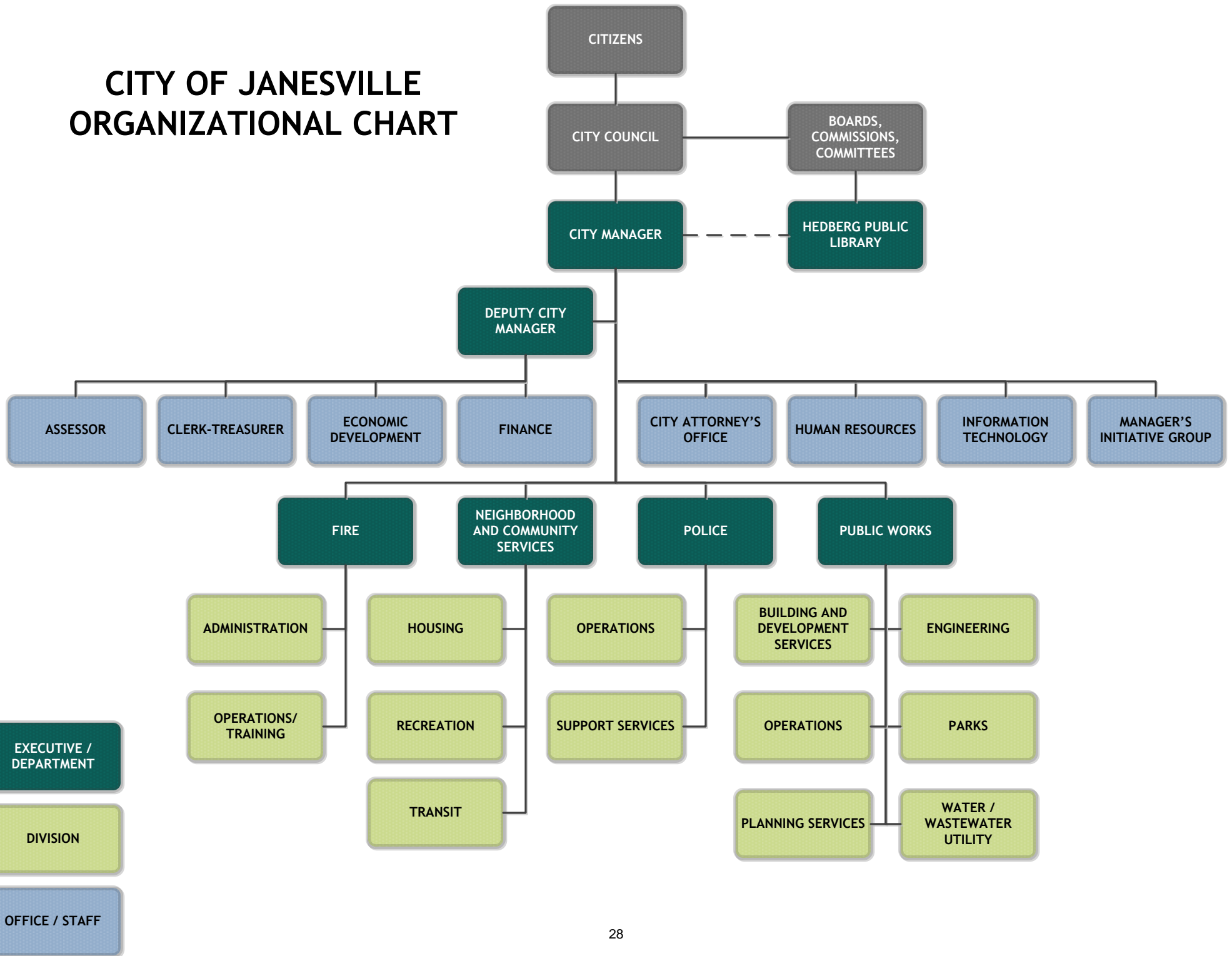
Planning, Building and Development

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

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Property Maintenance</i>	
Neighborhood Development Specialist	1
Property Maintenance Specialist	<u>2</u>
	<u>3</u>
<i>Recreation Division</i>	
Recreation Director	1
Senior Center Supervisor	1
Recreation Programmer	3
Ice Arena Supervisor	1
Administrative Assistant 1	<u>1</u>
	<u>7</u>
<i>Transit System</i>	
Transit Director	1
Assistant Transit Director	1
Transit 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>
<i>Wastewater Utility</i>	
Treatment Plant Superintendent	1
Administrative Assistant	1
Wastewater Treatment Plant Supervisor	1
Chemist/Biologist	2
Environmental Technician	1
Waste Treatment Plant Operator	8
Sewer Maintenance Worker	<u>2</u>
	<u>16</u>
<i>Water Utility</i>	
Utility Director	1
Water Superintendent	1
Administrative Assistant I	1
Utility Billing Clerk	2
Water Supervisor	1
Crew Leader	2
Pump Operator	1
Waterworks Operator	8
Customer Service Tech	5
Customer Service Representative	<u>1</u>
	<u>23</u>

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Oakhill Cemetery</i>	
Laborer I	1
Cemetery Caretaker	1
Cemetery Clerk (part-time)	<u>1</u>
	<u>3</u>
<i>Hedberg Library</i>	
Director	1
Assistant Director	1
Dept Heads/Supervisors	4
Facility and Operations Coordinator	1
Public Information Coordinator	1
Computer Systems Manager	1
Librarians	6
Librarians (part-time)	4
Support Staff	7
Support Staff (part-time)	45
Custodians	<u>2</u>
	<u>73</u>
<i>JATV-12</i>	
Director JATV Media Services	1
Production Assistant (full-time)	1
Production Assistant (part-time)	<u>2</u>
	<u>4</u>
<i>Neighborhood and Community Services</i>	
Neighborhood & Community Services Director	1
Housing Rehabilitation Specialist II	1
Housing Financial & Rehab Specialist	1
Property Maintenance Specialist I (PT)	1
Administrative Assistant	1
Section 8 Housing Specialist	<u>2</u>
	<u>7</u>
<i>Sanitation Fund</i>	
Operations Superintendent	1
Solid Waste Supervisor	1
Customer Serviceperson (part-time)	2
Environmental Technician	1
Crew Leader	1
Operator	9
Cashier	2
Cashier (part-time)	<u>1</u>
	<u>18</u>
TOTAL STAFF	<u>532</u>

CITY OF JANESVILLE ORGANIZATIONAL CHART



FULL-TIME EQUIVALENTS Comparison of 2016 and 2017 Budget

<u>GENERAL FUND</u>	<u>2016</u> <u>Budgeted FTE</u>	<u>2017</u> <u>Budgeted FTE</u>	<u>Difference</u>
City Council	0.05	0.05	0.00
City Manager	4.69	4.64	(0.05)
City Assessor	5.99	5.99	0.00
City Attorney	4.00	4.00	0.00
Clerk-Treasurer	6.67	7.13	0.46
Economic Development	1.90	1.90	0.00
Finance	4.36	4.28	(0.07)
Human Resources	2.05	2.05	0.00
Information Technology	2.45	2.45	0.00
Police Department	118.79	117.96	(0.83)
Fire Department	93.36	94.36	1.00
Engineering	5.19	5.09	(0.10)
Street Maintenance	4.15	3.93	(0.21)
Snow Removal	3.69	3.77	0.09
Weed Control	0.36	0.32	(0.03)
Parks	13.29	13.16	(0.13)
Planning, Building and Development	12.07	12.07	0.00
Parking Facilities	0.42	0.41	(0.01)
Public Buildings	2.28	2.35	0.07
Traffic Management	4.19	3.77	(0.42)
Property Maintenance	2.85	2.85	0.00
Recreation	<u>22.02</u>	<u>21.54</u>	<u>(0.48)</u>
TOTAL GENERAL FUND	<u>314.80</u>	<u>314.07</u>	<u>(0.73)</u>

FULL-TIME EQUIVALENTS Comparison of 2016 and 2017 Budget

<u>NON-GENERAL FUND</u>	<u>2016</u> <u>Budgeted FTE</u>	<u>2017</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i>Enterprise Funds</i>			
Transit System	34.90	32.22	(2.69)
Stormwater Utility	11.57	12.90	1.32
Wastewater Utility	28.06	28.33	0.28
Water Utility	24.56	23.04	(1.52)
<i>Special Revenue Funds</i>			
Golf Course	0.10	0.05	(0.05)
Hedberg Public Library	52.77	53.15	0.38
JATV-12	2.63	3.25	0.62
Neighborhood Services:			
Section 8 (Rent Assistance)	2.85	2.85	0.00
State and Federal Grants	3.93	3.93	0.00
Oakhill Cemetery	3.37	3.22	(0.15)
Police: Grants	1.88	2.81	0.94
Sanitation:			
Industrial Waste Disposal	0.11	0.11	0.00
Sanitation	21.35	22.38	1.03
<i>Internal Service Funds</i>			
Insurance Fund	1.40	1.40	0.00
Vehicle Operation & Maintenance (VOM)	12.07	11.54	(0.53)
<i>Other</i>			
Non-General Fund (Development)	<u>7.65</u>	<u>9.26</u>	<u>1.61</u>
TOTAL NON-GENERAL FUND	<u>209.20</u>	<u>210.43</u>	<u>1.23</u>
TOTAL BUDGET	<u>524.01</u>	<u>524.50</u>	<u>0.50</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY COUNCIL

GOAL:

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

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

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

BUDGET VARIANCES

<u>\$84</u>	Economic adjustments
84	TOTAL PERSONAL SERVICES
(3,530)	Reduction of professional development
<u>(2,520)</u>	Remove telephone reimbursement
(6,050)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$5,966)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015	2016	2016	2017	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$2,107	\$2,193	\$2,191	\$2,237	\$44
Benefits	<u>618</u>	<u>653</u>	<u>654</u>	<u>693</u>	<u>40</u>
Subtotal	2,725	2,846	2,845	2,930	84
<u>CONTRACTUAL SERVICES</u>					
Professional Development	985	4,530	3,500	1,000	(3,530)
Utilities	0	2,520	2,520	0	(2,520)
Other Contractual Services	<u>828</u>	<u>1,000</u>	<u>670</u>	<u>1,000</u>	<u>0</u>
Subtotal	1,813	8,050	6,690	2,000	(6,050)
<u>SUPPLIES & MATERIALS</u>					
	1,060	1,115	850	1,115	0
GRAND TOTAL	<u>\$5,598</u>	<u>\$12,011</u>	<u>\$10,385</u>	<u>\$6,045</u>	<u>(\$5,966)</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY MANAGER

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

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

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

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

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

In 2014, the City Manager established two Manager's Initiatives Groups (MIGs) to help execute the day-to-day operations of the organization. MIG I is responsible for internal and external strategic communications and messaging. Meanwhile, MIG II is responsible for developing and executing analytically-driven, high-impact products that improve the strategic direction and long-range planning of the City and facilitate the decision-making processes for City leaders.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES: (Hours)				
Leadership and Management	6,157	6,053	6,053	6,053
Secretarial Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,900</u>	<u>2,400</u>	<u>1,600</u>	<u>2,400</u>
Total Hours	<u>9,357</u>	<u>9,753</u>	<u>8,953</u>	<u>9,753</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Leadership and Management	\$314,575	\$315,840	\$316,679	\$323,698
Manager's Initiative Group (MIG) I	81,151	91,401	72,777	89,995
Manager's Initiative Group (MIG) II	<u>67,569</u>	<u>77,842</u>	<u>71,641</u>	<u>81,240</u>
Total	<u>\$463,295</u>	<u>\$485,083</u>	<u>\$461,097</u>	<u>\$494,933</u>

BUDGET VARIANCES

\$9,020	Economic adjustments
<u>3,875</u>	Increase in intern position's budgeted hourly rate
12,895	TOTAL PERSONAL SERVICES
(2,775)	Changes to the City's comprehensive marketing and communications strategy
<u>(555)</u>	Other
(3,330)	TOTAL CONTRACTUAL SERVICES
<u>285</u>	Increase in supplies and materials based on historic actuals
285	TOTAL SUPPLIES & MATERIALS
<u>\$9,850</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$330,640	\$341,395	\$331,311	\$348,895	\$7,500
Benefits	<u>101,083</u>	<u>105,367</u>	<u>93,384</u>	<u>110,762</u>	<u>5,395</u>
Subtotal	431,723	446,762	424,695	459,657	12,895
<u>CONTRACTUAL SERVICES</u>					
Utilities	371	600	375	450	(150)
Postage	470	500	300	350	(150)
Professional Development	15,972	22,646	16,896	22,391	(255)
Other Contractual Services	615	0	1,000	0	0
Advertising	<u>11,145</u>	<u>12,300</u>	<u>11,720</u>	<u>9,525</u>	<u>(2,775)</u>
Subtotal	28,573	36,046	30,291	32,716	(3,330)
<u>SUPPLIES & MATERIALS</u>					
	2,999	2,275	6,111	2,560	285
GRAND TOTAL					
	<u>\$463,295</u>	<u>\$485,083</u>	<u>\$461,097</u>	<u>\$494,933</u>	<u>\$9,850</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY ASSESSOR

GOAL:

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

OBJECTIVES:

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

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
Real Estate (Parcels)	24,126	24,335	24,335	24,440
Mobile Home (Units)	445	450	450	450
Personal Property Accounts (#)	1,979	1,950	2,000	2,000
New Construction, Permits, Sale Reviews	2,686	2,800	2,800	2,800
Property Transfers & Split Merges	2,813	3,200	3,200	3,200
Aggregate Assessment Ratio	99.1%	97.0%	94.0%	92.0%

BUDGET VARIANCES

<u>\$1,319</u>	Economic adjustments and turnover savings
1,319	TOTAL PERSONAL SERVICES
<u>64</u>	Increase in postage quantity and rates
64	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>\$1,383</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$308,325	\$314,433	\$321,385	\$321,490	\$7,057
Overtime	449	0	0	0	0
Benefits	<u>107,206</u>	<u>125,836</u>	<u>119,815</u>	<u>120,098</u>	<u>(5,738)</u>
Subtotal	415,980	440,269	441,200	441,588	1,319
<u>CONTRACTUAL SERVICES</u>					
Utilities	897	951	950	951	0
Postage	3,825	4,294	4,294	4,358	64
Professional Development	3,904	6,583	9,605	6,583	0
Audit & Consulting	15,003	14,504	14,504	14,504	0
Other Contractual Services	1,405	5,600	1,200	5,600	0
Advertising	467	0	0	0	0
Vehicle Oper/Maintenance	<u>11,683</u>	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>	<u>0</u>
Subtotal	37,184	42,732	41,353	42,796	64
<u>SUPPLIES & MATERIALS</u>	4,093	3,500	3,500	3,500	0
GRAND TOTAL	<u>\$457,257</u>	<u>\$486,501</u>	<u>\$486,053</u>	<u>\$487,884</u>	<u>\$1,383</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY ATTORNEY

GOAL:

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

OBJECTIVES:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,325	3,346	3,320	3,325
Code Prosecutions	760	850	850	850
Collections	156	137	150	150
Worthless Checks	161	155	120	100
Other	<u>236</u>	<u>288</u>	<u>300</u>	<u>300</u>
Subtotal	4,638	4,776	4,740	4,725

Advisory	1,829	1,999	2,010	2,100
Labor Relations	<u>830</u>	<u>957</u>	<u>1,058</u>	<u>910</u>
Total	<u>7,297</u>	<u>7,732</u>	<u>7,808</u>	<u>7,735</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	10,576	10,650	10,250	10,500
Code Prosecutions	10	30	10	10
Collections	20	20	20	20
Worthless Checks	90	320	90	90
Other		<u>150</u>	<u>140</u>	<u>150</u>
Total	<u>10,696</u>	<u>11,170</u>	<u>10,510</u>	<u>10,770</u>

BUDGET VARIANCES

<u>\$15,720</u>	Economic adjustments
15,720	TOTAL PERSONAL SERVICES
	Decrease in utilities, postage, and summons & subpoenas based on
<u>(546)</u>	historic actuals
(546)	TOTAL CONTRACTUAL SERVICES
(474)	TOTAL SUPPLIES & MATERIALS
<u>2,307</u>	Increase in capital outlay for attorney subscriptions and books
2,307	TOTAL CAPITAL OUTLAY
<u>\$17,007</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015	2016	2016	2017	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONAL SERVICES					
Wages	\$284,266	\$295,316	\$295,316	\$300,425	\$5,109
Overtime	7,774	0	0	0	0
Benefits	<u>98,444</u>	<u>99,056</u>	<u>99,056</u>	<u>109,667</u>	<u>10,611</u>
Subtotal	390,483	394,372	394,372	410,092	15,720
CONTRACTUAL SERVICES					
Utilities	721	600	530	500	(100)
Postage	1,280	1,246	1,000	1,000	(246)
Professional Development	3,263	2,500	2,500	2,500	0
Auditing & Consulting	89,162	18,000	38,000	18,000	0
Summons & Subpoenas	1,508	1,500	1,300	1,300	(200)
Vehicle & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	95,934	23,846	43,330	23,300	(546)
SUPPLIES & MATERIALS	3,023	1,564	1,244	1,090	(474)
CAPITAL OUTLAY	<u>14,258</u>	<u>8,045</u>	<u>10,000</u>	<u>10,352</u>	<u>2,307</u>
GRAND TOTAL	<u>\$503,699</u>	<u>\$427,827</u>	<u>\$448,946</u>	<u>\$444,834</u>	<u>\$17,007</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CLERK-TREASURER / ELECTIONS

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

The Treasurer’s activities involve the establishment of a procedure for processing statements for payments, such as property tax roll, tax bills, special assessment charges, parking fees, delinquent personal property taxes and licenses. The Clerk-Treasurer’s 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 results in daily bank deposits, reconciling bank statements, reviewing investments and filing State reports.

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

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Treasury

Receipts (Transactions)	24,017	29,000	29,000	29,000
Vendor Checks Processed	6,021	7,000	6,500	6,500
Electronic Funds Transfers Processed	2,669	2,800	2,800	2,800
Real Estate Searches	1,573	1,500	1,500	1,500

Clerk

Minutes	40	40	40	40
Legal Notices	102	100	100	100
Ordinances/Resolutions	121	125	125	125
Licenses Processed	8,487	8,500	8,500	8,500

Elections

Elections (#)	1	4	4	2
Registered Voters (#)	35,919	37,000	37,000	37,000
Votes Cast (#)	8,485	51,000	61,000	15,000

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Clerk-Treasurer	\$494,956	\$486,063	\$486,063	\$492,806
Elections	<u>53,129</u>	<u>131,109</u>	<u>131,109</u>	<u>72,583</u>
Total	<u>\$548,085</u>	<u>\$617,172</u>	<u>\$617,172</u>	<u>\$565,389</u>

BUDGET VARIANCES

(\$49,455)	Poll worker costs for two elections in 2017 versus four elections in 2016
<u>10,710</u>	Economic adjustments partially offset by staff turnover savings
(38,745)	TOTAL PERSONAL SERVICES
(2,988)	Two elections in 2017 versus four elections in 2016
<u>(2,225)</u>	Other
(5,213)	TOTAL CONTRACTUAL SERVICES
(7,825)	TOTAL SUPPLIES & MATERIALS
<u>(\$51,783)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$ 333,709	\$403,351	\$403,351	\$353,896	(\$49,455)
Benefits	<u>98,068</u>	<u>98,388</u>	<u>98,388</u>	<u>109,098</u>	<u>10,710</u>
Subtotal	431,777	501,739	501,739	462,994	(38,745)
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,780	1,780	1,780	1,780	0
Postage	29,905	24,571	24,571	22,593	(1,978)
Professional Development	1,909	3,325	3,325	3,325	0
Auditing/Consulting	500	2,000	2,000	990	(1,010)
Insurance	0	420	420	210	(210)
Other Contractual Services	63,873	53,040	53,040	50,513	(2,527)
Vehicle & Equipment	<u>3,418</u>	<u>6,672</u>	<u>6,672</u>	<u>7,184</u>	<u>512</u>
Subtotal	101,384	91,808	91,808	86,595	(5,213)
<u>SUPPLIES & MATERIALS</u>	14,924	23,625	23,625	15,800	(7,825)
GRAND TOTAL	<u>\$548,085</u>	<u>\$617,172</u>	<u>\$617,172</u>	<u>\$565,389</u>	<u>(\$51,783)</u>

DEPARTMENT: GENERAL GOVERNMENT

OFFICE: ECONOMIC DEVELOPMENT

GOALS:

To diversify Janesville's economic base through:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Planning & Administration - hours	320	480	420	480
Business Retention & Expansion - hours	1438	1,625	1,885	1,560
Business Contacts #	110	120	120	120
Marketing				
Rock County 5.0/Janesville Initiatives - hours	225	250	310	250
Business Contacts, meetings , prospects	360	400	590	400
Economic Development Website - hours	90	75	125	60
Website Hits (#)	8063	10,200	10,200	10,200
Madison Marketing Strategy - hours	45	40	25	40
Other Activities				
General Motors Site - hours	27	450	120	550
Brownfield Redevelopment Program - hours	584	650	210	200
Sites Remediated (#)	4	6	1	2
Downtown Development - hours	315	400	580	600
Development Projects Facilitated (#)	7	15	11	12
EDA Business Incubator - hours	359	190	240	300
Square Feet leased - Industrial	1,480,000	350,000	410,000	375,000
Total Hours	3,403	4,160	3,915	4,040

BUDGET VARIANCES

<u>\$5,310</u>	Economic adjustments
5,310	TOTAL PERSONAL SERVICES
150	Increased postage due to downtown activities
<u>285</u>	Professional development based upon training goals for two positions
435	TOTAL CONTRACTUAL SERVICES
(100)	Decreased supplies to reflect projected need
(100)	TOTAL SUPPLIES & MATERIAL
<u>\$5,645</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$80,128	\$128,351	\$129,088	\$132,446	\$4,095
Benefits	<u>13,258</u>	<u>21,188</u>	<u>21,102</u>	<u>22,403</u>	<u>1,215</u>
Subtotal	93,385	149,539	150,190	154,849	5,310
<u>CONTRACTUAL SERVICES</u>					
Utilities	559	150	220	150	0
Postage	31	50	300	200	150
Professional Development	4,730	10,000	9,620	10,285	285
Audit & Consulting	6,065	0	0	0	0
Recruiting Expense	400	0	0	0	0
Other Contractual Services	<u>7,506</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	19,291	10,200	10,140	10,635	435
<u>SUPPLIES & MATERIALS</u>	1,693	1,000	732	900	(100)
<u>GRAND TOTAL</u>	<u>\$114,370</u>	<u>\$160,739</u>	<u>\$161,062</u>	<u>\$166,384</u>	<u>\$5,645</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: FINANCE

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 Finance 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.

BUDGET VARIANCES

<u>20,021</u>	Economic adjustments
20,021	TOTAL PERSONAL SERVICES
725	TOTAL CONTRACTUAL SERVICES
(30)	TOTAL SUPPLIES & MATERIALS
<u>\$20,716</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$ 238,742	\$ 262,715	\$ 263,031	\$ 267,740	\$5,025
Benefits	76,943	81,339	89,375	96,335	14,996
Miscellaneous Benefits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	315,685	344,054	352,406	364,075	20,021
<u>CONTRACTUAL SERVICES</u>					
Utilities	956	700	700	700	0
Postage	538	1,400	1,400	1,400	0
Professional Development	3,508	8,135	6,720	8,135	0
Auditing/Consulting	31,803	34,350	34,350	35,075	725
Recruiting Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	36,804	44,585	43,170	45,310	725
<u>SUPPLIES & MATERIALS</u>	3,960	1,150	1,138	1,120	(30)
GRAND TOTAL	<u>\$356,449</u>	<u>\$389,789</u>	<u>\$396,714</u>	<u>\$410,505</u>	<u>\$20,716</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: HUMAN RESOURCES

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

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

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

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

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	2,038	2,038	2,038	2038
Job Applications Received (#)	3,000	3,000	2,000	2500
Recruitments (#)*	70	70	76	70
Labor and Employee Relations (Hours)	1,092	728	874	874
Grievances Filed Last Internal Step (#)	2	2	5	3
Contracts Under Negotiation (#)	3	0	1	1
HR Policies/Benefits/Salary Adm. (Hours)	1,820	2,184	2,038	2038
Training Programs (#)**	10	12	16	15
Safety Training Programs (**)	141	142	160	150
Personnel and Payroll Changes (#)	620	620	725	725
Health and Wellness (Hours)	1,456	1,456	1,456	1456
Significant Health Plan Problems Addressed (#)	40	40	50	50
Worker Compensation (Hours)	874	874	874	874
Worker Compensation Claims Processed (#)	110	110	110	110

* Includes 10 Seasonal recruitments. In the past this was indicated as 1 recruitment.

** Because of switch to online training, numbers as of 2015 reflect number of classes; not number of times classes are offered.

BUDGET VARIANCES

<u>\$9,357</u>	Economic adjustments
9,357	TOTAL PERSONAL SERVICES
(2,935)	Reduction of \$5,000 for organizational climate survey, offset by \$2,000 increase in legal fees
78	Decrease based upon estimated cost of 2016 training program, offset by \$1,000 increase for City share of United Way Get Connected Volunteer Management System.
<u>121</u>	Other
(2,736)	TOTAL CONTRACTUAL SERVICES
<u>\$6,621</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$157,395	\$159,280	\$160,269	\$163,306	\$4,026
Benefits	<u>46,907</u>	<u>49,614</u>	<u>51,091</u>	<u>54,945</u>	<u>5,331</u>
Subtotal	204,302	208,894	211,360	218,251	9,357
<u>CONTRACTUAL SERVICES</u>					
Utilities	570	750	750	750	0
Postage	227	265	361	366	101
Professional Development	2,757	1,530	1,530	1,550	20
Audit & Consulting	420	8,585	8,585	5,650	(2,935)
Employee Development	<u>15,435</u>	<u>11,347</u>	<u>7,500</u>	<u>11,425</u>	<u>78</u>
Subtotal	19,409	22,477	18,726	19,741	(2,736)
<u>SUPPLIES & MATERIALS</u>					
	1,783	1,200	1,200	1,200	0
GRAND TOTAL	<u>\$225,494</u>	<u>\$232,571</u>	<u>\$231,286</u>	<u>\$239,192</u>	<u>\$6,621</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: INFORMATION TECHNOLOGY

GOAL:

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

OBJECTIVES:

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

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

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Servers Maintained	41	41	55	60
Virtual Machines	40	42	39	42
Mobile Data Terminals	51	51	52	52
Tablets	24	25	29	33
Network Computers	287	308	316	316
Physical Locations Supported	27	28	28	30
Number of Users	620	685	663	680
Storage Used (in Gigabytes)	12,680	13,500	16,100	22,000

BUDGET VARIANCES

<u>(\$16,682)</u>	Economic adjustments
(16,682)	TOTAL PERSONAL SERVICES
31,298	Allocation of Govern and New World software expenses from Information Technology to Water, Wastewater, Stormwater, Sanitaion, VOM, Transit, and Library funds
<u>489</u>	Other
31,787	TOTAL CONTRACTUAL SERVICES
<u>(175)</u>	TOTAL SUPPLIES & MATERIALS
<u>(7,509)</u>	TOTAL CAPITAL OUTLAY
<u>\$7,421</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$180,196	\$182,524	\$183,724	\$168,755	(\$13,769)
Benefits	<u>55,573</u>	<u>56,950</u>	<u>60,140</u>	<u>54,037</u>	<u>(2,913)</u>
Subtotal	235,769	239,474	243,864	222,792	(16,682)
<u>CONTRACTUAL SERVICES</u>					
Utilities	982	1,900	725	1,900	0
Postage	50	105	93	105	0
Professional Development	6,203	4,718	4,640	5,207	489
Auditing/Consulting	20	4,700	3,000	4,700	0
Computer Maintenance	372,246	358,115	379,186	389,413	31,298
Vehical & Equipment	<u>0</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0</u>
Subtotal	379,501	369,938	387,644	401,725	31,787
<u>SUPPLIES & MATERIALS</u>	1,063	1,625	4,700	1,450	(175)
<u>CAPITAL OUTLAY</u>	<u>114,436</u>	<u>153,580</u>	<u>147,300</u>	<u>146,071</u>	<u>(7,509)</u>
<u>GRAND TOTAL</u>	<u>\$730,770</u>	<u>\$764,617</u>	<u>\$783,508</u>	<u>\$772,038</u>	<u>\$7,421</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: OTHER GENERAL FUND

GOAL:

To capture miscellaneous General Fund expenses.

PROGRAM ACTIVITY STATEMENT:

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

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

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

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

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

Retiree Benefits – Eligible retirees are provided health, dental, and life insurance coverage until they reach age 65. Public safety retirees are eligible for retiree health benefits based upon a WRS retirement. All other employees must meet an age and years of service criteria to be eligible. Contract negotiations are moving toward a limitation for new hires as of January 1, 2015 to be eligible for a maximum of ten years of retiree health benefits.

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

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

BUDGET VARIANCES

\$14,007	Increase in sick time payout
<u>(\$12,686)</u>	Decrease in retiree health & life insurance
1,321	TOTAL PERSONAL SERVICES
(990,000)	usage of fund balance for Fire Station #1 capital project in 2016
4,059	Other
(985,941)	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
<u>(\$984,620)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$ 110,636	\$ 100,001	\$ 100,000	\$ 114,008	\$14,007
Benefits	<u>421,911</u>	<u>389,314</u>	<u>389,114</u>	<u>376,628</u>	<u>(12,686)</u>
Subtotal	532,547	489,315	489,114	490,636	1,321
<u>CONTRACTUAL SERVICES</u>					
Debt Issuance Expense	65,135	55,000	65,000	55,000	0
General Expense	107,366	87,242	87,242	91,301	4,059
Transfers	<u>109,000</u>	<u>990,000</u>	<u>990,000</u>	<u>0</u>	<u>(990,000)</u>
Subtotal	281,501	1,132,242	1,142,242	146,301	(985,941)
<u>SUPPLIES & MATERIALS</u>					
	0	0	0	0	0
GRAND TOTAL	<u>\$814,048</u>	<u>\$1,621,557</u>	<u>\$1,631,356</u>	<u>\$636,937</u>	<u>(\$984,620)</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: POLICE

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 a respected, proactive, and innovative law enforcement agency.

VALUE STATEMENT/GUIDING PRINCIPLES:

Team members of the Janesville Police Department value:

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

SERVICE WITH PRIDE, HONOR, COURAGE, AND RESPECT

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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Police Management	\$608,859	\$605,761	\$591,906	\$616,303
Patrol Services	8,707,658	8,766,111	8,702,619	9,190,135
Investigative Services	2,866,925	2,806,524	2,885,538	2,833,797
Support Services	<u>833,156</u>	<u>899,964</u>	<u>875,565</u>	<u>907,670</u>
Total	<u>\$13,016,598</u>	<u>\$13,078,360</u>	<u>\$13,055,628</u>	<u>\$13,547,905</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Patrol (#)				
Officer Activity	63,085	70,000	63,400	65,000
Traffic Citations	9,152	10,000	8,100	10,000
Traffic Accidents	1,536	1,200	1,500	1,500
Crossing Guard Locations	17.5	17.0	17.5	17.5
Investigative (#)				
Violent Crime Incidents	147	155	140	145
Cleared with an Arrest (%)	68.7%	60.0%	55.0%	60.0%
Property Crime Incidents	1,918	2,000	1,700	1,800
Cleared with an Arrest (%)	28.4%	25.0%	33.0%	25.0%
Prisoners Processed	1,375	1,500	1,400	1,400
Support (#)				
Reports Processed	10,547	11,000	13,158	13,500
Records Requested	6,857	5,000	5,136	6,000
Parking Tickets Processed	1,537	2,000	1,200	2,000

BUDGET VARIANCES

<u>(\$102,828)</u>	Proposed increase in school district share of school officers from 50% to 75%
(99,694)	Turnover savings
215,903	Union negotiated salary increases, step increases, Administrative COLA, Merit
225,973	Health care premium increase
111,716	Retirement rate increase , as set by the State
<u>31,595</u>	Other (FICA & life insurance for salary increases)
382,665	TOTAL PERSONAL SERVICES
4,380	Telephone increase for additional wireless internet needed for officer worn body camera downloading
2,140	Increase in letters, certified mail, and evidence mailing
28,270	Liability & Workers Compensation Insurance
6,690	LEADS online pawned property program
3,690	Livescan equipment purchased in 2015 off warranty in 2016
7,920	Radio equipment purchased in 2012-2013 off warranty in 2016
4,000	Increase changeover expense from Impala to SUV squads
(50,000)	VOM historically lower vehicle maintenance costs
<u>1,250</u>	Other
8,340	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
<u>78,540</u>	Reinstating two squads that were cut in 2016 budget, total of 8 squads to be replaced in 2017
78,540	TOTAL CAPITAL OUTLAY
<u>\$469,545</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$7,828,212	\$7,817,615	\$7,583,011	\$7,882,767	\$65,152
Overtime	352,555	314,600	505,000	314,600	0
Benefits	3,497,974	3,588,427	3,596,045	3,905,550	317,123
Miscellaneous Benefits	<u>149,193</u>	<u>166,085</u>	<u>166,085</u>	<u>166,475</u>	<u>390</u>
Subtotal	11,827,934	11,886,727	11,850,141	12,269,392	382,665
<u>CONTRACTUAL SERVICES</u>					
Utilities	36,192	41,545	43,545	46,280	4,735
Postage	8,855	6,360	8,400	8,500	2,140
Professional Development	37,056	33,520	33,530	33,530	10
Audit & Consulting	8,734	0	0	0	0
Insurance	207,160	223,418	223,418	251,688	28,270
Care of Animals	127,148	135,000	135,000	135,000	0
Care of Prisoners	10,388	18,000	18,000	18,000	0
Uniform and Tool Expense	43,215	46,500	46,500	46,500	0
Computer Maintenance	2,335	2,400	2,400	2,400	0
Other Contractual Services	24,471	24,890	31,580	31,465	6,575
Vehicle & Equipment	<u>407,043</u>	<u>424,100</u>	<u>427,214</u>	<u>390,710</u>	<u>(33,390)</u>
Subtotal	912,598	955,733	969,587	964,073	8,340
<u>SUPPLIES & MATERIALS</u>	80,611	90,900	90,900	90,900	0
<u>CAPITAL OUTLAY</u>	<u>195,455</u>	<u>145,000</u>	<u>145,000</u>	<u>223,540</u>	<u>78,540</u>
GRAND TOTAL	<u>\$13,016,598</u>	<u>\$13,078,360</u>	<u>\$13,055,628</u>	<u>\$13,547,905</u>	<u>\$469,545</u>
	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	
Revenues	\$57,911	\$45,500	\$50,950	\$48,300	<u>\$2,800</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: FIRE

MISSION:

It is the mission of the Janesville Fire Department (JFD) to protect life, property and environment, promote public safety, foster growth through community involvement, leadership, management, education and positive actions. We will provide these services in a cost effective, safe and effective manner.

OBJECTIVES:

- Develop an organization to effectively lead, manage, and administer the resources of the Department.
- Develop a system to minimize the impact of disasters and other emergencies involving life and property.
- Provide an effective prevention and community education program that promotes health and safety.
- To ensure department services are provided in a responsive and cost effective manner.
- Strive to maintain the safest environment for ourselves and those we serve.

PROGRAM ACTIVITY STATEMENT:

The Fire Department responds to emergency incidents 24 hours a day out of five stations, which are staffed by 87 line personnel on three shifts. The remaining seven staff personnel are assigned to the Fire Prevention Bureau and Administration. Department activities include public education, fire investigation, skills & supervisor training, equipment, building and vehicle maintenance. In addition to emergency incidents, the Department provides life safety inspections, emergency events planning, building plan reviews for existing and new construction and a variety of specialty services.

During 2017, an estimated 2,300 Fire & Rescue Incidents and 7,800 Emergency Medical Service (EMS) Incidents will be answered by the Fire Department responding from five stations. Four stations have paramedic ambulances, each staffed by two licensed paramedics who respond to both emergency medical and fire related incidents. In addition, personnel are cross-trained to provide Dive Rescue, Hazardous Materials Response, Technical Rescue, and Child Safety Seat Inspection.

Approximately 4,900 fire and tank inspections will be made in 2017. Personnel will do an estimated 1,000 hours of public education instruction. Firefighter/Paramedics receive intensive training each year to maintain their skills and medical license needed to provide emergency services. Fire Department personnel perform most of the routine maintenance of their equipment and facilities.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Fire & Rescue Incidents	2,279	2,245	2,280	2,315
EMS Emergency Incidents	7,235	7,250	7,700	7,810
Total	<u>9,514</u>	<u>9,495</u>	<u>9,980</u>	<u>10,125</u>
Facility Transfers	608	590	832	850
Total Patients	7,355	7,325	8,100	8,325
Fire Prevention Inspections (#)				
General	3,118	3,100	3,120	3,120
Construction*	129	250	280	290
Compliance	1,127	1,000	1,000	1,000
Special Request	53	35	55	60
Tanks	230	235	235	240
Occupancy	<u>274</u>	<u>300</u>	<u>275</u>	<u>300</u>
Total	<u>4,931</u>	<u>4,920</u>	<u>4,965</u>	<u>5,010</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Suppression	\$6,325,199	\$6,775,660	\$6,775,880	\$6,800,426
EMS	2,783,224	2,982,441	2,982,441	3,150,441
Facilities Transport	0	86,803	42,900	115,843
Prevention	425,155	473,810	395,241	395,145
Administration	<u>711,619</u>	<u>766,201</u>	<u>757,802</u>	<u>778,486</u>
Total	<u>\$10,245,196</u>	<u>\$11,084,915</u>	<u>\$10,954,264</u>	<u>\$11,240,341</u>

BUDGET VARIANCES

<u>\$168,956</u>	Personal Services increases primarily due to increases in salaries/benefits
168,956	TOTAL PERSONAL SERVICES
5,404	Increase, in utilities, for additional square footage in new station
39,970	Insurance
<u>(2,400)</u>	Decrease in monthly contract with uniform cleaner
42,974	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIAL
<u>30,000</u>	Transfer to Fire Vehicle Replacement Special Revenue Fund
30,000	TOTAL TRANSFERS
<u>(86,504)</u>	Rural fire offset increase due to additional coverage area in the Town of Rock
(86,504)	TOTAL RURAL FIRE OFFSET
<u>\$155,426</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$6,657,862	\$6,940,393	\$6,872,585	\$6,948,841	\$8,448
Overtime	292,496	459,704	424,300	459,704	0
Benefits	2,997,425	3,115,414	3,096,154	3,269,722	154,308
Miscellaneous Benefits	<u>133,105</u>	<u>119,200</u>	<u>121,350</u>	<u>125,400</u>	<u>6,200</u>
Subtotal	10,080,887	10,634,711	10,514,389	10,803,667	168,956
<u>CONTRACTUAL SERVICES</u>					
Utilities	77,899	113,996	109,996	119,400	5,404
Postage	1,846	2,279	2,000	2,279	0
Professional Development	32,796	46,829	44,829	46,829	0
Auditing and Consulting	13,992	0	0	0	0
Building Expense	27,707	43,500	43,500	43,500	0
Insurance	205,426	227,319	227,319	267,289	39,970
Uniform and Tool Expense	59,430	73,601	71,201	71,201	(2,400)
Other Contractual Services	0	87,500	87,500	87,500	0
Computer Maintenance	466	3,800	3,800	3,800	0
Recruiting Expense	14,263	4,900	4,900	4,900	0
Vehicle & Equipment	<u>207,216</u>	<u>298,469</u>	<u>298,689</u>	<u>298,469</u>	<u>0</u>
Subtotal	641,043	902,193	893,734	945,167	42,974
<u>SUPPLIES & MATERIALS</u>	81,189	105,934	104,064	105,934	0
<u>TRANSFERS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	30,000
GRAND TOTAL	<u>\$10,803,119</u>	<u>\$11,642,838</u>	<u>\$11,512,187</u>	<u>\$11,884,768</u>	<u>\$241,930</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$557,923)</u>	<u>(\$557,923)</u>	<u>(\$557,923)</u>	<u>(\$644,427)</u>	<u>(\$86,504)</u>
NET TOTAL	<u>\$10,245,196</u>	<u>\$11,084,915</u>	<u>\$10,954,264</u>	<u>\$11,240,341</u>	<u>\$155,426</u>

TOWNSHIP FIRE PROTECTION:

The 2017 estimated revenue for providing contracted fire protection services to the neighboring towns is \$644,427. This is an increase of \$86,504 from 2016.

EMS/AMBULANCE TRANSPORT REVENUE:

The EMS projected revenue, for 2017, is \$2,112,600. This is an increase of \$350,000 from the 2016 Budget. This will be due to a 2017 increase in EMS rates and an anticipated increase in service volume. The Ambulance Inter-Facility and Intra-Facility Transport programs are continuing and will be bringing in an estimated \$332,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. The 2016 note issue included \$683,045 for the replacement of a Rescue-Pumper and Inflatable Rescue Boat.

Three vehicles are being considered for replacement in 2017. They include a 2005 Pierce Rescue-Pumper, a 2008 Command Vehicle, and a 2004 Utility Pickup. Due to mechanical deficiencies with several vehicles in the Fire Department fleet, as well as an upcoming price increase from the manufacturer, an earlier vehicle order is recommended. Presently our only working reserve truck is a 1997 Pierce Quint, which is currently being used every day. When another front-line engine is down for repairs we were forced to use our water tender truck as an engine. The replacement of the 2000 American LaFrance will allow the department to utilize it as a second reserve truck. Keeping in mind that American LaFrance filed for Chapter 11 bankruptcy in 2008, and it has been difficult to obtain parts for the truck. Both reserve vehicles have frequent maintenance issues and have out lasted their projected service life.

Based on our reserve vehicle situation, we are recommending moving up the purchase of Engine 85. Since time of delivery for a new engine is approximately nine months, JFD administration believes it would be in the best interests of the community to place the order for the Engine 85 replacement as soon as possible. The early replacement of Engine 85 would allow the department to move a vehicle that is still within its anticipated life expectancy into reserve status.

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 2016 is \$53,454. In 2016, the department is considering the purchase of Rescue Task Force equipment leaving a balance of \$22,012 in the account for 2017.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
<u>Service Charges</u>				
EMS	\$1,899,543	\$1,750,000	\$1,750,000	\$2,112,600
Inspections	28,263	25,000	25,000	25,000
Ambulance Transport	153,750	428,803	232,000	332,000
Other	<u>29,802</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Subtotal	\$2,111,358	\$2,243,803	\$2,047,000	\$2,509,600
<u>State Aid</u>				
Fire Inspections	<u>\$151,953</u>	<u>\$140,000</u>	<u>\$162,970</u>	<u>\$155,000</u>
Total	<u>\$2,263,312</u>	<u>\$2,383,803</u>	<u>\$2,209,970</u>	<u>\$2,664,600</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: ENGINEERING

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

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

Street Rehabilitation (Curbs, Walks, and Bridges) - Provide for the design of roadway improvements on our approximate 330-mile paved street system. The annual street rehabilitation program consists of approximately 12 centerline miles of streets. Sidewalks along the annual street program are inspected for defects and corrected as part of the annual program. Construction services and inspection of sidewalks are included in the Street Maintenance budget.

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

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

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

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

ACTIVITIES (Hours)	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
Sewer & Water & Landfill	1,074	1,153	1,229	1,239
Street Rehabilitation (Curbs, Walks, Bridges)	3,385	3,633	3,874	3,904
City Buildings & Parks	1,216	1,306	1,392	1,403
Maintain Infrastructure Records / Maps	1,094	1,174	1,252	1,262
Support Economic Development	609	653	697	702
Transportation Planning	<u>1,981</u>	<u>2,127</u>	<u>2,267</u>	<u>2,285</u>
Total	<u>9,359</u>	<u>10,046</u>	<u>10,712</u>	<u>10,795</u>

BUDGET VARIANCES

<u>\$19,659</u>	Economic adjustments
19,659	TOTAL PERSONAL SERVICES
-	TOTAL CONTRACTUAL SERVICES
<u>\$19,659</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$395,870	\$430,398	\$426,776	\$437,086	\$6,688
Overtime	2,102	100	339	100	0
Benefits	<u>118,718</u>	<u>129,815</u>	<u>127,787</u>	<u>142,786</u>	12,971
Subtotal	516,689	560,313	554,902	579,972	19,659
CONTRACTUAL SERVICES					
Utilities	4,493	4,700	4,700	4,700	0
Postage	1,841	2,994	2,994	2,399	(595)
Professional Development	17,402	17,985	17,985	15,977	(2,008)
Audit & Consulting	12,675	6,726	6,726	8,559	1,833
Vehicle & Equipment	<u>7,220</u>	<u>5,130</u>	<u>10,276</u>	<u>5,900</u>	<u>770</u>
Subtotal	43,630	37,535	42,681	37,535	0
SUPPLIES & MATERIALS					
	7,920	9,675	9,675	9,675	0
GRAND TOTAL	<u>\$568,240</u>	<u>\$607,523</u>	<u>\$607,258</u>	<u>\$627,182</u>	<u>\$19,659</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: PARKING FACILITIES

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

The Parking Facilities program provides for the operation and maintenance of 18 parking lots, a parking plaza (which will be fully removed in 2017), and the North Parker Drive parking structure which provide parking facilities for 1,421 vehicles. In 2017, the 17 parking spaces in the South River Street lot (adjacent to the former Plaza Furniture) will be eliminated. Also included is the maintenance of five 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 1,926 parking spaces. The major activities undertaken by this program include sweeping, snow removal, line striping, surface repair, street lighting and facility planning.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Parking Facilities

Spaces (#)	2,108	2,108	2,108	1,926
Maintenance (Hours)	630	600	620	600

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ELEMENT COST:

Maintenance	\$110,616	\$107,113	\$108,462	\$94,616
Facilities Planning	<u>14,907</u>	<u>17,763</u>	<u>17,763</u>	<u>18,210</u>
Total	<u>\$125,524</u>	<u>\$124,876</u>	<u>\$126,225</u>	<u>\$112,826</u>

BUDGET VARIANCES

<u>(\$50)</u>	Economic adjustments
(50)	TOTAL PERSONAL SERVICES
-	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
<u>(12,000)</u>	Replacement UPS and surveillance cameras in 2016
(12,000)	TOTAL CAPITAL OUTLAY
<u>(\$12,050)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$28,332	\$28,646	\$29,819	\$28,197	(\$449)
Overtime	4,807	3,100	3,000	3,100	0
Benefits	<u>11,635</u>	<u>10,888</u>	<u>11,264</u>	<u>11,287</u>	<u>399</u>
Subtotal	44,774	42,634	44,083	42,584	(50)
<u>CONTRACTUAL SERVICES</u>					
Utilities	21,355	24,293	24,073	24,293	0
Postage	404	700	700	700	0
Insurance	1,944	1,899	1,899	1,899	0
Other Contractual Services	9,503	7,000	7,000	7,000	0
Vehicle & Equipment	<u>42,611</u>	<u>35,250</u>	<u>35,255</u>	<u>35,250</u>	<u>0</u>
Subtotal	75,816	69,142	68,927	69,142	0
<u>SUPPLIES & MATERIALS</u>					
	4,933	1,100	1,215	1,100	0
<u>CAPITAL OUTLAY</u>					
	0	12,000	12,000	0	(12,000)
GRAND TOTAL	<u>\$125,524</u>	<u>\$124,876</u>	<u>\$126,225</u>	<u>\$112,826</u>	<u>(\$12,050)</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: PUBLIC BUILDINGS

GOAL:

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

OBJECTIVES:

- To create a safe and pleasant atmosphere in which to conduct the various operations and activities of City Government.
- To maintain and repair all structures 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 105,700 square feet of building space, excluding the Lincoln Tallman House, is provided for at an average cost per square foot of \$5.45. The Operations Division performs the routine maintenance and repairs with certain specialty services such as elevator maintenance, janitorial services, etc. being contracted out for most of the buildings. In addition, the lawn maintenance and snow removal at the Tallman House are performed by private contractors.

ACTIVITIES (Sq. Ft.):

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
City Hall	44,000	44,000	44,000	44,000
City Services Center	14,000	14,000	14,000	14,000
Police Services	23,100	23,100	23,100	23,100
City Storage Building	22,500	22,500	22,500	22,500
Other Buildings	2,100	2,100	2,100	2,100

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
City Hall	\$303,901	\$359,402	\$359,795	\$369,896
City Services Center	53,151	52,760	53,583	49,934
Police Services	136,849	136,288	136,703	141,444
City Storage Building	12,600	14,988	15,200	14,533
Lincoln Tallman House	55,527	49,400	49,916	49,800
Other Buildings	<u>284</u>	<u>185</u>	<u>185</u>	<u>362</u>
Total	<u>\$562,312</u>	<u>\$613,023</u>	<u>\$615,382</u>	<u>\$625,969</u>

BUDGET VARIANCES

\$5,552	Wages & overtime
<u>8,835</u>	Benefits & economic adjustments
14,387	TOTAL PERSONAL SERVICES
6,085	Utilities (includes expected rate increase)
6,254	Elevator maintenance contracts
<u>(180)</u>	Other
12,159	TOTAL CONTRACTUAL SERVICES
<u>400</u>	Snow removal & lawn mowing at Tallman House
400	TOTAL SUPPLIES & MATERIALS
<u>(14,000)</u>	CAPITAL OUTLAY
<u>0</u>	LINCOLN TALLMAN FUNDING
<u>\$ 12,946</u>	TOTAL INCREASE/ (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$118,059	\$142,366	\$142,700	\$147,718	\$5,352
Overtime	2,596	1,400	1,594	1,600	200
Benefits	<u>37,577</u>	<u>44,975</u>	<u>45,704</u>	<u>53,810</u>	<u>8,835</u>
Subtotal	158,232	188,741	189,998	203,128	14,387
<u>CONTRACTUAL SERVICES</u>					
Utilities	123,615	160,406	160,406	166,491	6,085
Postage	897	500	500	500	0
Professional Development	1,486	1,400	1,400	1,400	0
Building Expense	30,076	10,000	10,000	10,000	0
Insurance	9,248	11,188	11,188	11,483	295
Other Contractual Services	132,603	138,463	138,597	144,717	6,254
Vehicle & Equipment	<u>14,987</u>	<u>10,375</u>	<u>11,343</u>	<u>9,900</u>	<u>(475)</u>
Subtotal	312,911	332,332	333,434	344,491	12,159
<u>SUPPLIES & MATERIALS</u>	45,575	32,950	32,950	33,350	400
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>(14,000)</u>
<u>LINCOLN TALLMAN FUNDING</u>	<u>45,594</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
GRAND TOTAL	<u>\$562,312</u>	<u>\$613,023</u>	<u>\$615,382</u>	<u>\$625,969</u>	<u>\$12,946</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: SNOW REMOVAL

GOAL:

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

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 single-axle dump trucks with plows typically carry out routine snow plowing activities, along with three graders, seven 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 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Snow Plowing Operations (#)				
City-Wide Operations	10	7	3	7
Partial Operations	0	0	2	0
Chemical Spreading Operations (#)				
City-Wide Operations	15	18	8	18
Partial Operations	6	0	9	0
Freezing Rain Operations (#)	0	0	0	0
Downtown Snow Removal Operations (#)	2	3	1	3
Salt (Tons Used)	5,213	4,000	5,000	4,000
Inches of Snow	54.1	36.0	23.5	36.0

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Snow Plowing	\$619,460	\$537,176	\$384,891	\$543,163
Chemical Spreading	525,212	594,374	521,810	584,642
Snow Removal	61,056	69,448	33,415	69,756
Sidewalk Shoveling	<u>71,249</u>	<u>103,171</u>	<u>79,525</u>	<u>106,319</u>
Total	<u>\$1,276,976</u>	<u>\$1,304,169</u>	<u>\$1,019,641</u>	<u>\$1,303,880</u>

BUDGET VARIANCES

<u>\$5,521</u>	Economic adjustments
5,521	TOTAL PERSONAL SERVICES
<u>600</u>	Weather service cost increase
600	TOTAL CONTRACTUAL SERVICES
<u>(6,410)</u>	Decrease in salt unit price from 2015/2016 season
(6,410)	TOTAL SUPPLIES & MATERIAL
<u>(\$289)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$154,759	\$204,527	\$149,516	\$203,981	(\$546)
Overtime	127,565	80,900	37,050	80,900	0
Benefits	<u>90,342</u>	<u>94,542</u>	<u>72,710</u>	<u>100,609</u>	<u>6,067</u>
Subtotal	372,666	379,969	259,276	385,490	5,521
<u>CONTRACTUAL SERVICES</u>					
Utilities	407	500	500	500	0
Audit & Consulting	2,100	1,500	2,100	2,100	600
Other Contractual Services	0	0	0	0	0
Vehicle & Equipment	<u>602,855</u>	<u>623,200</u>	<u>500,265</u>	<u>623,200</u>	<u>0</u>
Subtotal	605,362	625,200	502,865	625,800	600
<u>SUPPLIES & MATERIALS</u>	298,650	299,000	257,500	292,590	(6,410)
GRAND TOTAL	<u>\$1,276,678</u>	<u>\$1,304,169</u>	<u>\$1,019,641</u>	<u>\$1,303,880</u>	<u>(\$289)</u>

MAJOR CAPITAL PROGRAM:

Included in the 2017 Major Capital Projects budget is \$250,000 in borrowing for the purchase of salt brine manufacturing and storage equipment.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: STREET MAINTENANCE

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

The objectives of this program include:

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

2015	2016	2016	2017
Actual	Budget	Estimated	Budget

ACTIVITIES:

Concrete/Bituminous Street Maintenance

Patch Filling (Tons)	120	500	200	200
Crack Sealing (Lane Miles)	9.3	8.0	6.0	10.0

Resurfacing/Reconstruction (Miles)

Breaking/Rubbelizing	0.0	0.1	0.0	0.0
Milling/Resurfacing	7.5	11.4	11.3	12.2
Reconstruction	1.0	1.1	0.7	0.4

Shoulder Maintenance

Miles	10.0	10.0	10.0	10.0
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Gravel Streets

Miles	18.0	18.0	18.0	18.0
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2015	2016	2016	2017
Actual	Budget	Estimated	Budget

ELEMENT COST:

Concrete Streets	\$70,737	\$106,890	\$72,775	\$95,424
Bituminous Streets	151,952	185,606	218,690	195,997
Curb/Gutter/Sidewalk	96	321	321	344
Resurfacing/Reconstruction	484,095	101,226	110,290	103,174
Bridge Maintenance	9,645	14,675	12,025	11,304
Shoulder Maintenance	17,167	10,875	10,875	9,430
Gravel Streets	10,594	10,179	10,179	9,334
Median Mowing	<u>92,146</u>	<u>98,477</u>	<u>86,850</u>	<u>102,968</u>
Total	<u>\$836,431</u>	<u>\$528,249</u>	<u>\$522,005</u>	<u>\$527,975</u>

BUDGET VARIANCES

<u>(\$30,274)</u>	Reduction to better reflect more recent expenditure levels
(30,274)	TOTAL PERSONAL SERVICES
	Contracted services for crack sealing and additional rehabilitation associated with enhanced streets program.
<u>30,000</u>	
30,000	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
<u>(\$274)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$157,633	\$218,721	\$161,386	\$202,283	(\$16,438)
Overtime	1,399	3,400	2,646	3,400	0
Benefits	<u>58,939</u>	<u>83,028</u>	<u>57,710</u>	<u>69,192</u>	<u>(13,836)</u>
Subtotal	217,970	305,149	221,742	274,875	(30,274)
<u>CONTRACTUAL SERVICES</u>					
Utilities	150	200	200	200	0
Other Contractual Services	534,222	110,000	196,394	140,000	30,000
Vehicle & Equipment	<u>60,414</u>	<u>76,200</u>	<u>71,700</u>	<u>76,200</u>	<u>0</u>
Subtotal	594,786	186,400	268,294	216,400	30,000
<u>SUPPLIES & MATERIALS</u>					
	23,676	36,700	31,969	36,700	0
GRAND TOTAL					
	<u>\$836,431</u>	<u>\$528,249</u>	<u>\$522,005</u>	<u>\$527,975</u>	<u>(\$274)</u>

The Major Capital Programs portion of the 2017 Proposed Budget will include \$2,030,000 borrowing for street resurfacing and reconstruction, \$170,000 for purchase of a full-depth pavement repair/reclamation machine, and \$75,000 for concrete joint repair.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: TRAFFIC MANAGEMENT

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

Traffic signs, signals and painting are maintained and installed in a continued effort to meet Federal standards as outlined in the “*Manual on Uniform Traffic Control Devices.*” Most traffic paint requires annual maintenance. Recently reconstructed arterial streets have been painted with an epoxy paint that will last up to five years. Traffic signs are installed and maintained in compliance with federal standards for minimum retro-reflectivity. Traffic signals are currently installed and maintained at 64 signalized intersections where traffic volumes exceed minimum standards. In 2016, and excluding utility costs, WisDOT took over maintenance of 9 city-owned traffic signals for the duration of the I39/I90 expansion project. 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.

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Traffic Signs

Installed/Repaired (#)	1,960	2,000	2,800	2,800
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Traffic Signals

Intersections (#)	63	62	64	64
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Street Painting

Striping (Feet)	407,760	405,000	405,000	405,000
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Street Lighting

Alliant Utilities Lights (#)	2,101	2,105	2,101	2,101
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City Lights (#)	2,411	2,345	2,411	2,411
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	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Traffic Signs	\$144,540	\$136,456	\$156,217	\$158,470
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Traffic Signals	130,875	143,571	143,571	138,644
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Street Painting	94,604	94,028	100,229	89,168
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Street Lighting	474,479	472,014	472,014	466,693
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Right-of-Way Clearing	<u>65,394</u>	<u>40,722</u>	<u>48,595</u>	<u>38,537</u>
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Total	<u>\$909,891</u>	<u>\$886,791</u>	<u>\$920,626</u>	<u>\$891,512</u>
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BUDGET VARIANCES

<u>(\$8,286)</u>	Wages, Overtime & Benefits
(8,286)	TOTAL PERSONAL SERVICES
8,607	Utilities (Includes expected rate increase, as well as savings on LEDs installed in parking lots and park roads in 2016)
<u>400</u>	Other (VOM Rate Adjustments)
9,007	TOTAL CONTRACTUAL SERVICES
<u>4,000</u>	Increased street sign material
4,000	TOTAL SUPPLIES & MATERIALS
<u>\$4,721</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015	2016	2016	2017	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONAL SERVICES					
Wages	\$220,715	\$218,518	\$230,759	\$207,064	(\$11,454)
Overtime	6,109	9,700	9,777	9,500	(200)
Benefits	<u>79,672</u>	<u>76,701</u>	<u>83,762</u>	<u>80,069</u>	<u>3,368</u>
Subtotal	306,496	304,919	324,298	296,633	(8,286)
CONTRACTUAL SERVICES					
Utilities	423,856	407,910	407,910	416,517	8,607
Professional Development	120	450	450	450	0
Insurance	320	342	342	342	0
Other Contractual Services	75	0	0	0	0
Vehicle & Equipment	<u>87,143</u>	<u>90,100</u>	<u>90,100</u>	<u>90,500</u>	<u>400</u>
Subtotal	511,514	498,802	498,802	507,809	9,007
SUPPLIES & MATERIALS	91,881	83,070	97,526	87,070	4,000
GRAND TOTAL	<u>\$909,891</u>	<u>\$886,791</u>	<u>\$920,626</u>	<u>\$891,512</u>	<u>\$4,721</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Projects budget includes borrowing of \$32,000 to replace aging street lighting and traffic signal infrastructure, part of a long-term strategy for replacement. An additional \$50,000 is included in borrowing for the Phase 2 replacement of pedestrian signals to LED fixtures.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: WEED CONTROL

GOAL:

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

OBJECTIVE:

To control the growth of noxious weeds and the unsightly growth of grass by mowing areas throughout the City, typically mowing four times annually, depending upon weather conditions.

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. Chemicals are occasionally used in locations where normal mowing activity is difficult.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Weed Cutting (Acres)	88	88	75	88
Streets Sprayed (Lane Miles)	5	100	25	100

BUDGET VARIANCES

<u>\$2,804</u>	Economic adjustments
2,804	TOTAL PERSONAL SERVICES
-	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
<u>\$2,804</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$11,652	\$14,317	\$10,394	\$15,173	\$856
Overtime	\$237	\$200	\$200	\$200	0
Benefits	<u>4,310</u>	<u>4,788</u>	<u>3,425</u>	<u>6,736</u>	<u>1,948</u>
Subtotal	16,198	19,305	14,019	22,109	2,804
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	5,864	1,242	3,500	1,242	0
Vehicle & Equipment	<u>10,016</u>	<u>18,100</u>	<u>10,000</u>	<u>18,100</u>	<u>0</u>
Subtotal	15,880	19,342	13,500	19,342	0
<u>SUPPLIES & MATERIALS</u>					
	1,121	775	775	775	0
GRAND TOTAL	<u>\$33,200</u>	<u>\$39,422</u>	<u>\$28,294</u>	<u>\$42,226</u>	<u>\$2,804</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

GOAL:

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

OBJECTIVES:

- To maintain the turf and landscaped areas for all City parks, street boulevards, public buildings, river walkways and the downtown landscape.
- To maintain park pavilions, restrooms, boat ramps and playground equipment.
- To maintain and provide for the preservation of our natural areas.
- To provide adequate maintenance of surfaced and unsurfaced trails.
- 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 supervisory personnel, 16 park maintenance and 12 seasonal employees to work 60% of the year (April through October) in Parks.

Maintenance of the park system is categorized into five service areas. Grounds Maintenance activities include mowing grass, tree and shrub care, irrigation, weed control, landscape care, litter collection and leaf removal. Building Maintenance activities include daily cleaning of restroom facilities and park pavilions, as well as maintenance to the building structures. 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Park System				
Total Acreage	2,595	2,595	2,595	2,595
Developed Parks (#)	64	64	64	64
Grounds Maintenance				
Mowed (Acres)	666	666	666	666
Playgrounds (#)	43	43	43	43
Building Maintenance				
Picnic Pavilions (#)	20	20	20	20
Pavilion Reservations (#)	631	645	730	700
Natural Areas				
Preserved Acreage (#)	805	805	805	805
Trails				
Paved (Miles)	30	30	30	30
Athletic Fields				
Soccer Games (#)	130	130	130	130

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Trails	\$48,662	\$45,020	\$59,283	\$51,717
Athletic Fields	62,271	48,787	41,618	36,381
Grounds Maintenance	1,029,273	1,038,463	1,027,284	1,078,066
Building Maintenance	188,990	200,668	205,973	194,960
Natural Areas	22,641	38,257	36,048	37,237
Forestry	<u>32,996</u>	<u>87,715</u>	<u>75,614</u>	<u>82,344</u>
Total	<u>\$1,384,834</u>	<u>\$1,458,910</u>	<u>\$1,445,820</u>	<u>\$1,480,705</u>

BUDGET VARIANCES

<u>\$18,276</u>	Economic adjustments
18,276	TOTAL PERSONAL SERVICES
(6,357)	Reflect trends, partial reduction due to Traxler Park ice skating elimination
(11,952)	Re-allocation of funds to VOM for aerial truck and stump grinder
24,405	VOM Rates
<u>173</u>	Insurance Increase
6,269	TOTAL CONTRACTUAL SERVICES
<u>(2,750)</u>	Better reflect operating costs
(2,750)	TOTAL SUPPLIES & MATERIALS
<u>\$21,795</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$618,760	\$658,240	\$647,185	\$666,878	\$8,638
Overtime	19,457	14,700	17,900	14,700	0
Benefits	220,582	268,093	262,055	277,731	9,638
Miscellaneous Benefits	<u>243</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	859,041	941,033	927,140	959,309	18,276
<u>CONTRACTUAL SERVICES</u>					
Utilities	96,055	89,219	88,499	82,862	(6,357)
Postage	353	130	130	130	0
Professional Development	2,306	3,100	3,100	3,100	0
Building Expense	3,123	0	0	0	0
Insurance	6,554	6,026	6,026	6,199	173
Other Contractual Services	13,853	26,752	14,800	14,800	(11,952)
Park Contractual	18,639	12,000	17,000	12,000	0
Vehicle & Equipment	<u>265,853</u>	<u>281,075</u>	<u>294,725</u>	<u>305,480</u>	<u>24,405</u>
Subtotal	406,735	418,302	424,280	424,571	6,269
<u>SUPPLIES & MATERIALS</u>	119,058	99,575	94,400	96,825	(2,750)
GRAND TOTAL	<u>\$1,384,834</u>	<u>\$1,458,910</u>	<u>\$1,445,820</u>	<u>\$1,480,705</u>	<u>\$21,795</u>

DEPARTMENT: PUBLIC WORKS

DIVISIONS: PLANNING SERVICES & BUILDING AND DEVELOPMENT SERVICES

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 update and implement the policy recommendations of the Comprehensive Plan.
- To provide needed data, analysis, technical and policy guidance so that policy-makers can make informed short-range and long-range community planning decisions.
- To 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 Divisions provide planning, building, and development services.

Planning Services

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

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 serves the Zoning Board of Appeals, Alcohol Licensing Advisory Commission and Historic Commission.

Downtown Development

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

Major Activities Undertaken in 2016:

1. Adopted First Amendment to *City of Janesville/Town of Rock Cooperative Boundary Plan*.
2. Advanced parking plaza removal efforts and prepared several grant funding applications.
3. Completed 2015-2050 Long Range Transportation Plan for Janesville MPO.
4. Coordinated review and approval of the Dollar General Distribution Facility and several commercial projects along Milton Avenue.
5. Conducted user survey and analysis report for recreational trail system.
6. Released new GIS website and compiled inventory of wayfinding signage, transit stops and trail pavement condition ratings.
7. Refined concept plans for the ARISE Town Square.
8. Established the S. Jackson Street Overlay District to guide redevelopment of former General Motors site.
9. Processed various zoning code and ordinance amendments including updates to the Building/Plumbing Code.
10. I-39/90 expansion project – design and planning assistance to WisDOT.
11. Updated and revised Chapter 15 of the Building Code and Chapter 8.12 regarding barbed wire fences.
12. Amended Chapter 16 & 18 to allow larger accessory buildings in mobile home courts
13. Moved ZBA appeals and variance files to electronic searchable index.

Major Activities to be Undertaken in 2017:

1. Continued Implementation of Economic Development Strategy
2. Implement Comprehensive Plan
3. Implement Downtown Revitalization Strategy (ARISE) and assist with Comprehensive Brownfield Program.
4. Implement Neighborhood Development Strategy, Subdivision and Zoning Ordinance Updates, as needed.
5. Coordinate development of a 5-year Transit Development Plan.
6. Continue GIS website development including increased mobile mapping capabilities.
7. Conduct biennial downtown parking occupancy study.
8. Provide on-going assistance to WisDOT for I-39/90 expansion project improvements.
9. Update Sign Code for consistency with Comprehensive Plan.
10. Develop GIS-based work order system for Public Works.
11. Revise and amend Chapter 5.20 Business on the Streets.
12. Update Sign Code for consistency with Comprehensive Plan.
13. Develop master directional and wayfinding signage program with JAVBC.

	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
ACTIVITIES:				
Building Services (#)				
Construction				
Complaints	190	150	150	150
Other Variances	5	8	10	8
New Residential				
Permits	399	350	425	425
Inspections	1,258	1000	1,300	1200
Existing Residential				
Permits	1,529	1500	1,600	1600
Inspections	2,346	2300	2,300	2300
New Commercial				
Permits	84	75	75	75
Inspections	778	800	800	800
Existing Commercial				
Permits (including all plan review)	1,175	1250	1,294	1295
Inspections	2,119	2500	2,200	2200
Development Services (#)				
Signs				
Complaints	9	4	9	9
Permits	234	300	200	200
Variances	0	5	3	3
Inspections	44	150	40	40
Site Plans/Zoning				
Permits	77	78	78	78
Inspections	174	100	156	160
Total				
Complaints	199	154	159	159
Permits	3,498	3,553	3,672	3,673
Variances	5	13	13	11
Inspections	6,719	6,850	6,796	6,700
Planning Services (Hours)				
Administration	1,400	1,400	1,400	1,400
Planning Services	2,500	2,600	2,600	2,600
Current Planning	2,900	2,800	2,800	2,800
Comprehensive Planning	<u>2,300</u>	<u>2,300</u>	<u>2,300</u>	<u>2,300</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Building and Development Services	\$783,697	\$763,255	\$772,484	\$797,496
Planning Services	<u>314,449</u>	<u>411,213</u>	<u>413,895</u>	<u>374,741</u>
Total	<u>\$1,098,146</u>	<u>\$1,174,468</u>	<u>\$1,186,379</u>	<u>\$1,172,237</u>

BUDGET VARIANCES

<u>\$47,727</u>	Economic adjustments
47,727	TOTAL PERSONAL SERVICES
(50,000)	No matching funds for ARISE professional services with Forward Foundation in 2017
42	Other
(49,958)	TOTAL CONTRACTUAL SERVICES
<u>(\$2,231)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$697,186	\$761,652	\$765,753	\$777,396	\$15,744
Benefits	<u>261,828</u>	<u>289,956</u>	<u>298,516</u>	<u>321,939</u>	<u>31,983</u>
Subtotal	959,014	1,051,608	1,064,269	1,099,335	47,727
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,560	2,500	2,250	2,500	0
Postage	2,903	2,800	2,800	2,842	42
Professional Development	10,280	11,085	11,085	11,085	0
Audit & Consulting	248	50,800	50,300	800	(50,000)
Other Contractual Services	100,048	30,800	30,800	30,800	0
Vehicle & Equipment	<u>16,200</u>	<u>16,200</u>	<u>16,200</u>	<u>16,200</u>	<u>0</u>
Subtotal	132,239	114,185	113,435	64,227	(49,958)
<u>SUPPLIES & MATERIALS</u>	6,893	8,675	8,675	8,675	0
GRAND TOTAL	<u>\$1,098,146</u>	<u>\$1,174,468</u>	<u>\$1,186,379</u>	<u>\$1,172,237</u>	<u>(\$2,231)</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
Revenues	\$640,098	\$679,603	\$961,291	\$652,049

REVENUE COMMENT: The 2016 estimated revenue of \$961,291 in fees is substantially more than the 2016 amended budget of \$679,603 due to higher Dollar General project permit fees than anticipated and increase in overall commercial development activity. 2017 projected revenue reflects the proposed increase in permit fees.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: NEIGHBORHOOD SERVICES

PROGRAM: PROPERTY MAINTENANCE

GOAL:

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

OBJECTIVES:

- To ensure that existing dwelling units are maintained in a safe and sanitary condition, in accordance with applicable codes and ordinances.
- To administer and enforce the Wisconsin Administrative Codes and City Ordinances, which guide the use and development of private property in a manner that has been determined to be beneficial to the health, safety and welfare of the community.

PROGRAM ACTIVITY STATEMENT:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

City Code (#)

Housing-Related

Violations	306	425	360	400
Inspections	669	825	750	800

Nuisance

Violations	489	1,250	700	800
Inspections	1,577	1,800	1,600	1750

Zoning

Violations	139	275	112	130
Inspections	394	350	274	300

Total

Violations	934	1,950	1,172	1,330
Inspections	2,640	2,975	2,624	2,850

BUDGET VARIANCES

<u>\$12,351</u>	Economic adjustments
12,351	TOTAL PERSONAL SERVICES
570	Increase in training expense
<u>(13)</u>	Other
557	TOTAL CONTRACTUAL SERVICES
<u>\$12,908</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$178,959	\$200,540	\$201,482	\$204,272	\$3,732
Benefits	<u>69,216</u>	<u>77,862</u>	<u>80,193</u>	<u>86,481</u>	<u>8,619</u>
Subtotal	248,174	278,402	281,675	290,753	12,351
<u>CONTRACTUAL SERVICES</u>					
Utilities	345	400	400	400	0
Postage	1,209	793	760	780	(13)
Professional Development	1,418	1,510	820	2,080	570
Audit & Consulting	20,400	20,400	20,400	20,400	0
Other Contractual Services	200	250	240	250	0
Vehicle & Equipment	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>0</u>
Subtotal	30,773	30,553	29,820	31,110	557
<u>SUPPLIES & MATERIALS</u>	738	1,000	950	1,000	0
GRAND TOTAL	<u>\$279,685</u>	<u>\$309,955</u>	<u>\$312,445</u>	<u>\$322,863</u>	<u>\$12,908</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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Revenues	\$ 10,100	\$ 6,000	\$ 12,000	\$ 14,000
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REVENUE COMMENT: This budget includes reinspection fees that are assessed to property owners who do not comply with Orders to Correct within the compliance timeline. This fee is intended as a cost recovery item for Property Maintenance Inspection time.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: RECREATION

PROGRAM: RECREATION, AQUATICS, ICE ARENA, AND SENIOR CENTER

GOAL:

To implement a program of services and activities that effectively provides recreational and leisure opportunities for the community.

OBJECTIVES:

- To provide leisure opportunities for adults, youth, teens, seniors and families to participate in activities such as organized sports, aquatics, ice skating, special events, Senior Center, enrichment and cultural programming.
- 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 offer sports and fitness opportunities for individuals of all ages that aid in quality of life.
- To develop and facilitate programs and activities that will stimulate cultural appreciation, environmental awareness, encourage family participation, socialization and community enjoyment.
- To conduct general administrative activities, including personnel management, promotion of programs and services, purchasing and budget management, special projects, and evaluation of operations.
- To operate activities for youth, adult, seniors, aquatics, and ice skating at a 50% operating ratio.

PROGRAM ACTIVITY STATEMENT:

The Recreation Division consists of Administration, Senior Center, Ice Arena, Aquatics, Youth, and Adult Recreation Programming. Recreation provides a variety of seasonal and year-round activities and facilities for youth, adults and seniors with an emphasis on personal enrichment, instruction, education, socialization, athletics, aquatics and ice skating. Activities include sports leagues, sports instruction, enrichment programs, middle school recreation nights, open swim, swim lessons, hockey, figure skating, family special events, fitness, teen programming and older adult programming. The Recreation Division also provides support for pavilion rentals, public special events, and equipment rentals. The Recreation Division employs seven full-time professional staff supervising all facilities and programs. Staffing also includes 150 part-time/seasonal employees. Activities and services take place in the schools, parks, Dawson Softball Complex, Rockport Pool, Palmer Pool, Riverside Splash Pad, Lions Beach, Ice Arena and the Senior Center. Maintenance of these facilities is provided by the Parks and/or Tech Services Divisions and is charged to the Recreation programs. The Recreation Division actively seeks out partnerships, sponsorships, and the use of shared resources.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Senior Center	\$264,042	\$263,204	\$260,631	\$265,866
Adult	270,586	284,868	262,813	276,604
Youth	225,025	247,435	237,188	237,153
Aquatics	215,192	250,743	233,080	261,276
Ice Skating Center	<u>319,632</u>	<u>317,736</u>	<u>310,388</u>	<u>321,371</u>
Total	<u>\$1,294,477</u>	<u>\$1,363,986</u>	<u>\$1,304,100</u>	<u>\$1,362,270</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	51,693	63,000	60,000	63,000
Subsidy per Participant	\$3.55	\$2.73	\$2.96	\$2.74
Operating Ratio	30.56%	34.57%	31.88%	34.98%
Adult				
Participants (#)	39,334	42,620	38,746	41,870
Subsidy per Participant	\$3.52	\$3.21	\$3.24	\$3.29
Operating Ratio	71.0%	72.0%	73.6%	74.8%
Youth				
Participants (#)	17,706	21,923	17,698	19,915
Subsidy per Participant	\$1.86	\$1.93	\$2.48	\$1.51
Operating Ratio	58.7%	59.8%	57.8%	58.6%
Aquatics				
Participants (#)	52,497	59,784	57,678	61,784
Subsidy per Participant	\$2.86	\$2.92	\$2.90	\$3.01
Operating Ratio	30.2%	30.3%	28.3%	28.7%
Ice Arena				
Participants (#)	90,532	88,000	89,000	91,000
Subsidy per Participant	\$0.33	\$0.28	\$0.22	\$0.29
Operating Ratio	90.7%	92.2%	93.8%	91.8%

BUDGET VARIANCES

(\$15,464)	Reduction in wages with retirement at top of range (Administrative Assistant 1) with new hire (Recreation Programmer) anticipated at bottom of range. Economic adjustments included for full time positions. Reduction in hourly wages due to elimination of sports camp and less hours at Dawson Softball Complex based on trends.
<u>13,557</u>	Increases in employee health insurance coverage
(1,907)	TOTAL PERSONAL SERVICES
4,759	Increase in Water cost and proposed increases in Electricity and Gas.
1,000	Increase to reflect spending trends on building repairs
(1,275)	Elimination of Sports camps and field trip costs
1,718	Increase due to more aquatic staff certifications/re-certifications in 2017. It also increases due to new Recreation Programmer position attending trainings.
(3,951)	Reduction in VOM rates at Dawson. One time equipment purchase at SC in 2016 budget not included in 2017 budget.
<u>(160)</u>	Other
2,091	TOTAL CONTRACTUAL SERVICES
<u>(1,900)</u>	Reduced based off trends and a reduction in a camp.
(1,900)	TOTAL SUPPLIES & MATERIALS
<u>(\$1,716)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$583,778	\$639,398	\$596,578	\$623,934	(\$15,464)
Overtime	4,754	7,100	3,300	7,100	0
Benefits	<u>160,291</u>	<u>172,847</u>	<u>170,780</u>	<u>186,404</u>	<u>13,557</u>
Subtotal	748,822	819,345	770,658	817,438	(1,907)
<u>CONTRACTUAL SERVICES</u>					
Utilities	163,939	179,938	169,778	184,697	4,759
Postage	2,960	3,000	2,650	2,900	(100)
Professional Development	5,881	6,617	5,993	8,335	1,718
Building Expense	43,344	36,500	37,950	37,500	1,000
Insurance	5,446	5,717	5,717	5,657	(60)
Computer Maintenance	1,888	1,800	1,716	1,750	(50)
Other Contractual Services	103,261	99,675	93,860	98,400	(1,275)
Concessions	35,421	33,000	35,500	33,000	0
Advertising	18,361	19,050	19,575	19,050	0
Licenses	3,688	3,900	3,664	3,950	50
Vehicle & Equipment	<u>42,489</u>	<u>49,194</u>	<u>48,635</u>	<u>45,243</u>	<u>(3,951)</u>
Subtotal	426,678	438,391	425,038	440,482	2,091
<u>SUPPLIES & MATERIALS</u>					
	118,977	106,250	108,404	104,350	(1,900)
GRAND TOTAL	<u>\$1,294,477</u>	<u>\$1,363,986</u>	<u>\$1,304,100</u>	<u>\$1,362,270</u>	<u>(\$1,716)</u>

REVENUE COMMENT:

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

Revenue has been increasing annually, but revenue goals have been set significantly high through the years. The Recreation Division may be proposing a slightly lower revenue budget/goal, but it is more realistic based on past years trends. The revenue budget/goal includes the proposed fee increases and also reflects the loss of revenue from the elimination of Youth Sports Camp.

The Senior Center revenue category increases by \$2,000. The Facility Rental category increases by \$1,000 to reflect increased rentals in 2016 and anticipation for more in 2017. The Other Revenue Category (which includes revenue from primarily food and beverage sales) increases by \$1,500 due to the popularity of the light meals served the Winter months. This is offset by a decrease of \$500 in Trip Revenue Category based off trends. This Revenue Budget includes: facility rentals, trips, programming, membership fee and other revenue.

The Adult revenue category increases by \$1,800. Fee increases for the Enchanted Forest (\$2,000) and Pavilion Rentals (\$5,000) were included. These increases are offset by decreases in anticipated revenue from Adult Softball based on trends (\$4,500) and vending machine revenue (\$1,000). Additional Revenue is anticipated in Field and Court Reservations (\$500). This category includes: equipment rental, permits, public event fees, vending machines, concession stands, family special events, ads in Rec brochure, pavilion rentals, adult sports leagues, field reservations, and concessions.

The Youth revenue category decreases by \$9,000. Youth Day Camps revenue budget decreases by (\$17,000) due to the elimination of Sports Camp. This is offset by proposed increase in revenue to Kids Count Camp (\$11,500). Additionally Youth Rec Nite decreases by (\$2,000) and Youth Sports by (\$1,000) based off trends. This category includes: discount attraction tickets, day camps, rec nites, partnership programs, and youth sports.

The Aquatics revenue category decreases by \$1,000. There are fee increases included in the budget for admissions (\$3,000) as well as swim lessons, but Swim Lesson Revenue Decreases by (\$1,500) based off trends and a reduction in lessons. Facility Rental, Season Pass Sales also are reduced by (\$1,000) based off trends. This is a realistic budget for aquatics to reach, as we have been under budget for several years. This category includes: Rockport Pool admissions, private rentals, programming, season passes and swim lessons, as well as Palmer Pool admissions and season passes, and indoor lap swim daily fees and passes.

The Ice Arena revenue category increases by \$2,000 primarily due to trends and increases in Youth Hockey rentals and the included fee increase. This category includes: public skate, programming, hockey, ice rentals, figure skating, concessions contract, and limited pro shop.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUE:				
Senior Center	\$80,697	\$91,000	\$83,100	\$93,000
Adult	192,143	205,200	193,333	207,000
Youth	132,148	148,000	137,200	139,000
Aquatics	65,061	76,000	66,000	75,000
Ice Skating Center	<u>289,922</u>	<u>293,000</u>	<u>291,200</u>	<u>295,000</u>
Total	<u>\$759,971</u>	<u>\$813,200</u>	<u>\$770,833</u>	<u>\$809,000</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: TRANSIT

GOAL:

To promote and provide a reliable, cost effective public transit system oriented to the needs of senior citizens, 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 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 elements: General Administration, Maintenance, Regular Service, Tripper Service, Paratransit Service, and Night Service.

General Administration

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

Maintenance

Maintenance is centered on a strong preventative maintenance program designed to maximize equipment utilization and availability, preserving the City's investment in Transit vehicles and fixed facilities. This includes maintenance of the bus fleet ranging in age from 11 to 15 years, service and support vehicles, Transit Services Center, Downtown Transfer Center, passenger shelters, benches and bus stop signs throughout the community.

Regular Service

Regular Service includes seven regular year-round routes, including the route between Janesville and Beloit; and the personnel required to operate them for 307 service days. For 2017, Regular Service is budgeted to maintain current service levels.

Tripper Service

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

Paratransit Service

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

Night Service

Night Service includes three bus routes that operate for four hours on 255 weekday evenings.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
General Administration (Hours)	9,384	9,090	9,337	9,110
Maintenance (Hours)				
Scheduled	3,604	3,700	3,317	3,700
Unscheduled	1,170	1,200	1,076	1,200
Emergency	146	150	135	150
Indirect Labor	9,445	9,700	8,693	9,700
Regular Service				
Mileage	390,710	390,204	379,232	378,402
Hours	25,328	25,301	25,301	25,241
Ridership (#)	342,729	365,353	323,126	332,920
Tripper Service				
Mileage	26,946	28,278	28,854	28,836
Hours	2,508	2,610	2,565	2,565
Ridership (#)	52,426	60,000	53,000	54,950
JMW Tripper Service				
Mileage	55,245	-	-	-
Hours	3,336	-	-	-
Ridership (#)	10,406	-	-	-
Night Service				
Mileage	45,110	45,109	45,977	45,977
Hours	3,251	3,251	3,251	3,251
Ridership (#)	20,505	21,400	20,000	20,600
Paratransit Service				
Hours	1,737	1,890	2,191	2,226
Ridership (#)	4,135	4,500	5,216	5,300
Total Services:				
Ridership (#)	430,201	451,253	401,342	413,770

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
General Administration	\$721,616	\$833,932	\$810,914	\$816,673
Maintenance	1,028,311	1,136,879	976,303	1,061,869
Regular Service	1,183,861	1,252,679	1,224,578	1,273,744
Tripper Service	70,652	112,842	109,404	108,336
JMW Service	166,004	0	0	0
Paratransit Service	47,393	76,566	73,597	76,479
Night Service	<u>145,548</u>	<u>153,190</u>	<u>154,299</u>	<u>163,257</u>
Subtotal - Operating	3,363,385	3,566,088	3,349,095	3,500,358
Capital	<u>0</u>	<u>2,699,000</u>	<u>0</u>	<u>4,485,000</u>
Total	<u>\$3,363,385</u>	<u>\$6,265,088</u>	<u>\$3,349,095</u>	<u>\$7,985,358</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$970,508. This is an increase of \$19,338 compared to 2016. This increase is partially the result of a decrease of \$70,489 in operating fare revenues and an expected increase in economic adjustments and health insurance costs.

BUDGET VARIANCES

(\$6,807)	Turnover savings
9,726	Overtime to reflect scheduling with current staffing levels
59,770	One additional administration insurance plan taken than budgeted in 2016 (\$19,070), Expected overall increase of 10% in health insurance premiums.
<u>3,421</u>	Economic adjustments
66,110	TOTAL PERSONAL SERVICES
(14,382)	Decrease in utilities based on actual expenses of new building plus projected rate increases
(34,049)	Decrease in insurance premiums for auto liability.
5,720	Additional computer replacements (\$2,371) and allocated costs of computer software and licenses (\$3,349)
(4,625)	Reduction in Advertising in consideration of other increases
<u>1,696</u>	Other
(45,640)	TOTAL CONTRACTUAL SERVICES
<u>(86,200)</u>	Decrease in diesel fuel due to the expected continuing trend of lower fuel prices.
(86,200)	TOTAL MATERIALS AND SUPPLIES
<u>(\$65,730)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,536,556	\$1,633,789	\$1,629,724	\$1,630,400	(\$3,389)
Overtime	275,301	187,200	195,000	196,926	9,726
Benefits	650,119	674,897	660,412	734,670	59,773
Miscellaneous Benefits	<u>149</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	2,462,125	2,495,886	2,485,136	2,561,996	66,110
<u>CONTRACTUAL SERVICES</u>					
Utilities	82,251	110,494	87,028	96,112	(14,382)
Postage	153	375	200	375	0
Professional Development	3,802	10,115	10,775	10,115	0
Auditing/Consulting	20,825	16,250	16,250	17,552	1,302
Building Expense	84,836	45,988	45,000	45,988	0
Insurance	161,864	197,351	197,351	163,302	(34,049)
Uniform and Tool	13,301	10,956	10,391	10,956	0
Computer Services	11,930	19,237	19,237	24,957	5,720
Other Contractual Services	64,312	106,087	103,118	106,100	13
Recruitment/Physicals	694	960	700	960	0
Advertising/Promotions	20,702	27,957	26,569	23,332	(4,625)
Vehicle Oper/Maintenance	<u>16,777</u>	<u>25,292</u>	<u>25,982</u>	<u>25,673</u>	<u>381</u>
Subtotal	481,447	571,062	542,601	525,422	(45,640)
<u>SUPPLIES & MATERIALS</u>	<u>419,813</u>	<u>499,140</u>	<u>321,358</u>	<u>412,940</u>	<u>(86,200)</u>
Total Operations and Maintenance	3,363,385	3,566,088	3,349,095	3,500,358	(65,730)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>2,699,000</u>	<u>0</u>	<u>4,485,000</u>	<u>1,786,000</u>
Subtotal	<u>\$3,363,385</u>	<u>\$6,265,088</u>	<u>\$3,349,095</u>	<u>\$7,985,358</u>	<u>\$1,720,270</u>
Depreciation	<u>662,841</u>	<u>652,000</u>	<u>656,680</u>	<u>650,000</u>	(2,000)
GRAND TOTAL	<u>\$4,026,226</u>	<u>\$6,917,088</u>	<u>\$4,005,775</u>	<u>\$8,635,358</u>	<u>\$1,718,270</u>

OPERATING ASSISTANCE:

During 2017, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 24.5% of expenses, an increase of 0.5% from the amount awarded in 2016. State Operating Assistance is expected to total \$857,600.

Federal Transit Operating Assistance is expected to amount to approximately 30.0% of operating expenses, the same percentage of expenses that was awarded for 2016. Total Federal Operating Assistance is expected to be \$1,050,100. Combined state and federal assistance is expected to total 54.5% of operating expenses, one half percent greater than the 2016 estimate. This budget also includes funding from a Paratransit Operating grant that is expected to total \$34,000.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
Operating Revenue				
Fares	\$491,504	\$517,113	\$431,673	\$446,624
Advertising	28,871	25,000	28,640	29,000
Beloit-Janesville Express Sponsorship	74,054	97,105	97,105	97,526
Janesville-Milton-Whitewater Sponsorship	37,869	0	0	0
Miscellaneous	<u>26,657</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Subtotal	658,955	654,218	572,418	588,150
Operating Assistance				
Local Assistance	704,085	951,170	803,372	970,508
State Paratransit Operations	35,570	35,000	33,109	34,000
State Assistance	866,796	855,900	848,064	857,600
Federal Operating	<u>1,097,979</u>	<u>1,069,800</u>	<u>1,092,132</u>	<u>1,050,100</u>
Subtotal	2,704,430	2,911,870	2,776,677	2,912,208
Capital Assistance				
Local Capital	55,967	539,800	0	897,000
Capital Contributions	0	0	0	0
Federal Capital	<u>(55,967)</u>	<u>2,159,200</u>	<u>0</u>	<u>3,588,000</u>
Subtotal	0	2,699,000	0	4,485,000
Total	<u>\$3,363,385</u>	<u>\$6,265,088</u>	<u>\$3,349,095</u>	<u>\$7,985,358</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: STORMWATER UTILITY

GOAL:

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

OBJECTIVES:

- To provide routine maintenance of storm sewers, catch basins, greenbelts and detention/retention basins.
- To sweep the streets in the downtown area six times annually and residential areas five 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 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.

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Leaf Collection

Miles	227	227	227	227
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Street Sweeping

Curb (Miles)	6,900	7,200	7,200	7,200
Residential Cycles (#)	4	5	5	5
Downtown Cycles (#)	6	6	6	6

Storm Sewer Maintenance

Storm Sewer Cleaning (Feet)	2,075	2,000	10,000	12,000
Catch Basin Cleaning (#)	307	1,000	600	700

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$105,954	\$66,178	\$66,317	\$68,135
Administration	<u>295,837</u>	<u>328,070</u>	<u>334,928</u>	<u>346,070</u>
Subtotal	401,791	394,248	401,245	414,205
Operations				
Street Cleaning	442,717	475,046	468,453	465,002
Storm Sewer Maintenance	246,225	455,232	510,640	1,429,689
Catch Basin Maintenance	205,654	891,723	837,720	714,112
Greenbelt/Drainageway Maintenance	377,566	387,146	299,485	398,810
Flood Control/Response	<u>0</u>	<u>10,200</u>	<u>0</u>	<u>0</u>
Subtotal	1,272,163	2,219,347	2,116,298	3,007,613
Debt Service	<u>449,744</u>	<u>370,702</u>	<u>370,702</u>	<u>516,375</u>
Total	<u>\$2,123,697</u>	<u>\$2,984,297</u>	<u>\$2,888,245</u>	<u>\$3,938,193</u>

BUDGET VARIANCES

\$78,103	Economic adjustment and creaion of a Public Works Maintenance Worker position for assist with the newly-established stormwater infrastructure maintenance program
<u>65,765</u>	Economic adjustments and reallocations to Stormwater Utility
143,868	TOTAL PERSONAL SERVICES
682,500	Expanded street rehabilitation program
(7,800)	Usage of VOM equipment
1,707	Allocation of Govern and New World software expenses from the General Fund
<u>3,948</u>	Other
680,355	TOTAL CONTRACTUAL SERVICES
(16,000)	Adjust greenbelt maintenance to historical trends and eliminate flood response placeholder
(16,000)	TOTAL SUPPLIES & MATERIALS
<u>\$808,223</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$588,591	\$669,934	\$670,548	\$748,037	\$78,103
Overtime	32,546	36,400	39,300	36,400	0
Benefits	<u>224,058</u>	<u>265,222</u>	<u>285,976</u>	<u>330,987</u>	<u>65,765</u>
Subtotal	845,194	971,556	995,824	1,115,424	143,868
<u>CONTRACTUAL SERVICES</u>					
Professional Development	13,600	5,450	5,450	5,450	0
Audit & Consulting	65,927	25,990	25,990	26,050	60
Insurance	12,388	10,605	10,605	12,905	2,300
Building Rental	8,158	8,295	8,295	9,883	1,588
Computer Maintenance	6,298	21,199	21,199	22,906	1,707
Other Contractual Services	189,988	992,000	880,380	1,674,500	682,500
Licenses	0	8,000	8,000	8,000	0
Vehicle & Equipment	<u>452,620</u>	<u>455,800</u>	<u>475,400</u>	<u>448,000</u>	<u>(7,800)</u>
Subtotal	748,978	1,527,339	1,435,319	2,207,694	680,355
<u>SUPPLIES & MATERIALS</u>	79,322	90,200	61,900	74,200	(16,000)
Total Operations and Maintenance	1,673,494	2,589,095	2,493,043	3,397,318	808,223
Principal	410,000	323,000	323,000	462,000	139,000
Interest Expense	39,429	47,702	47,702	54,375	6,673
Debt Issuance Expense	314	0	0	0	0
Capital	<u>460</u>	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>	<u>0</u>
Subtotal	2,123,697	2,984,297	2,888,245	3,938,193	953,896
Depreciation	<u>188,331</u>	<u>170,000</u>	<u>185,000</u>	<u>185,000</u>	<u>15,000</u>
GRAND TOTAL	<u>\$2,312,028</u>	<u>\$3,154,297</u>	<u>\$3,073,245</u>	<u>\$4,123,193</u>	<u>\$968,896</u>

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

<u>G.O. NOTE/ASSESSMENTS</u>	<u>TOTAL</u>	<u>UTILITY</u>	<u>ASSESSMENTS</u>
Monterey Dam Project	50,000	50,000	-
ARISE - TMDL Biofilters	100,000	100,000	-
Stormsewer Construction	150,000	-	150,000
Palmer Dr. Bridge Repairs	100,000	100,000	-
	-	-	-
Subtotal G.O Note/Assessments	400,000	250,000	150,000

OPERATING BUDGET

	-	-	-
Subtotal Operating Budget	-	-	-
Total	<u>\$ 400,000</u>	<u>\$ 250,000</u>	<u>\$ 150,000</u>

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2016 was \$60.64 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 2017 is \$73.84 per ERU to reflect the implementation of the enhanced street maintenance program. The impact of this on the typical residential customer will be an increase \$3.30 per quarter.

2015	2016	2016	2017
Actual	Budget	Estimated	Budget

REVENUES:

User Fees				
Residential	\$774,016	\$1,213,000	\$1,217,800	\$1,483,000
Non-Residential	1,389,539	2,126,000	2,127,300	2,657,000
Non-Use Credit	(142,110)	(219,000)	(219,000)	(273,000)
Contributions	0	0	0	0
Late Payment Charge	12,795	14,500	7,000	14,500
Interest Income	4	200	110	200
Planning Grants	12,724	0	0	0
Miscellaneous	<u>4,548</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$2,051,516</u>	<u>\$3,134,700</u>	<u>\$3,133,210</u>	<u>\$3,881,700</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: WASTEWATER UTILITY

GOAL:

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

OBJECTIVES:

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

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 2017, the Utility will serve 24,372 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 city services bill including water, wastewater and stormwater billing along with other services. The sewer collection system has been constructed over a long period of time and includes approximately 323 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 current wastewater treatment facility was originally built in 1970 and had its first major expansion in 1986. The second major upgrade and expansion was completed in 2011 and increased its design capacity to approximately 20 million gallons per day. In this latest expansion the ability to generate electricity was included. The Plant now uses the methane created in the waste digestion process to power 5 micro turbines that create electricity that is sold back to the local provider. Also, the methane can be further cleaned and compressed for use as CNG. The Waste Water and Water Utilities have been using this CNG to operate service vehicles with several more planned for delivery soon.

The City operates the plant according to State regulations, which establish the level of treatment required prior to discharge into the Rock River. With the issuance of the most recent operating permit the Plant will be required to reduce the phosphorus in the effluent by April 1, 2024, but we will have to have the improvements completed and operational by the end of 2022 so the systems can be tested and operational prior to the 2024 date. The latest major capital improvements completed in 2011 provided systems that will allow the Plant to treat the effluent to meet the required DNR standards without major plant improvements. Several smaller improvements will need to be made for chemical addition and monitoring. 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 43,000 gallons of biosolids (sludge) are produced daily. The biosolids are mechanically dewatered and disposed of on DNR approved agricultural land.

The Conde Street Pretreatment Lagoon is owned and operated by the City, but it was built to provide services for Seneca Foods. The facility consists of two 6 million gallon lined earthen lagoons that are covered with a plastic membrane that will trap methane under the cover. The methane is sold back to Seneca for use in their boiler that is able to mix pipeline natural gas and methane. Seneca is able to spray irrigate their waste from April 15th to November 30th, their wastewater enters the lagoons gets some treatment and is pumped back to Seneca for spray irrigation. During the non-spray months the outfall comes to the treatment plant for final disposal.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Administration (Hours)	10,853	11,332	11,274	11,544
Customer Accounts (#)	24,326	24,346	24,346	24,372
Collection System (Miles)	320	321	321	323
Treatment Plant Operation				
Gallons (Billion)	4.28	4.75	4.81	4.83
Suspd Solids (Pounds/Million)	7.00	7.40	7.53	7.50
BOD (Pounds/Million)	6.92	7.30	7.53	7.50
Laboratory Operations (#)				
Samples	6,338	6,647	6,433	6,509
Tests	18,943	19,878	19,092	19,657
Sludge Disposal				
Gallons (Million)	22.11	21.00	24.84	22.50

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
General Administration	\$809,523	\$868,673	\$863,959	\$826,552
Customer Accounts	206,159	260,267	249,118	330,102
Plant Oper/Maintenance	1,590,897	1,721,916	1,794,118	1,830,086
Laboratory Operations	224,748	223,091	224,446	232,552
Sludge Disposal	440,166	456,307	433,275	488,137
Collection Maintenance	860,144	1,141,384	1,180,667	1,152,036
Meter Maintenance	371,203	357,500	352,888	357,500
Pretreatment Facility	<u>86,816</u>	<u>88,486</u>	<u>77,638</u>	<u>90,147</u>
Total Operation & Maintenance	4,589,655	5,117,624	5,176,109	5,307,112
Depreciation	3,287,141	3,455,000	3,454,800	3,509,400
Interest Expense	708,972	695,005	663,005	632,176
Other Expenses	<u>37,184</u>	<u>65,000</u>	<u>58,000</u>	<u>65,000</u>
Total Expenses	8,622,952	9,332,629	9,351,914	9,513,688
Principal Payment	3,212,236	3,238,810	3,238,808	3,257,076
Capital	<u>1,555,117</u>	<u>1,087,632</u>	<u>1,139,416</u>	<u>989,500</u>
Grand Total	<u>\$13,390,305</u>	<u>\$13,659,071</u>	<u>\$13,730,138</u>	<u>\$13,760,264</u>

BUDGET VARIANCES

<u>\$157,370</u>	Salary adjustments due to position budgeting (\$95,440) and benefit increases (\$69,117)
157,370	TOTAL PERSONAL SERVICES
(6,284)	Utilities based on historic actuals
19,596	Allocation of Govern and New World software expenses from the Information Technology division of the General Fund
(18,500)	Various projects completed
(8,000)	Reduction in projected costs
(12,500)	Scheduled maintenance completed
55,800	Micro turbine maintenance cost
<u>(2,494)</u>	Miscellaneous Other Items
27,618	TOTAL CONTRACTUAL SERVICES
<u>4,500</u>	Chemicals and supplies for the Conde Street operation
4,500	TOTAL SUPPLIES AND MATERIALS
<u>\$189,488</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,554,105	\$1,641,326	\$1,636,205	\$1,736,951	\$95,625
Overtime	44,260	42,600	48,971	35,200	(7,400)
Benefits	637,192	628,967	647,539	698,112	69,145
Miscellaneous Benefits	<u>31,278</u>	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>	<u>0</u>
Subtotal	2,266,834	2,318,293	2,338,115	2,475,663	157,370
<u>CONTRACTUAL SERVICES</u>					
Utilities	531,245	601,239	649,142	594,955	(6,284)
Postage	26,787	25,500	21,000	22,000	(3,500)
Professional Development	8,532	13,861	12,334	12,469	(1,392)
Auditing/Consulting	8,858	27,980	24,480	27,247	(733)
Building Maintenance	38,720	30,211	27,711	30,211	0
Insurance	73,250	76,378	74,065	78,509	2,131
Computer Services	34,211	67,040	84,155	86,636	19,596
Other Contractual Services	78,883	106,500	94,750	88,000	(18,500)
Wastewater Testing	19,824	21,000	21,649	22,000	1,000
Sewer TV/Repair	351,730	664,000	664,000	656,000	(8,000)
Payment to Contractors	132,368	177,500	147,850	165,000	(12,500)
Landfill Fees	26,000	45,000	34,500	45,000	0
Vehicle Oper/Maintenance	154,152	132,200	187,322	188,000	55,800
Meter Expense	371,203	357,500	352,888	357,500	0
General Expenses - Pretreatment	<u>7,886</u>	<u>5,000</u>	<u>4,250</u>	<u>5,000</u>	<u>0</u>
Subtotal	1,863,650	2,350,909	2,400,096	2,378,527	27,618
<u>SUPPLIES & MATERIALS</u>	<u>459,171</u>	<u>448,422</u>	<u>437,898</u>	<u>452,922</u>	<u>4,500</u>
Total Operations and Maintenance	<u>\$4,589,655</u>	<u>\$5,117,624</u>	<u>\$5,176,109</u>	<u>\$5,307,112</u>	<u>\$189,488</u>
Principal Payment	3,212,236	3,238,810	3,238,808	3,257,076	18,266
Interest on Debt	708,972	695,005	663,005	632,176	(62,829)
Debt Issuance Expense	(14,903)	15,000	8,000	15,000	0
Cost of Laterals/Merchandise	220	0	0	0	0
Service Charge	51,867	50,000	50,000	50,000	0
Other - Special Assessment Loss	0	0	0	0	0
Capital (User Fees & Direct Pay)	<u>38,504</u>	<u>9,216</u>	<u>11,216</u>	<u>7,000</u>	<u>(2,216)</u>
Subtotal	8,586,552	9,125,655	9,147,138	9,268,364	142,709
Depreciation	3,287,141	3,455,000	3,454,800	3,509,400	54,400
Capital (Debt Funded)	1,495,069	1,032,000	1,093,000	982,500	(49,500)
Capital (Replacement)	<u>21,544</u>	<u>46,416</u>	<u>35,200</u>	<u>0</u>	<u>(46,416)</u>
GRAND TOTAL	<u>\$13,390,305</u>	<u>\$13,659,071</u>	<u>\$13,730,138</u>	<u>\$13,760,264</u>	<u>\$101,193</u>

Capital Outlay includes improvements to the sanitary sewer collection system and the Wastewater Utility's portion of software/technology projects. These projects will be funded by General Obligation Notes and/or Special Assessments (\$982,500). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$ 7,000).

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining	\$ 825,000
Inflow/Infiltration Reduction Program	145,000
Public Works - Work Order System	<u>12,500</u>
Subtotal	<u>\$ 982,500</u>

USER FEES/REPLACEMENT FUNDS

Laboratory Equipment	\$ 5,000
Safety Equipment	<u>2,000</u>
Subtotal	<u>\$ 7,000</u>

Total \$ 989,500

REVENUE COMMENT:

This budget includes a 6.0% rate increase effective January 1, 2017. The impact of this increase on the typical residential customer will be \$4.85 per quarter. This increase is necessary to maintain the financial health of the Wastewater Utility and fund additional work associated with the enhanced street repair project.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
Residential	\$6,152,954	\$6,390,200	\$6,170,400	\$6,643,900
Commercial	1,531,818	1,520,700	1,540,500	1,634,900
Industrial	402,291	477,600	465,800	523,400
Public Authority	207,127	243,100	219,000	239,400
Surcharge	429,840	408,000	387,000	407,200
Pretreat/Reserve	2,502	49,000	31,000	36,000
Forfeited	93,085	100,000	53,000	56,000
Electricity Generation	188,387	225,000	204,300	215,000
Conde Street Facility	23,815	0	11,300	15,000
Misc. Revenue	<u>95,179</u>	<u>175,000</u>	<u>106,500</u>	<u>120,000</u>
Subtotal	9,126,999	9,588,600	9,188,800	9,890,800
Interest Income	15,969	20,500	30,000	30,000
Capital Contributions	<u>27,244</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$9,170,212</u>	<u>\$9,609,100</u>	<u>\$9,218,800</u>	<u>\$9,920,800</u>
Operating Cash 12/31	1,521,167	\$1,616,904	\$1,531,467	\$1,648,467
Debt Service Cash 12/31	1,634,754	\$253,842	\$1,325,386	\$1,358,822

DEPARTMENT: PUBLIC WORKS

DIVISION: WATER UTILITY

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

The Water Utility was purchased by the City in 1915 and has been expanded continually since. It currently includes eight 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, 372 miles of distribution mains, 28,200 meters and 2,655 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, stormwater and other public services 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 15 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 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Administration (Hours)	10,080	10,369	10,650	10,681
Customer Accounts (#)	24,486	24,550	24,540	24,505
Pumping				
Gallons (Billion)	3.20	3.50	3.40	3.40
Water Treatment (#)				
Samples	1,003	1,003	1,003	1,003
Tests	2,200	2,200	2,200	2,200
Distribution (#)				
Main Repairs	80	110	85	100
Service Repairs	59	80	60	70
Valves Operated	932	1,200	1,500	1,400
Meters Tested	1,892	2,000	1,200	1,200
Hydrants Flushed	2,450	2,606	2,655	2,655

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Pumping	\$912,522	\$965,302	\$881,776	\$941,192
Water Treatment	82,686	101,714	95,077	104,197
Distribution	1,262,013	1,221,407	1,167,186	1,101,422
Customer Accounts	218,367	252,903	232,356	329,388
Administration	<u>694,109</u>	<u>807,767</u>	<u>823,866</u>	<u>793,079</u>
Total Operation & Maintenance	3,169,697	3,349,093	3,200,261	3,269,278
Depreciation	1,707,287	1,708,500	1,674,900	1,806,275
Taxes	1,460,713	1,593,649	1,555,937	1,658,364
Interest Expense	286,602	365,085	353,583	366,631
Other Expenses	<u>88,024</u>	<u>38,521</u>	<u>29,189</u>	<u>20,640</u>
Total Expenses	6,712,323	7,054,848	6,813,870	7,121,188
Principal Repayment	1,639,501	1,839,140	1,839,140	2,452,896
Capital	<u>2,914,076</u>	<u>4,315,070</u>	<u>3,901,570</u>	<u>5,800,071</u>
Grand Total	<u>\$11,265,900</u>	<u>\$13,209,058</u>	<u>\$12,554,580</u>	<u>\$15,374,155</u>

BUDGET VARIANCES

(\$81,606)	Decrease due to retirements and filling the positions with entry level employees
<u>(3,898)</u>	Decrease in healthcare costs adjustments due to employee changes noted above
(85,504)	TOTAL PERSONAL SERVICES
(40,003)	Decrease in utilities due to anticipation of less electricity used in pumping
(1,670)	Decrease due to using actual cost averages
1,090	Increase due to operator training programs for new staff
15,080	Street repair costs have increased
7,327	Increase in insurance costs
965	Increase in computer support from vendors
(660)	Projects were completed
<u>6,600</u>	Increase of VOM expenses, mostly in distribution mains
(11,271)	TOTAL CONTRACTUAL SERVICES
<u>16,960</u>	Increase in chemical cost
16,960	TOTAL SUPPLIES AND MATERIALS
<u>(\$79,815)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,389,052	\$1,431,174	\$1,346,028	\$1,349,568	(\$81,606)
Overtime	93,549	101,250	90,201	101,250	0
Benefits	462,651	504,330	502,784	500,432	(3,898)
Miscellaneous Benefits	<u>4,545</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>0</u>
Subtotal	1,949,798	2,040,954	1,943,213	1,955,450	(85,504)
<u>CONTRACTUAL SERVICES</u>					
Utilities	494,913	553,773	492,999	513,770	(40,003)
Postage	30,288	29,070	24,411	27,400	(1,670)
Professional Development	10,512	16,242	13,455	17,332	1,090
Auditing/Consulting	37,988	50,355	42,287	65,435	15,080
Building Expense	31,743	33,577	36,995	33,577	0
Insurance	49,140	48,693	53,074	56,020	7,327
Uniform and Tool Expense	6,234	5,750	5,750	5,750	0
Computer Services	34,056	80,039	109,371	81,004	965
Other Contractual Services	46,949	51,585	33,806	50,925	(660)
Vehicle Oper/Maintenance	<u>160,628</u>	<u>136,700</u>	<u>126,350</u>	<u>143,300</u>	<u>6,600</u>
Subtotal	902,451	1,005,784	938,498	994,513	(11,271)
<u>SUPPLIES & MATERIALS</u>	<u>317,449</u>	<u>302,355</u>	<u>318,550</u>	<u>319,315</u>	<u>16,960</u>
Total Oper/Maintenance	3,169,697	3,349,093	3,200,261	3,269,278	(79,815)
Principal Repayment	1,639,501	1,839,140	1,839,140	2,452,896	613,756
Interest Expense	286,602	365,085	353,583	366,631	1,546
Debt Issuance Expense	(4,221)	20,000	23,500	20,000	0
Cost Merchandise & Jobbing	92,245	18,521	5,689	640	(17,881)
Taxes	1,460,713	1,593,649	1,555,937	1,658,364	64,715
Capital (User Fees & Developer Pay)	<u>561,883</u>	<u>522,070</u>	<u>528,570</u>	<u>555,571</u>	<u>33,501</u>
Subtotal	7,206,420	7,707,558	7,506,680	8,323,380	615,822
Depreciation	1,707,287	1,708,500	1,674,900	1,806,275	97,775
Capital (G.O. Note/Revenue Bond)	<u>2,352,193</u>	<u>3,793,000</u>	<u>3,373,000</u>	<u>5,244,500</u>	<u>1,451,500</u>
GRAND TOTAL	<u>\$11,265,900</u>	<u>\$13,209,058</u>	<u>\$12,554,580</u>	<u>\$15,374,155</u>	<u>\$2,165,097</u>

Capital Outlay includes improvements to the distribution system due to the increase in the Street maintenance program and system improvements 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 (\$5,244,500). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, building restoration, and other smaller Utility capital items will be funded through User Fees (\$555,571).

G.O. NOTE

Undersized Main Replacement	\$ 1,488,000
Lead Service Replacement	1,385,000
Valve & Manhole Rehab/Replacement	200,000
Technology Projects	20,000
Obtain land options for Wells and tower site	100,000
Hire a consultant to design a new river crossing route	150,000
Water Main Lining	200,000
Public Works - Work Order System	12,500
Water Main replacement So. Oakhill Conde to State	777,000
Water Main replacement So. River Rd. Kellogg to 725' north of State	780,000
Pump Station #10 Roof replacement	132,000
Subtotal	<u>\$ 5,244,500</u>

USER FEES/CONTIBUTIONS

Network Computers	\$ 22,071
Meter Replacement	375,000
Hydrant Replacement	60,000
Excavation Safety Equipment	5,000
Davit Arm confined space equipment w/ 3 way winch	7,500
3/4 ton large cargo van Ford Transit EL med roof w/ CNG	43,000
3/4 ton large cargo van Ford Transit EL med roof w/ CNG	43,000
Subtotal	<u>\$ 555,571</u>

REVENUE COMMENT:

This budget includes a proposed 3% Simplified Rate Case increase effective 1/20/2017. This inflationary rate increase is necessary to maintain the financial condition of the Water Utility. This budget also includes a rate increase estimated at 15% effective 4/1/2017. The actual rate increase will be determined by the Conventional Rate Case that will be filed with the Public Service Commission in the last quarter of 2016. The city's last Conventional Rate Case was completed in 2012. This additional increase is necessary to fund the Water Utility work related to the enhanced street maintenance program and compensate for declining consumption trends. The impact of these increases on the average quarterly residential customer total \$7.76.

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 2.93% in 2015 and is estimated to be 3.43% in 2016. The rate of return for 2017 is projected to be 4.93%.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
Residential	\$3,197,089	\$3,660,275	\$3,242,800	\$3,773,000
Multi Family Residential	\$287,906	\$359,160	\$307,800	\$337,600
Commercial	963,711	872,890	963,800	1,072,200
Industrial	966,414	1,646,150	1,196,000	1,292,900
Public Authority	245,950	284,130	227,900	278,000
Private Fire Protection	54,965	57,400	55,054	57,400
Public Fire Protection	1,082,094	1,130,370	1,125,838	1,295,300
Forfeited	60,548	65,000	56,000	65,000
Equipment Rental	53,577	62,000	24,500	48,000
Merchandise & Jobbing	118,305	30,000	31,000	30,000
Miscellaneous Revenue	<u>83,047</u>	<u>80,500</u>	<u>85,600</u>	<u>80,700</u>
Subtotal	7,113,606	8,247,875	7,316,292	8,330,100
Interest Income	964	6,000	23,500	9,000
Transfers In	0	0	0	0
Capital Contributions	<u>36,657</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$7,151,227</u>	<u>\$8,253,875</u>	<u>\$7,339,792</u>	<u>\$8,339,100</u>
Rate of Return	2.93%	5.70%	3.43%	4.93%
Operating Cash 12/31	(\$906,913)	(\$984,879)	(\$1,073,801)	(\$1,058,081)
Debt Service Cash 12/31	\$0	\$0	\$0	\$0

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

PROGRAM: GOLF COURSES

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

OBJECTIVES:

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

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.

	2015	2016	2016	2017
	Actual	Budget	Estimate	Budget

PERFORMANCE MEASURES:

Workload Measures (#)

Rounds Played

Riverside	34,700	34,098	33,002	34,327
Blackhawk	<u>22,133</u>	<u>22,145</u>	<u>20,856</u>	<u>21,522</u>
Total Rounds Played	56,833	56,243	53,858	55,849
Season Passes Sold	369	394	344	394

Efficiency Measures

Cost Per Round

Riverside	\$32.76	\$26.65	\$27.06	\$26.50
Blackhawk	\$6.84	\$15.15	\$15.77	\$15.75

Revenue Per 9 Hole Round

Riverside	\$13.32	\$11.90	\$12.14	\$11.91
Blackhawk	\$3.69	\$4.18	\$4.26	\$4.19

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Riverside Golf Course	\$1,136,789	\$908,844	\$893,156	\$909,585
Blackhawk Golf Course	<u>151,309</u>	<u>335,501</u>	<u>328,960</u>	<u>339,068</u>
Total	<u>\$1,288,098</u>	<u>\$1,244,345</u>	<u>\$1,222,116</u>	<u>\$1,248,653</u>

BUDGET VARIANCES

<u>(\$6,130)</u>	Economic Adjustments
(6,130)	TOTAL PERSONAL SERVICES
(5,800)	Planned electrical box upgrade completed in 2016
20,315	KemperSports budget, \$6,150 increase due to cart purchase vs lease. Payroll increase to Full time staff and seasonals to remain competitive in market place. Budgeted KemperSports incentive fee, first time appearing in budget.
(675)	Reflect trend of park contractual expenses
(3,000)	Decrease in Vehicle Operation and Maintenance charges
(52)	Other
10,788	TOTAL CONTRACTUAL SERVICES
(350)	Other
(350)	TOTAL SUPPLIES & MATERIALS
<u>\$4,308</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$8,250	\$6,006	\$5,000	\$3,403	(\$2,603)
Overtime	95	0	0	0	0
Benefits	<u>3,014</u>	<u>4,673</u>	<u>3,578</u>	<u>1,146</u>	<u>(3,527)</u>
Subtotal	11,359	10,679	8,578	4,549	(6,130)
CONTRACTUAL SERVICES					
Utilities	2,473	3,150	3,150	3,150	0
Building Expense	1,119	5,800	0	0	(5,800)
Insurance	1,398	1,156	1,156	1,104	(52)
Computer Maintenance	0	2,100	2,100	2,100	0
Other Contractual Services	1,261,684	1,217,435	1,207,132	1,237,750	20,315
Park Contractual	779	675	0	0	(675)
Vehicle & Equipment	<u>1,911</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>(3,000)</u>
Subtotal	1,269,364	1,233,316	1,213,538	1,244,104	10,788
SUPPLIES & MATERIALS	7,375	350	0	0	(350)
GRAND TOTAL	<u>\$1,288,098</u>	<u>\$1,244,345</u>	<u>\$1,222,116</u>	<u>\$1,248,653</u>	\$4,308

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
Revenues	\$1,311,156	\$1,242,174	\$1,224,091	\$1,245,689

Revenue projections were provided by KemperSports. A slight increase in the student rate is proposed, as approved by the Golf Course Advisory Committee.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
RECEIPTS:				
Green Fees	709,268	639,284	611,332	626,894
Cart Rentals	257,456	265,155	272,119	272,433
Beer/Food/Beverages	208,143	214,137	226,201	228,157
Pro Shop	113,275	115,919	107,795	111,396
Range	6,729	6,901	6,289	6,489
Miscellaneous	<u>2,285</u>	<u>778</u>	<u>355</u>	<u>320</u>
Sub-Total from Operations	1,297,156	1,242,174	1,224,091	1,245,689
General Fund Subsidy	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grand Total	<u>\$1,311,156</u>	<u>\$1,242,174</u>	<u>\$1,224,091</u>	<u>\$1,245,689</u>
Total Riverside	<u>\$1,015,978</u>	<u>\$918,421</u>	<u>\$903,531</u>	<u>\$916,240</u>
Total Blackhawk	<u>\$281,178</u>	<u>\$323,753</u>	<u>\$320,560</u>	<u>\$329,449</u>

FUND BALANCE:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$35,100	\$58,158	\$58,158	\$60,133
Revenue	1,311,156	1,242,174	1,224,091	1,245,689
Expense	<u>1,288,098</u>	<u>1,244,345</u>	<u>1,222,116</u>	<u>1,248,653</u>
Total Fund Balance at December 31	<u>\$58,158</u>	<u>\$55,987</u>	<u>\$60,133</u>	<u>\$57,169</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: PARKS

PROGRAM: OAK HILL CEMETERY

GOAL:

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

OBJECTIVES:

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

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 administration and building and grounds maintenance.

2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Number of Burials (includes cremations)	103	105	102	105
Number of Lot Sales	60	59	81	75

BUDGET VARIANCES

\$9,745	Additional Seasonal Staff (\$8,320)
<u>3,950</u>	Economic Adjustments and Increase in Health Insurance Cost
13,695	TOTAL PERSONAL SERVICES
(520)	TOTAL CONTRACTUAL SERVICES
1,000	TOTAL SUPPLIES & MATERIALS
<u>\$14,175</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$124,475	\$104,122	\$119,286	\$113,867	\$9,745
Overtime	5,366	4,200	3,500	4,200	0
Benefits	<u>39,380</u>	<u>33,410</u>	<u>35,460</u>	<u>37,360</u>	<u>3,950</u>
Subtotal	169,221	141,732	158,246	155,427	13,695
<u>CONTRACTUAL SERVICES</u>					
Utilities	11,441	11,982	11,587	12,789	807
Postage	18	50	50	50	0
Professional Development	0	0	0	0	0
Building Expense	155	2,000	1,000	1,000	(1,000)
Insurance	3,664	4,240	4,240	4,538	298
Uniform & Tool Expense	0	0	0	0	0
Other Contractual Services	1,111	1,000	500	500	(500)
Advertising	0	500	500	500	0
Vehicle & Equipment	<u>46,386</u>	<u>47,625</u>	<u>47,000</u>	<u>47,500</u>	<u>(125)</u>
Subtotal	62,775	67,397	64,877	66,877	(520)
<u>SUPPLIES & MATERIALS</u>	4,463	8,200	7,200	9,200	1,000
GRAND TOTAL	<u>\$236,459</u>	<u>\$217,329</u>	<u>\$230,323</u>	<u>\$231,504</u>	<u>\$14,175</u>

REVENUE COMMENT:

The budgeted revenue from Cemetery activities is \$190,050.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUE:				
Burials	\$81,400	\$81,000	\$108,580	\$113,050
Grave Sales	52,400	48,000	72,000	72,000
Interest Income	0	5,000	5,000	5,000
Transfer - General Fund Subsidy	<u>74,000</u>	<u>74,000</u>	<u>74,000</u>	<u>0</u>
Total	<u>\$207,800</u>	<u>\$208,000</u>	<u>\$259,580</u>	<u>\$190,050</u>

It is estimated the Cemetery will have a remaining fund balance of \$197,118 as of December 31, 2016, and a balance of \$155,664 at December 31, 2017.

FUND BALANCE:	2015	2016	2017
	Actual	Estimated	Budget
Beginning Balance at January 1	\$196,520	\$167,861	\$197,118
Revenue	207,800	259,580	190,050
Expense	<u>236,459</u>	<u>230,323</u>	<u>231,504</u>
Total Fund Balance at December 31	<u>\$ 167,861</u>	<u>\$197,118</u>	<u>\$155,664</u>

HISTORY

Oak Hill Cemetery along with the Oak Hill Cemetery Association were established in 1851. Oak Hill is the oldest cemetery in the City of Janesville. Prior to 1851, there was a city cemetery on the hill near the county courthouse, what is today known as Jefferson Park. When the land was appropriated for school use in 1856, the burials were relocated to the new cemetery, Oak Hill, located on the north west side of the city.

Oak Hill Cemetery is the final resting place for many influential citizens in Janesville, veterans of the Grand Army of the Republic (Civil War), and a dedicated area for all veterans. The veterans section is operated by the Janesville Patriotic Society.

In 2008, the Oak Hill Cemetery Association transferred ownership of the 90 acre property and associated funds to the City of Janesville. Cemetery grounds are open for visitation from dawn until dusk.

EXPECTED OUTCOMES

The goals of the business plan will be:

1. Eliminate the City of Janesville General Operating Budget subsidy of \$74,000.
2. Work to eliminate the need to use the cemetery's fund balance on a yearly basis for general operating expenses.

In order to effectively eliminate the operating budget subsidy, current rates will be reviewed and brought in line with area cemeteries.

REVENUE vs EXPENDITURE HISTORY

	Expenses	Revenue	Difference
2011	\$232,668	\$223,227	(\$9,440)
2012	\$239,163	\$250,726	\$11,562
2013	\$206,167	\$217,313	(\$10,963)
2014	\$242,892	\$217,298	(\$25,593)
2015	\$236,459	\$207,800	(\$28,659)

CURRENT vs PROPOSED FEES

	Current	Proposed	Estimated Revenue
Grave Spaces	\$800	\$950	\$9,750
Additional Rite	\$150	\$875	\$7,975
Columbarium	\$800	\$1,700	\$2,700
Burials – Full	\$800	\$1,000	\$13,600
Burials – Cremains	\$700	\$875	\$6,475
Saturday Burials	\$170	\$250	\$1,200
Winter Burials	\$150	\$175	\$700
Urn Vaults	N/A	\$285	\$7,400 Gross

Total = \$48,700

Revenues at the cemetery have continued to decrease. Current pricing has not changed since the City took ownership of the facility in 2008. The current prices are under those of other cemeteries in Janesville.

Oak Hill Cemetery currently doesn't require urn vaults for cremations. The City should purchase the vaults from a local manufacturer and mark-up the product for re-sale. All cremations would be required to have an urn vault. The price of the vault will be included in the overall price for a cremation burial. The proposed fee for an urn vault is \$285. Due to the minimal need for double urn vaults, these vaults should be purchased from the funeral home.

INTERMENT OPTIONS

This plan brings forward changes to the current interment policies.

Currently, Oak Hill Cemetery allows a full burial and four (4) cremations in the same space. If the first was a full burial, there could be four (4) additional cremations in each of the corners of the site. This policy is convenient for customers; however this is a significant reduction in potential revenue for the cemetery. It is recommended that no more than two (2) burials be allowed in one site.

The 600 blocks have been the most popular for a number of years. These blocks have been almost entirely purchased. The remaining 8 lot minimum requirements should be reduced to a minimum of two graves. Additional platting should occur on the north and northwest areas of the cemetery. The new blocks should be marketed at a higher rate than other blocks.

The former Cemetery Association purchased a Columbarium, located on the south side of the property. Initial plans were to have concrete walkways and decorative landscaping surrounding the structure. Currently, the Columbarium sees an average of three sales per year. The current cost of interment is far below comparable facilities. The City should complete the hardscape and landscape projects around the

Columbarium, making it more attractive to potential buyers, and increase the price of interment.



MARKETING

Currently, the budget for advertising and marketing of the cemetery is minimal. In order to increase revenues at the cemetery, the City should find low cost options for getting information to residents.

Providing a brochure to organizations such as the Senior Center, local hospice, funeral homes, and senior fairs can provide the necessary exposure of the cemetery.

The City should focus on creating a website and Facebook page for Oak Hill Cemetery.

EXPENDITURE REDUCTIONS

The implementation of rate increases and increased marketing will assist with reducing the overall financial loss at the cemetery. However, in the near future expenditure reductions will most likely need to occur to bring the cemetery operations to a break even facility.

Expenditure reductions that could be looked at include; removing the waste receptacles from the property, reducing the number of water spigots to one area on the property. Should additional reductions be required, one full-time position may need to be eliminated. This option would result in a longer term seasonal employee being employed.

POLICES AND REGULATIONS

CONDUCT WITHIN THE CEMETERY

1. Visitors are reminded cemetery grounds are considered sacred and a strict observance of accepted behavior shall be required at all times. Cemetery management may order the removal of individuals who they deem are acting inappropriately, or otherwise conducting themselves in a manner that may be deemed to be offensive.

2. Visitors shall use the roads provided. Walking off of roadways is permitted, but done at the self-assumed risk of the general public. Owing to the very nature of a cemetery, the ground may be uneven, depressions may develop, and obstacles abound. In the event of injuries, the City is in no way liable.
3. Receptacles for cemetery waste materials are placed at various locations throughout the cemetery grounds, all visitors are asked to use the provided receptacles. (Should we keep??)
4. Oak Hill Cemetery is not for sensational or entertainment purposes. Any tours or events marketed as haunted, paranormal, or involving ghosts, spiritualists or mediums are strictly prohibited.

GENERAL CEMETERY CARE

1. Cemetery personnel or their designees shall be exclusively responsible for the management and maintenance of the Cemetery and its grounds.
2. The Cemetery shall take reasonable precaution to protect Owners, and the property rights of Owners within the Cemetery from loss or damage; but it disclaims all responsibility for loss or damage from causes beyond its reasonable control, especially from damage caused by the elements, an act of God, thieves, vandals, and unavoidable accidents.
3. The right to enlarge, reduce, re-plat or change the boundaries or grading of the Cemetery or of a section or sections, from time to time, including the right to modify or change the location of or any part thereof or remove or regrade roads, drives, and walks, or waterlines is hereby expressly reserved.
4. All grading, roadwork, landscape work, and improvements of any kind, and all care of property and buildings, shall be done by the Cemetery or its contractors. All trees and shrubs shall be planted, trimmed, cut or removed by the Cemetery or its contractors.
5. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The cemetery reserves the right to make exceptions, suspensions, or modifications of any of these rules and regulations without notice when, in the judgment of the management, such action appears necessary. Any such temporary exception, suspension, or modification shall in no way be construed as affecting the general application of these rules and regulations, and shall not act as a waiver of any of the provisions herein.

DECORATION GUIDELINES & RESTRICTIONS

In order to maintain the beauty of the cemetery and allow for efficient maintenance, visitors are asked to cooperate with the following decoration regulations. Approved decorations should always be placed on the side of a marker, never in front.

1. Shepherd hooks must be placed abutting as close to the marker as possible. The flower basket must hang over the marker.
2. Flowers must be planted in a cement flower urn. The urn must be placed on the

side of the marker and not extend beyond the width of the grave.

3. Wreaths are allowed after November 15.
4. No plants, including annual flowers, perennials, shrubs, and trees may be planted in the ground.
5. In order to provide efficient winter operations, grave blankets are not permitted.
6. No digging or fertilization of grave spaces.
7. The following decorations are not permitted: mementos, figurines, lighting, solar lighting, border edging, fencing, benches, rocks, gravel, bricks, mulch, glass receptacles, balloons, wind socks, toys (exception in children's section, toys may be allowed for a period of time after burials.)
8. Styrofoam constructed decorations and vases are prohibited.
9. The City is not responsible for the damage or theft of anything placed on the gravesite.
10. Waste receptacles are provided for the deposition of waste, litter, weeds, decayed flowers, and plants. (Should we keep receptacles??)
11. All unauthorized decorations will be removed and placed in a designated area for visitor retrieval. The City is not responsible for these items.
12. The City has the right to remove any plants in the ground or landscape decorations which do not conform to the cemetery rules and regulations.
13. The City is NOT responsible for reimbursement for any plants or decorations removed by cemetery staff or damaged by maintenance crews.

SPRING & FALL CLEANUP

Spring cleanup will be from April 1 through April 15. Spring decorations may be placed on graves after April 15, in accordance with cemetery policies.

Fall cleanup will begin October 15. All decorations will be removed beginning this day. Winter decorations may be placed on graves after November 15.

INTERMENTS

1. All graves (including cremains) shall be dug by the City or an approved, insured subcontractor. Depth of graves shall conform to the Wisconsin State Board of Health specifications.
3. The interment of two bodies in one grave will not be allowed, except in cases of parent and infant, twin infants, or two children buried at the same time.
4. If a full burial occurs first, then up to four cremations will be allowed in the same grave space. However, if a cremation occurs first, then a full burial will not be allowed.

DISINTERMENTS

1. No removal of a body from the cemeteries shall be made except by written approval of the City, and presentation of a legal disinterment permit.
2. The City is not responsible for any damages to the vault as a result of disinterment.

A disclaimer must be signed in advance by the lot owner.

VAULTS

1. All burials must be in a steel or concrete vault.
2. Skilled vault operators must be provided and paid by the lot owner for the handling and sealing of the vault.
3. Handling and sealing of the vault must be performed under the supervision of a licensed funeral home director.
4. Vaults for Cremains are required and may be purchased at the Oak Hill Cemetery office. Double vaults may be purchased from the funeral home.

MONUMENTS AND MARKERS

1. Only one above ground marker is permitted on each grave. For multiple interments, one additional marker will be permitted, set flat with the ground centered in front of the existing marker. Maximum size of flat marker is 24" x 12".
2. No more than four interments shall be identified on any flush memorial.
3. All monuments must be placed on a concrete foundation. Foundations can not be larger than the marker and must be a minimum of 12" deep. Flush markers, that are set in front of existing stones, may have up to a 5" inch concrete border around them.
4. Monuments and markers shall only be installed by City approved private contractors or City personnel. In the case of multiple markers on one grave, there is a permit fee of \$25.00 per marker. A \$100.00 permit fee will be charged for a monument placed in the center of an 8 grave lot.
5. The Cemetery and the City are not responsible for the preservation and care of any memorials installed in the cemetery. Nor are they responsible for any damage to such memorials or foundations, unless directly caused by cemetery personnel or equipment. The cemetery is not responsible for the natural weathering, or natural deterioration of memorials and foundations. Repair of aged markers is entirely the responsibility of the lot owners and their heirs.

INSTALLATION OF MARKERS

The cemetery is mapped into several sections, with each section having some unique regulations. Should you have any questions about what section your burial site is in, please contact cemetery staff at 754-4030.

BLOCK 400— 404 (EIGHT GRAVE LOTS)

1. Headstones or markers in two sizes only, 20"x10" or 24"x12", not over 8" high. Double markers are allowed on two graves, not larger than 42"x12"x8".
2. No monument 4' high or 18" wide including the base.
3. All monuments in the center of eight grave lots only.
4. Monuments or markers must have a 4" cement border.
5. All markers on the west half of an eight grave lot will be installed at the west end of the grave and face east. Markers on the east half of the lot will be installed at the

east end of the grave and face west.

BLOCK 600—601 (CREMAINS SECTION)

1. Cremains only—Two are allowed.
2. Markers 24" x 12", 8" high or smaller are allowed.

BLOCK 602 - 615, 289 - 302, 620-628, 631-633 & ELSEWHERE IN THE OAKS

1. No marker over 26" high or 16" wide including the base.
2. No single marker over 36" long.
3. No double marker over 72" long.

BLOCK 616— 619 and 629—630 (EIGHT GRAVE LOTS)

1. Monuments only in the middle of eight grave lots.
2. Monuments not over 4' high or 18" wide including the base.
3. No marker over 12" high (Double markers are allowed).

CHILDREN'S AREA (BLOCK 238 & 335)

1. One size only (16" x 8")
2. No higher than 8".
3. Must be on the west end facing east.

BLOCK 405—407 (TWO TO FOUR GRAVE LOTS)

1. Headstones or single markers in two sizes only (20x10 or 24x12 not over 8" high).
2. Double markers are allowed.
3. No marker should be over 8" high.
4. All foundations will be the full width of the grave and be 20" east to west.
5. Markers must be on the west end facing the east.

BLOCK 501—520 (MEMORIAL GARDENS)

1. Bronze markers only. Maximum size for one grave is 24" long by 14" wide. Maximum size for a double grave is 42" long by 14" wide.
2. Only one decoration is allowed per grave.
3. Concrete foundations with 3" borders are required.

VETERAN'S SECTION

The Veteran's Section at Oak Hill Cemetery is owned by the Janesville Patriotic Society. Burial arrangements are made through the respective funeral home. Individuals are responsible for opening and closing costs payable to Oak Hill Cemetery.

- Add sign to Veteran's Section??



CITY OF JANESVILLE

Wisconsin's Park Place:

*Discover the community of choice
to realize life's opportunities*

OAK HILL CEMETERY RATES

CEMETERY LOTS

Standard Grave.....	\$950
Cremains Section.....	\$700
Infant Grave.....	\$400

SERVICE CHARGES

INURNMENT & DISINTERMENT

Burial – Full.....	\$1,000
Burial – Cremains – Concrete Vault Required.....	\$875
Additional Rite of Burial.....	\$875
Disinterment – Full.....	\$2,000
Disinterment – Cremains.....	\$875

ADDITIONAL CHARGES

Monday – Friday Burial Arrival between 1:30pm – 3:00pm.....	\$100
Monday – Friday Burial Arrival after 3:00pm.....	\$250
Saturday Burial 9:00am to 2:00pm.....	\$250
Winter Burials.....	\$175
Urn Vaults.....	\$285
Chapel Charge Per Hour.....	\$150

EFFECTIVE: JULY 5, 2016

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

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

OBJECTIVES:

- To inform people of the materials and services Hedberg Public Library offers to library patrons, to instruct patrons in how to use these resources, and to actively encourage the use of these materials and services.
- To instill a love of reading and learning in all residents, especially children.
- To assist elementary and secondary students with information, materials and services that support their formal education assignments and interests.
- To provide materials for reading, listening and viewing, which educate, entertain and improve life skills.
- To provide prompt and accurate information to individuals, groups, businesses and government.

PROGRAM ACTIVITY STATEMENT:

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

- Assisting individuals and local businesses by answering a wide variety of questions
- Working with local schools to provide resources, programming assistance, and computer training
- Offering a wide variety of children's and adult programs that provide information and promote reading at all levels
- Providing community outreach services, such as cooperating with other agencies to meet their information needs, and the delivery of materials to nursing homes and homebound individuals
- Working with local businesses and non-profit groups to provide programs and services that benefit the community
- A commitment to being a place in which the public can stay informed not only about library services but about City/local services as well
- Offering a range of computer training classes with a variety of skill levels for the public, training that will help the patron find a job, research an issue, write a Word document, enroll or work on school activities, or even set up an email account.
- Offering more electronic resources for patrons to use. This includes eBooks and online databases. In 2016 we began offering Hoopla, in addition to Overdrive, as a resource for downloadable eBooks. Both resources we subscribe to are part of a consortium of libraries.

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 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 2015, 17.9% of the circulation of materials was to township residents.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Circulation of Materials	950,769	975,000	930,119	930,000
Electronic Circulation, Database Usage	200,787	200,000	241,066	250,000
Total Attendance	529,441	605,000	563,854	565,000
Volunteer Hours	6,755	7,000	7,871	8,000
Programs, Group Visits, Classes, Etc.	985	1,000	1,127	1,100
Participants in All Group Contacts	35,731	38,000	48,006	48,000

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Administration	\$666,759	\$554,142	\$558,249	\$610,241
Programming and Outreach	502,020	134,828	134,308	201,565
Operations	430,019	465,718	454,669	454,784
Public Services	601,036	1,056,075	1,051,486	1,066,154
Computer Systems	257,466	265,021	273,533	316,106
Technical Services	710,773	869,550	832,810	763,836
Youth Services	<u>599,849</u>	<u>491,927</u>	<u>431,602</u>	<u>524,564</u>
Operations Subtotal	3,767,922	3,837,261	3,736,657	3,937,250
Debt Service	<u>138,242</u>	<u>155,290</u>	<u>305,290</u>	<u>83,455</u>
Total	<u>\$3,906,164</u>	<u>\$3,992,551</u>	<u>\$4,041,947</u>	<u>\$4,020,705</u>

BUDGET VARIANCES

<u>\$94,691</u>	Economic adjustments
94,691	TOTAL PERSONAL SERVICES
(14,660)	Decrease in Utilities based on past trends
23,007	Computer Maintenance increase (ALS/RockCat automation consortium costs)
28,381	Added HR/Accounting costs to Library Budget (\$30,000)
<u>1,882</u>	Other
38,610	TOTAL CONTRACTUAL SERVICES
(17,220)	TOTAL SUPPLIES & MATERIALS
(71,835)	TOTAL TRANSFERS
(16,092)	TOTAL CAPITAL OUTLAY
<u>\$28,154</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$2,154,251	\$2,235,512	\$2,165,788	\$2,249,943	\$14,431
Benefits	<u>544,610</u>	<u>541,661</u>	<u>541,661</u>	<u>621,921</u>	<u>80,260</u>
Subtotal	2,698,861	2,777,173	2,707,449	2,871,864	94,691
<u>CONTRACTUAL SERVICES</u>					
Utilities	116,341	126,590	117,159	111,930	(14,660)
Postage	5,739	9,250	8,787	8,800	(450)
Professional Development	21,434	27,836	24,191	28,872	1,036
Audit & Consulting	3,836	12,100	12,100	12,980	880
Building Expenses	125,069	79,875	78,000	66,512	(13,363)
Insurance	27,122	28,381	28,381	30,247	1,866
Computer Maintenance	159,144	163,893	165,865	186,900	23,007
Other Contractual Services	42,708	39,150	36,811	67,531	28,381
Advertising	5,522	2,600	2,950	3,500	900
Vehicle & Equipment	<u>69,767</u>	<u>71,090</u>	<u>75,335</u>	<u>82,103</u>	<u>11,013</u>
Subtotal	576,682	560,765	549,579	599,375	38,610
<u>SUPPLIES & MATERIALS</u>	60,867	78,323	60,200	61,103	(17,220)
<u>TRANSFERS</u>	<u>138,242</u>	<u>155,290</u>	<u>305,290</u>	<u>83,455</u>	<u>(71,835)</u>
<u>CAPITAL OUTLAY</u>	<u>431,512</u>	<u>421,000</u>	<u>419,429</u>	<u>404,908</u>	<u>(16,092)</u>
GRAND TOTAL	<u>\$3,906,164</u>	<u>\$3,992,551</u>	<u>\$4,041,947</u>	<u>\$4,020,705</u>	<u>\$28,154</u>

REVENUE COMMENT:

The tax levy for 2016 will increase by \$24,277, which will partially help offset increases in personnel. Revenue received by Rock County will increase by \$31,099. Arrowhead Library System will now contract for a Youth Services Liaison instead of Hedberg Public Library, so we dropped the contract with them by \$15,000. Miscellaneous revenue will increase due to a change in black/white paper copy charges.

	2015	2016	2016	2017
	Actual	Budget	Estimated	Budget

REVENUES:

Tax Levy:

Operations	\$3,091,067	\$3,093,019	\$2,943,019	\$3,189,131
Debt Service	<u>138,242</u>	<u>155,290</u>	<u>305,290</u>	<u>83,455</u>
Subtotal	3,229,309	3,248,309	3,248,309	3,272,586

State Exempt Computer Aid	14,871	15,000	15,000	15,000
Fines & Fees	103,170	110,000	110,000	110,000
Rock County & Non-Resident	462,639	436,470	436,495	469,169
Arrowhead Library System	100,000	100,000	100,000	85,000
Miscellaneous	<u>47,816</u>	<u>57,350</u>	<u>58,685</u>	<u>68,950</u>
Total	<u>\$3,957,804</u>	<u>\$3,967,129</u>	<u>\$3,968,489</u>	<u>\$4,020,705</u>

	2015	2016	2017
	Actual	Estimated	Budget

FUND BALANCE:

Undesignated Beginning Balance at January 1	\$705,953	\$757,593	\$684,135
Add: Revenue (Without Applied Fund Balance)	3,957,804	3,968,489	4,020,705
Less: Expenses	<u>3,906,164</u>	<u>4,041,947</u>	<u>4,020,705</u>
Total Fund Balance at December 31	<u>\$757,593</u>	<u>\$684,135</u>	<u>\$684,135</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

DIVISION: PUBLIC ACCESS CABLE TELEVISION (JATV)

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

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

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Programming (Hours)

JATV Produced	984	1,000	1,040	1,100
Locally Produced	232	240	260	260
Imported Content	1,294	1,300	1,326	1,300
City of Janesville/Government	396	400	416	728
Videos uploaded for Internet Viewing	255	255	263	275
Number of online YouTube views	122,537	100,000	128,133	130,000
Number of online Granicus views	50,077	50,000	45,036	55,000
Total number of online views	172,614	150,000	173,169	185,000

BUDGET VARIANCES

<u>\$19,493</u>	Economic adjustments
19,493	TOTAL PERSONAL SERVICES
(500)	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIALS
(2,300)	TOTAL CAPITAL OUTLAY
<u>\$16,693</u>	TOTAL INCREASE

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$121,040	\$113,295	\$101,000	\$136,855	\$23,560
Benefits	<u>29,713</u>	<u>29,934</u>	<u>20,610</u>	<u>25,867</u>	<u>(4,067)</u>
Subtotal	150,752	143,229	121,610	162,722	19,493
<u>CONTRACTUAL SERVICES</u>					
Postage	6	50	10	50	0
Professional Development	1,879	2,900	1,764	2,400	(500)
Insurance	0	1,000	1,000	1,000	0
Advertising	893	1,000	945	1,000	0
Vehicle & Equipment	<u>1,356</u>	<u>1,500</u>	<u>1,455</u>	<u>1,500</u>	<u>0</u>
Subtotal	4,134	6,450	5,174	5,950	(500)
<u>SUPPLIES & MATERIALS</u>					
	2,873	3,100	3,781	3,100	0
Total Operations and Maintenance	157,759	152,779	130,565	171,772	18,993
<u>CAPITAL OUTLAY</u>					
	<u>8,518</u>	<u>27,000</u>	<u>22,828</u>	<u>24,700</u>	<u>(2,300)</u>
GRAND TOTAL	<u>\$166,277</u>	<u>\$179,779</u>	<u>\$153,393</u>	<u>\$196,472</u>	<u>\$16,693</u>

REVENUE COMMENT:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
Charter - Operating Funds	\$191,712	\$178,582	\$189,760	\$189,760
Tape Sales/Fees	949	1,000	100	200
Grants & Gifts	650	500	1,775	500
Friends of JATV	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
Total	<u>\$193,311</u>	<u>\$180,582</u>	<u>\$191,635</u>	<u>\$190,460</u>

	2015 Actual	2016 Estimated	2017 Budget
FUND BALANCE:			
Beginning Undesignated Balance at January 1	256,546	\$292,097	\$353,167
Add: Revenue	193,311	191,635	190,460
Less: Expenses	166,278	153,393	196,472
Change in Designated Fund Balance	<u>8,518</u>	<u>22,828</u>	<u>24,700</u>
Undesignated Fund Balance at December 31	292,097	353,167	371,855
Designated for Capital Expenditures	<u>106,802</u>	<u>83,974</u>	<u>59,274</u>
Designated Fund Balance	<u>106,802</u>	<u>83,974</u>	<u>59,274</u>
Total Fund Balance at December 31	<u>\$398,899</u>	<u>\$437,141</u>	<u>\$431,129</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING

PROGRAM: RENT ASSISTANCE

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Households Assisted (monthly average)	490	534	504	543
HQS Inspections - Initial/Annual	404	360	395	500
HQS Inspections - Reinspections	131	144	136	196

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Administration	\$273,129	\$291,294	\$290,528	\$305,302
Rent Assistance	2,469,185	2,659,000	2,425,636	2,605,000
Depreciation Expense	<u>3,891</u>	<u>4,000</u>	<u>3,350</u>	<u>3,250</u>
Total	<u>\$2,746,205</u>	<u>\$2,954,294</u>	<u>\$2,719,514</u>	<u>\$2,913,552</u>

BUDGET VARIANCES

\$3,378	Economic adjustments
<u>7,504</u>	Benefit costs
10,882	TOTAL PERSONAL SERVICES
(1,220)	Lower postage volume based on historic trends offset by rate increase
2,270	Increase in training due to hiring of new Housing Specialist in 2017
(54,000)	Decrease in amount of funding anticipated for rent payments
1,072	Increase in municipal building rent
<u>1,004</u>	Other
(50,874)	TOTAL CONTRACTUAL SERVICES
(750)	TOTAL DEPRECIATION
<u>(\$40,742)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$163,624	\$172,020	\$178,021	\$175,398	\$3,378
Overtime	4,257	2,000	0	2,000	0
Benefits	<u>71,285</u>	<u>75,079</u>	<u>75,146</u>	<u>82,583</u>	<u>7,504</u>
Subtotal	239,166	249,099	253,167	259,981	10,882
<u>CONTRACTUAL SERVICES</u>					
Utilities	815	800	800	800	0
Postage	4,558	5,120	3,800	3,900	(1,220)
Professional Development	638	3,539	1,895	5,809	2,270
Audit & Consulting	5,705	5,800	5,800	5,920	120
Building Expense	7,307	8,324	8,324	9,396	1,072
Insurance	1,854	1,922	1,922	2,138	216
Computer Maintenance	8,092	10,050	10,050	10,718	668
Other Contractual Services	2,334	4,040	2,400	4,040	0
Housing Payments	2,469,185	2,659,000	2,425,636	2,605,000	(54,000)
Advertising	253	650	350	650	0
Vehicle & Equipment	<u>728</u>	<u>400</u>	<u>250</u>	<u>400</u>	<u>0</u>
Subtotal	2,501,469	2,699,645	2,461,227	2,648,771	(50,874)
<u>SUPPLIES & MATERIALS</u>					
	1,678	1,550	1,770	1,550	0
<u>DEPRECIATION</u>					
	3,891	4,000	3,350	3,250	(750)
<u>CAPITAL OUTLAY</u>					
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$2,746,205</u>	<u>\$2,954,294</u>	<u>\$2,719,514</u>	<u>\$2,913,552</u>	<u>(\$40,742)</u>

REVENUE COMMENT:

Administrative fees resulting in an administrative fee proration of approximately 84% of the amount we are eligible to receive are anticipated for 2017. Funding for housing assistance payments by HUD are anticipated to decline 2.0% for 2017.

Administrative fees of \$318,000 support administrative and depreciation expenses of \$308,552, with the balance of \$9,448 deposited to our administrative fee equity account for future program administration expenses. Housing Assistance Payments, including \$2,605,000 in grant funding and HUD held reserves from prior years, are used to provide direct rent assistance to clients.

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

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUE:				
Administrative Fees	\$293,355	\$291,500	\$295,839	\$318,000
Housing Assistance Payments	<u>2,520,031</u>	<u>2,610,214</u>	<u>2,425,636</u>	<u>2,605,000</u>
Total Revenue	2,813,386	2,901,714	2,721,475	2,923,000
Operating Res.Use (Increase)	<u>(67,181)</u>	<u>52,580</u>	<u>(1,961)</u>	<u>(9,448)</u>
Total Resources	<u>\$2,746,205</u>	<u>\$2,954,294</u>	<u>\$2,719,514</u>	<u>\$2,913,552</u>
FUND EQUITY:				
Administrative Fee Equity*	\$61,560	\$75,256	\$63,521	\$72,969
Housing Assistance Payments Equity	<u>114,007</u>	<u>0</u>	<u>114,007</u>	<u>114,007</u>
Total Fund Equity at December 31	<u>\$175,567</u>	<u>\$75,256</u>	<u>\$177,528</u>	<u>\$186,976</u>

*The Administrative Equity Includes Investment in Capital Assets of \$27,422 at 12/31/15.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING

PROGRAM: STATE AND FEDERAL GRANTS

GOAL:

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

OBJECTIVES:

- To promote the maintenance and rehabilitation of existing housing through owner occupied 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 through the purchase, rehabilitation and resale of vacant properties and the demolition of blighted properties.
- To facilitate redevelopment projects.
- To assist in the elimination of lead based paint and other housing hazards.
- To assist in the elimination of slums and blight.
- To administer the Federal and State Grant programs in an efficient and cost effective manner.

PROGRAM ACTIVITY STATEMENT:

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

Emphasis will be on the continued revitalization of Janesville's residential neighborhoods through the implementation of housing programs that support 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Owner Rehabilitation Projects	20	9	8	21
Rental Rehabilitation Units	14	10	6	7
Home Buyer Workshop Participants	140	140	140	140
Home Ownership Down Payment Asst.	32	40	29	28
Home Ownership Rehabilitation	6	11	7	11
Neighborhood Stabilization Projects	4	1	1	0
Lead Hazard Reduc/Healthy Homes Projects	29	13	13	5
Pro Active Property Maintenance Inspections	2,987	2,500	2,100	2,300
Blight Elimination Projects	0	10	2	6
Home Buyer Development	0	2	3	6
Rental Development (units)	4	6	2	4

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Administration*				
General Administration	\$152,466	\$137,101	\$145,431	\$147,173
Neighborhood Development	17,307	12,825	12,823	13,387
Lead Hazard 2013-2016	<u>60,991</u>	<u>18,483</u>	<u>18,483</u>	<u>0</u>
Subtotal	230,764	168,409	176,737	160,560
Program Services				
Neighborhood	46,987	68,967	51,147	60,316
Housing	760,885	1,091,918	797,051	1,541,985
Lead Hazard 2013-2016	375,640	189,476	200,490	78,000
Public Service**	<u>99,060</u>	<u>92,500</u>	<u>95,300</u>	<u>86,400</u>
Subtotal	1,282,572	1,442,861	1,143,988	1,766,701
Total	<u>\$1,513,335</u>	<u>\$1,611,270</u>	<u>\$1,320,725</u>	<u>\$1,927,261</u>

* *General administration includes Administration for the Neighborhood Stabilization Program, CDBG, HOME, Homebuyer's Education 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.*

SIGNIFICANT EXPENDITURES, STAFFING AND PROGRAM CHANGES:

Administration

The budget for Program Administration decreases \$7,849 primarily due to the reallocation of .22 FTE from Lead Hazard Grant Administration to HOME Administration (.05 FTE) and Rehabilitation Service Delivery (.17 FTE) as the Lead Hazard Control Grant is concluding.

BUDGET VARIANCES: ADMINISTRATION

(8,164) Reallocated .22 FTE lead grant admin to HOME admin (.05 FTE) and rehab service delivery (.17 FTE).

(551) Decrease in benefit cost due to staff reallocations.

(8,715) TOTAL PERSONAL SERVICES

1,900 Increase in training due to anticipated change in inspection protocol.

(1,228) Decrease in building rental cost.

94 Other

766 TOTAL CONTRACTUAL SERVICES

100 TOTAL SUPPLIES & MATERIAL

(\$7,849) TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: ADMINISTRATION

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$139,716	\$104,474	\$109,667	\$96,310	(\$8,164)
Overtime	3,620	0	0	0	0
Benefits	<u>55,573</u>	<u>39,149</u>	<u>41,687</u>	<u>38,598</u>	<u>(551)</u>
Subtotal	198,909	143,623	151,354	134,908	(8,715)
<u>CONTRACTUAL SERVICES</u>					
Utilities	321	400	300	350	(50)
Postage	1,444	1,112	854	880	(232)
Professional Development	2,622	1,965	2,370	3,865	1,900
Auditing/Consulting	3,540	3,600	3,600	3,670	70
Building Rental	12,129	12,317	12,317	11,089	(1,228)
Insurance	1,168	1,341	1,342	1,317	(24)
Computer Maintenance	1,485	1,551	2,000	1,781	230
Other Contractual Services	6,572	1,200	1,200	1,400	200
Advertising/Promotions	<u>162</u>	<u>300</u>	<u>200</u>	<u>200</u>	<u>(100)</u>
Subtotal	29,444	23,786	24,183	24,552	766
<u>SUPPLIES & MATERIALS</u>	1,556	1,000	1,200	1,100	100
<u>CAPITAL OUTLAY</u>	855	0	0	0	0
ADMINISTRATION TOTAL	<u>\$230,764</u>	<u>\$168,409</u>	<u>\$176,737</u>	<u>\$160,560</u>	<u>(\$7,849)</u>

Program Services

The budget for Program Services has a net increase of \$323,840. It provides increased funding for owner rehabilitation, home ownership (including 4 purchase/rehab/resale and 2 single family new construction projects), and rehabilitation service delivery; and reductions in rental rehabilitation, lead hazard reduction, and public service activities.

BUDGET VARIANCES: PROGRAM SERVICES

\$1,349	Pro-active code enforcement
<u>(10,000)</u>	Demolition assistance grants
(8,651)	TOTAL NEIGHBORHOOD
146,115	Owner Rehabilitation
(27,542)	Rental Rehabilitation
312,400	Home Ownership
19,094	Housing Service Delivery
<u>(111,476)</u>	Lead Hazard Reduction/Healthy Homes
338,591	TOTAL HOUSING
(7,000)	Community Action - Skills Enhancement and Fatherhood Initiative
4,500	ECHO - Emergency rent assistance program
4,400	HealthNet of Rock County - Medical care for the uninsured
<u>(8,000)</u>	Literacy Connection - Adult literacy education
(6,100)	TOTAL OTHER CDA ALLOCATIONS
\$323,840	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: PROGRAM SERVICES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
Neighborhood					
Code Enforcement	\$46,987	\$48,967	\$49,147	\$50,316	\$1,349
Blight Elimination	<u>0</u>	<u>20,000</u>	<u>2,000</u>	<u>10,000</u>	<u>(10,000)</u>
Subtotal	46,987	68,967	51,147	60,316	(8,651)
Housing					
Owner Rehabilitation	128,118	342,960	219,299	489,075	146,115
Rental Rehabilitation	303,760	233,739	99,005	206,197	(27,542)
Home Ownership	236,675	364,000	324,020	676,400	312,400
CDBG Housing Service Delivery	88,327	147,219	140,256	166,313	19,094
Neighborhood Stabilization Program	4,005	4,000	14,471	4,000	0
Lead Hazard 2013-2016	<u>375,640</u>	<u>189,476</u>	<u>200,490</u>	<u>78,000</u>	<u>(111,476)</u>
Subtotal	1,136,524	1,281,394	997,541	1,619,985	338,591
Public Service Allocations (1)					
Boys & Girls Club	2,260	0	0	0	0
Community Action	3,250	7,000	7,100	0	(7,000)
ECHO Emergency Rent	44,900	45,500	47,000	50,000	4,500
Healthnet	41,500	32,000	33,000	36,400	4,400
The Literacy Connection	<u>7,150</u>	<u>8,000</u>	<u>8,200</u>	<u>0</u>	<u>(8,000)</u>
Subtotal	99,060	92,500	95,300	86,400	(6,100)
PROGRAM TOTAL	<u>\$1,282,572</u>	<u>\$1,442,861</u>	<u>\$1,143,988</u>	<u>\$1,766,701</u>	<u>\$323,840</u>

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

REVENUE COMMENT:

New Community Development Block Grant (CDBG) revenue for 2017 is anticipated to come from our 2017 allocation (\$292,632), prior year's grant (\$260,000), and 2017 program income (\$96,000).

Overall funding under the Neighborhood Stabilization Programs (NSP) is estimated to remain constant with minor grant activity related to land-banked properties continuing in 2017.

New HOME Investment Partnership (HOME) revenue for 2017 is anticipated to come from our 2017 allocation (\$152,248), prior year's grants (\$504,100), and 2017 program income (\$132,000).

Current year grants, under other State and Federal Grant Programs, include the Lead Hazard Reduction/Healthy Homes Grant Program. Program income consists of rental property owner's match under the lead grant and minor amounts under the Wisconsin Rental Energy Program, and the Wisconsin Rental Rehabilitation Program.

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

Neighborhood & Community Services, State & Federal Grants

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
<u>CDBG</u>				
Formula Allocation	\$574,090	\$619,967	\$510,114	\$552,632
Program Income	<u>184,469</u>	<u>76,000</u>	<u>109,000</u>	<u>96,000</u>
Subtotal	758,559	695,967	619,114	648,632
<u>NSP</u>				
Formula Allocation	\$9,516	\$6,286	\$15,752	\$6,386
Program Income	<u>2,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Subtotal	11,516	6,286	16,752	6,386
<u>HOME Consortium</u>				
Formula Allocation	197,971	346,398	268,929	656,348
Program Income	<u>202,481</u>	<u>130,000</u>	<u>120,000</u>	<u>132,000</u>
Subtotal	400,452	476,398	388,929	788,348
<u>Other State & Federal Grants</u>				
Current Year	460,279	207,959	218,973	78,000
Program Income	<u>28,076</u>	<u>14,200</u>	<u>71,000</u>	<u>7,000</u>
Subtotal	488,356	222,159	289,973	85,000
Total	<u>\$1,658,883</u>	<u>\$1,400,810</u>	<u>\$1,314,768</u>	<u>\$1,528,366</u>

DEPARTMENT: WHEEL TAX / ENHANCED STREETS PROGRAM

PROGRAM: STREET MAINTENANCE

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

The Enhanced Street Maintenance program provides for maintenance of a portion of the City's 348 miles of paved streets. At some point in time, typically every 20 to 25 years for bituminous pavements and 45 years for concrete pavements, the street surfaces must be restored by resurfacing and reconstruction.

2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	7.5	11.5	11.3	12.2
Reconstruction	1.0	1.1	0.7	0.4

2015 Actual	2016 Budget	2016 Estimated	2017 Budget
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ELEMENT COST:

Resurfacing/Reconstruction	<u>836,431</u>	<u>528,249</u>	<u>522,005</u>	<u>527,975</u>
Total	<u>836,431</u>	<u>528,249</u>	<u>522,005</u>	<u>527,975</u>

WHEEL TAX POLICY:

In 2012, in accordance with Wisconsin Statutes 341.35, the City of Janesville imposed a wheel tax per ordinance 2011-503 in the amount of \$10 per motor vehicle. The net revenues (\$10 fee collected per vehicle less \$0.10 WisDOT administrative charge per vehicle) generated were reported in the general fund to finance the maintenance of public streets, highways, and for all other transportation-related purposes. 80% of this original fee will be reported in the Special Revenue Fund to cover contractor costs while the other 20% will continue to be reported in the General Fund to cover operating costs such as pothole repair and crack-filling.

In 2015, in accordance with Wisconsin Statutes 341.35, the City of Janesville approved ordinance 2015-618, (See JGO Ch. 3.22 Wheel Tax, amended September 2015) which raised the imposed wheel tax to \$20 per motor vehicle. The incremental increase of \$10 per motor vehicle is intended to finance the increased street rehabilitation program. The incremental \$10 fee has been accounted for in a special revenue fund related specifically to the enhanced street program.

DEPARTMENT: PUBLIC WORKS
DIVISION: OPERATIONS
PROGRAM: INDUSTRIAL WASTE DISPOSAL

GOAL:

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

OBJECTIVES:

- To monitor and maintain standards for groundwater, surface water, ambient air and landfill gas at the JDF now that remedial work is complete.

PROGRAM ACTIVITY STATEMENT:

The City of Janesville entered a Potentially Responsible Party (PRP) agreement with General Motors Corporation, Tecumseh Products Company, Gillette Company, Ashland Chemical and Stokely-Van Camp (Armstrong Chemical) to pay costs to remediate the JDF in accordance with a Consent Decree signed with the EPA. Several diminimus companies paid a premium to buy out their liability for JDF remediation and forego any future liability from either the EPA or signatories to the PRP agreement. Remedial actions were required as a result of hazardous waste treatment activities at the Janesville Ash Beds (JAB) and subsequent disposal of residual ash in the 78 and 85 sites. Also, certain hazardous wastes were directly disposed in the 78 and 85 sites. The City has the responsibility to administer all activities associated with remedial actions.

The remedial actions include long-term care requirements for a 30-year period starting in 1997 (10 years remain), except only 6 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 2017 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Gas System Operation	\$6,003	\$10,582	\$8,137	\$7,693
Maintenance	39,545	20,000	19,030	20,000
Construction Administration	3,634	3,790	3,790	3,912
Quality Control	360	0	0	0
Leachate Disposal	5,014	1,513	1,500	1,513
Legal	<u>0</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Total	<u>\$54,556</u>	<u>\$39,385</u>	<u>\$35,957</u>	<u>\$36,618</u>

BUDGET VARIANCES

<u>(\$2,767)</u>	Economic Adjustments
(2,767)	TOTAL PERSONAL SERVICES
-	TOTAL CONTRACTUAL SERVICES
-	TOTAL SUPPLIES & MATERIAL
<u>(\$2,767)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$4,334	\$7,594	\$7,642	\$7,269	(\$325)
Overtime	0	0	84	0	0
Benefits	<u>1,639</u>	<u>5,068</u>	<u>3,353</u>	<u>2,626</u>	<u>(2,442)</u>
Subtotal	5,973	12,662	11,079	9,895	(2,767)
<u>CONTRACTUAL SERVICES</u>					
Utilities	5,501	3,013	2,900	3,013	0
Professional Development	0	0	0	0	0
Audit & Consulting	0	3,500	3,500	3,500	0
Insurance	118	110	100	110	0
Other Contractual Services	39,991	20,000	18,000	20,000	0
Vehicle & Equipment	<u>563</u>	<u>100</u>	<u>310</u>	<u>100</u>	<u>0</u>
Subtotal	46,172	26,723	24,810	26,723	0
<u>SUPPLIES & MATERIALS</u>					
	2,410	0	68	0	0
GRAND TOTAL	<u>\$54,556</u>	<u>\$39,385</u>	<u>\$35,957</u>	<u>\$36,618</u>	<u>(\$2,767)</u>

The Superfund Agency Fund accounted for receipts from industrial responsible parties and the City of Janesville to cover costs for Industrial Waste Disposal Fund activities. In 2015, those funds were exhausted and the fund was closed. The Sanitation Fund is responsible to fund all remaining Industrial Waste Disposal Fund activities.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
SUPERFUND AGENCY FUND:				
Beginning Fund Balance	\$178	\$0	\$0	\$0
Additions to Fund Balance:				
Interest Income	0	0	0	0
Other Revenue (Industry)	0	0	0	0
Transfers -Sanitation Reserved Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	0	0	0	0
Reductions in Fund Balance:				
Transfer- Industrial Waste	<u>178</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: SANITATION

GOAL:

To maintain sanitary conditions throughout the City by providing collection services for trash and recyclable materials, provide for the safe and sanitary disposal of all approved wastes delivered to the City's sanitary landfill, composting facility and clean-fill site, and to provide recycling drop-off collection for tires, appliances, waste oil, residential recyclables 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 single-stream recyclables, 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 96 gallons in volume. The City utilizes one-person, automated collection vehicles to service approximately 24,150 residential and small commercial facilities under this program.

The City's Recycling Program provides drop off locations for the separate collection of tires and appliances at the Sanitary Landfill and for yard waste at the Composting Facility. It also provides for curbside collection of yard waste for one week in each spring and fall. Curbside collection of household recyclables is provided on a bi-weekly basis to residential facilities up to four units in size. Curbside collection is accomplished utilizing one-person, automated collection vehicles to service approximately 24,150 residential and small commercial facilities 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. This facility had an original life expectancy of 13.5 years but is expected to accept waste through 2022 (17 year lifespan) with current waste flows. 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	114,299	130,500	158,200	154,500
Waste Collection and Recycling Programs				
Billable Units	23,730	23,925	24,050	24,150
Unit Cost Collection/Disposal/Recycling	\$ 96.87	\$ 103.24	\$ 103.24	\$ 107.33
Temporary Sanitary Landfill Surcharge	\$ 23.13	\$ 21.32	\$ 21.32	\$ 21.12
Amount Billed/Unit/Year	\$ 120.00	\$ 124.56	\$ 124.56	\$ 128.44
Tire Recycling				
Tons	160	180	167	180
Contract Processing Cost (per ton)	\$150.00	\$150.00	\$150.00	\$150.00
Appliance Recycling				
Tons	356	300	400	300
Net Operating Cost (per ton)	(\$110.12)	(\$162.00)	(\$84.00)	(\$112.00)

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Solid Waste Collection	\$1,605,739	\$1,650,855	\$1,663,553	\$1,684,371
Solid Waste Disposal	2,831,980	3,359,827	3,611,926	4,108,822
Recycling Program	792,279	880,707	851,559	906,789
Industrial Waste Funding	<u>56,464</u>	<u>39,385</u>	<u>34,457</u>	<u>36,618</u>
Subtotal	<u>5,286,461</u>	<u>5,930,774</u>	<u>6,161,495</u>	<u>6,736,600</u>
Debt Retirement - Landfill	845,368	777,723	1,290,863	1,079,899
Debt Retirement - Automated Collection	<u>292,575</u>	<u>288,750</u>	<u>288,750</u>	<u>288,600</u>
Subtotal	<u>1,137,943</u>	<u>1,066,473</u>	<u>1,579,613</u>	<u>1,368,499</u>
General Fund Debt Subsidy	(250,000)	(250,000)	(250,000)	(250,000)
Transfer for Long Term Care Escrow	<u>226,000</u>	<u>226,000</u>	<u>226,000</u>	<u>226,000</u>
Subtotal	<u>1,113,943</u>	<u>1,042,473</u>	<u>1,555,613</u>	<u>1,344,499</u>
Total	<u>\$6,400,404</u>	<u>\$6,973,247</u>	<u>\$7,717,108</u>	<u>\$8,081,099</u>

BUDGET VARIANCES

\$51,324	Creation of an Environmental Technician position to conduct ongoing environmental monitoring at the site as well as assist with the landfill expansion process
<u>33,240</u>	Economic adjustments
84,564	TOTAL PERSONAL SERVICES
193,140	Majority of increase related to net loss on sale of recyclables, and higher tonnage/disposal costs in waste collection
467,385	Increase due to higher landfill tons and associated DNR tonnage fees
58,800	VOM rates
<u>(7,663)</u>	All other variances
711,662	TOTAL CONTRACTUAL SERVICES
<u>14,600</u>	Additional cost for limerock related to higher tonnage
14,600	TOTAL SUPPLIES & MATERIAL
<u>(5,000)</u>	Decrease in operating capital
(5,000)	TOTAL CAPITAL OUTLAY
<u>302,026</u>	Increase in Transfers/Debt Service
302,026	TOTAL TRANSFERS
<u>\$1,107,852</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$987,449	\$1,123,418	\$1,040,062	\$1,142,605	\$19,187
Overtime	77,694	66,200	74,205	66,200	0
Benefits	457,607	472,204	489,323	537,581	65,377
Miscellaneous Benefits	<u>4,206</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>0</u>
Subtotal	1,526,957	1,666,022	1,607,790	1,750,586	84,564
<u>CONTRACTUAL SERVICES</u>					
Utilities	107,079	138,803	120,786	131,031	(7,772)
Postage	0	0	0	0	0
Professional Development	1,289	2,265	2,486	2,235	(30)
Audit & Consulting	18,000	30,000	30,000	30,000	0
Building Expense	2,035	6,178	3,800	4,000	(2,178)
Insurance	28,006	28,926	28,926	28,926	0
Uniform and Tools	871	0	1,000	1,000	1,000
Computer Maintenance	5,063	24,030	24,000	28,114	4,084
Other Contractual Services	864,113	851,400	996,700	1,044,540	193,140
Industrial Waste Disposal	56,464	39,385	34,457	36,618	(2,767)
Licenses	1,274,155	1,583,865	1,816,650	2,051,250	467,385
Vehicle & Equipment	<u>1,355,146</u>	<u>1,469,900</u>	<u>1,421,600</u>	<u>1,528,700</u>	<u>58,800</u>
Subtotal	3,712,221	4,174,752	4,480,405	4,886,414	711,662
<u>SUPPLIES & MATERIALS</u>	45,573	60,000	51,300	74,600	14,600
<u>CAPITAL OUTLAY</u>	<u>1,710</u>	<u>30,000</u>	<u>22,000</u>	<u>25,000</u>	<u>(5,000)</u>
Operation and Maintenance Expenditures	5,286,461	5,930,774	6,161,495	6,736,600	805,826
<u>TRANSFERS</u>					
Debt Retirement	1,137,943	1,066,473	1,579,613	1,368,499	302,026
General Fund Subsidy	(250,000)	(250,000)	(250,000)	(250,000)	0
Long Term Care Escrow	<u>226,000</u>	<u>226,000</u>	<u>226,000</u>	<u>226,000</u>	<u>0</u>
	1,113,943	1,042,473	1,555,613	1,344,499	302,026
GRAND TOTAL	<u>\$6,400,404</u>	<u>\$6,973,247</u>	<u>\$7,717,108</u>	<u>\$8,081,099</u>	<u>\$1,107,852</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Programs budget contains borrowing of \$810,000 for closure of Cell 3 at the Sanitary Landfill, \$1,000,000 for the purchase of clay for Cell construction at the Sanitary Landfill, \$250,000 for consultant services related to the landfill expansion process, \$75,000 for additional waste collection carts, \$350,000 for an upgrade to a larger steel-wheel compactor when the current unit is replaced in 2017, and \$30,000 for design of an extension of the Metropolitan Area Network to the sanitary landfill.

REVENUE COMMENT:

This budget proposes an increase of \$4.08 in the base resident solid waste management user fee per year, for an

annual rate of \$107.32 per billable unit per year in 2017. The increase is necessary because of an expected net negative revenue from the processing and marketing of recyclables due to poor market conditions. The temporary sanitary landfill surcharge decreases by \$.20, to \$21.12 per year per billable unit. This brings the total user fee for 2017 to \$128.44 per billable unit.

Total Sanitation revenue is expected to increase \$1,037,500 from 2016 Budget due to increased tonnage secured through waste disposal contracts. There is a projected increase of 24,000 tons of waste disposed compared to 2016 Budget. This budget also proposes a \$1.00 per ton increase in the Sanitary Landfill gate rate which affects non-contract commercial haulers. There is no fee increase proposed for customers utilizing the public drop-off area at the sanitary landfill.

Sanitation Fund balance at the end of 2015 was \$709,645. Sanitation Fund balance by the end of 2017 is projected to be a positive \$3,120,079 due to revenue associated with the additional waste tons secured through disposal contracts and due to the temporary landfill surcharge.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUES:				
Sanitary Landfill				
Advance Disposal	\$ 112,150	\$ -	\$ 88,000	\$ 90,000
Green County	311,100	308,000	252,000	257,000
Janesville Residential Waste	571,628	550,000	595,000	612,000
John's Hauling	660,392	650,000	740,000	676,000
Rock Disposal	166,596	0	0	0
Town & Country	51,390	45,500	0	0
Waste Management	769,519	919,000	1,160,000	1,121,000
Nieuwenhuis Disposal	0	348,000	336,000	342,000
City of Beloit	81,145	280,000	392,000	399,000
Lenorud Services	0	0	320,000	325,000
All Other Accounts	992,676	844,000	1,050,000	1,050,000
Wastes Used as Daily Cover	247,618	268,000	357,000	361,000
Landfill Gas Agreement	<u>48,393</u>	<u>50,000</u>	<u>40,000</u>	<u>50,000</u>
	4,012,607	4,262,500	5,330,000	5,283,000
Demolition Landfill	87,011	75,000	75,000	75,000
Recycling Program				
State Recycling Grant	226,614	168,000	215,388	225,000
Curbside Collection	98,204	100,000	60,000	0
Appliance/Metal Recycling	41,574	50,000	35,000	35,000
Tire Recycling	22,351	27,000	25,000	25,000
Bins Sales/Cart Service Fees	<u>3,171</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	391,913	348,000	338,388	288,000
Resident Waste Management Fee	<u>2,878,329</u>	<u>3,010,000</u>	<u>3,010,000</u>	<u>3,087,000</u>
Total Revenue - Sanitation Fund	<u>\$7,369,861</u>	<u>\$7,695,500</u>	<u>\$8,753,388</u>	<u>\$8,733,000</u>

INCOME STATEMENT:

The Income Statement shows expenditures and revenue for the Sanitation Fund from 2014 through 2017 Proposed.

	Actual 2014	Actual 2015	2016 Budget	Estimated 2016	Proposed 2017
Revenues					
Solid Waste Disposal- User Fees	\$ 3,562,316	\$ 4,099,618	\$ 4,337,500	\$ 5,405,000	\$ 5,358,000
Solid Waste Collection- User Fees	2,292,754	2,878,329	3,010,000	3,010,000	3,087,000
Recycling-Material Sales/User Fees	191,070	165,300	180,000	123,000	63,000
Recycling-State Grant	226,645	226,614	168,000	215,388	225,000
Total Revenue	\$ 6,272,785	\$ 7,369,861	\$ 7,695,500	\$ 8,753,388	\$ 8,733,000
Expenditures					
Solid Waste Collection	\$ 1,606,434	\$ 1,605,738	\$ 1,650,855	\$ 1,663,553	\$ 1,684,371
Solid Waste Disposal	2,993,805	2,831,980	3,359,827	3,611,926	4,108,822
Recycling	798,853	792,279	880,707	851,559	906,789
Total Expenditures	\$ 5,399,092	\$ 5,229,996	\$ 5,891,389	\$ 6,127,038	\$ 6,699,982
Net Operating Income (Loss)	\$ 873,693	\$ 2,139,864	\$ 1,804,111	\$ 2,626,350	\$ 2,033,018
Transfers					
Transfer for DNR Escrow Site 3939	(68,495)	(226,000)	(226,000)	(226,000)	(226,000)
Transfer to Superfund (from reserve)	0	(56,464)	(39,385)	(34,457)	(36,618)
Transfer for Debt Service - Landfill	(1,054,927)	(845,368)	(777,723)	(1,290,863)	(1,079,899)
Transfer for Debt Service - Auto Coll.	(295,125)	(292,575)	(288,750)	(288,750)	(288,600)
Transfer from/to G/F	0	250,000	250,000	250,000	250,000
Total Transfers	\$ (1,418,547)	\$ (1,170,407)	\$ (1,081,858)	\$ (1,590,070)	\$ (1,381,117)
Revenues over Expenditures (deficit)	\$ (544,854)	\$ 969,457	\$ 722,253	\$ 1,036,280	\$ 651,901
Fund Balance January 1	\$ 285,042	\$ (259,812)	\$ 336,033	\$ 709,645	\$ 1,745,925
Fund Balance December 31	\$ (259,812)	\$ 709,645	\$ 1,058,286	\$ 1,745,925	\$ 2,397,826

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: INSURANCE FUND

GOAL:

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

OBJECTIVES:

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

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

Municipally-owned buildings and their contents have been insured with the State of Wisconsin Insurance Fund. However, the State notified all policyholders that legislation was enacted to phase out and eliminate the fund due to its insolvency. Municipal Property Insurance Company (MPIC) will be the property insurance provider starting in 2016. 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, which has been extended to 2017. 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; EPO (exclusive 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 funds and their respective individual accounts. Therefore, in theory, the Insurance Fund will experience revenues equal to its budgeted expenditures.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
Risk Management	\$130,337	\$142,286	\$142,286	\$141,305
Liability Insurance	128,568	319,500	379,315	319,500
Workers' Compensation	797,052	501,000	531,005	551,000
Property/Other Insurance	179,179	178,028	198,103	178,607
Health, Dental & Vision Insurance	9,397,550	8,696,450	9,436,850	9,586,450
Flex Benefits	<u>162,297</u>	<u>160,000</u>	<u>190,000</u>	<u>170,000</u>
Subtotal	10,794,983	9,997,264	10,877,559	10,946,862
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$10,794,983</u>	<u>\$9,997,264</u>	<u>\$10,877,559</u>	<u>\$10,946,862</u>

BUDGET VARIANCES

	Economic adjustments for part-time Risk Manager and portions of other
<u>(\$981)</u>	personnel
(981)	TOTAL PERSONAL SERVICES
50,000	Increased trend of workers compensation claims
<u>890,579</u>	10% increase in health care costs
940,579	TOTAL CONTRACTUAL SERVICES
10,000	TOTAL SUPPLIES & MATERIAL
<u>\$949,598</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$119,044	\$84,156	\$111,920	\$82,176	(\$1,980)
Benefits	\$35,001	\$28,511	\$37,505	\$29,510	999
Miscellaneous Benefits	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	154,050	112,667	149,425	111,686	(981)
<u>CONTRACTUAL SERVICES</u>					
Utilities	248	250	250	250	0
Postage	59	10	410	10	0
Professional Development	0	1,810	1,810	1,810	0
Audit & Consulting	213,794	105,950	147,784	105,950	0
Building Expense	0	6,774	6,774	6,774	0
Insurance	10,257,889	9,078,028	9,868,290	10,018,607	940,579
Uniform and Tool Expense	276	0	0	0	
Computer Maintenance	0	0	0	0	0
Taxes	145,263	0	0	0	0
Other Contractual Services	6,743	680,000	680,000	680,000	0
Recruiting Expense	10,922	10,000	10,000	10,000	<u>0</u>
Vehicle and Equipment	<u>976</u>	<u>0</u>	<u>481</u>	<u>0</u>	
Subtotal	10,636,171	9,882,822	10,715,799	10,823,401	940,579
<u>SUPPLIES & MATERIALS</u>					
Subtotal	4,762	1,775	12,335	11,775	10,000
Subtotal	10,794,983	9,997,264	10,877,559	10,946,862	949,598
<u>TRANSFERS</u>					
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$10,794,983</u>	<u>\$9,997,264</u>	<u>\$10,877,559</u>	<u>\$10,946,862</u>	<u>\$949,598</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: VEHICLE OPERATION & MAINTENANCE

GOAL:

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

OBJECTIVES:

- To maintain a cost effective preventative maintenance program.
- To provide prompt and efficient service to all City 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.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ACTIVITIES:				
General Administration (Hours)	8,025	8,100	8,100	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	644	750	700	700
Unscheduled Work Orders (Repairs)	<u>1,970</u>	<u>2,100</u>	<u>2,000</u>	<u>2,100</u>
Subtotal	2,614	2,850	2,700	2,800
Direct Labor (Hours)	7,584	7,800	7,600	7,800
Indirect Labor (Hours)	<u>6,213</u>	<u>4,500</u>	<u>5,000</u>	<u>4,500</u>
Subtotal	13,797	12,300	12,600	12,300
Facility Maintenance (Hours)	560	750	600	750
Support Programs (Hours)	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
Total Hours	<u>24,482</u>	<u>23,250</u>	<u>23,400</u>	<u>23,250</u>

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
ELEMENT COST:				
General Administration	\$438,610	\$454,791	\$450,379	\$502,708
Vehicle Maintenance	2,189,099	2,259,717	2,090,722	2,211,154
Facility Maintenance	156,446	183,115	166,736	174,514
Support Programs	<u>97,066</u>	<u>85,109</u>	<u>89,460</u>	<u>89,139</u>
Subtotal Operating	2,881,221	2,982,732	2,797,297	2,977,515
Capital	<u>282,380</u>	<u>1,780,585</u>	<u>1,625,000</u>	<u>1,297,000</u>
Total	<u>\$3,163,601</u>	<u>\$4,763,317</u>	<u>\$4,422,297</u>	<u>\$4,274,515</u>

BUDGET VARIANCES

<u>\$15,464</u>	Economic Adjustments
15,464	TOTAL PERSONAL SERVICES
(5,400)	Decrease in utilities based on past trends
35,000	Consultant review and development of VOM business plan
<u>969</u>	Other
30,569	TOTAL CONTRACTUAL SERVICES
<u>(51,250)</u>	Reduction due primarily to lower fuel prices than 2016 Budgeted.
(51,250)	TOTAL SUPPLIES & MATERIAL
<u>(483,585)</u>	Reduction due to deferring purchases and shifting the purchase cost of the landfill compactor to the Sanitation Fund.
(483,585)	TOTAL CAPITAL OUTLAY
<u>(\$488,802)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$646,464	\$649,854	\$652,030	\$644,652	(\$5,202)
Overtime	50,143	25,100	16,000	25,100	0
Benefits	<u>257,324</u>	<u>250,065</u>	<u>244,208</u>	<u>270,731</u>	<u>20,666</u>
Subtotal	953,931	925,019	912,238	940,483	15,464
<u>CONTRACTUAL SERVICES</u>					
Utilities	50,541	55,800	48,400	50,400	(5,400)
Professional Development	4,983	8,100	4,500	6,500	(1,600)
Audit & Consulting	0	25,000	28,000	60,000	35,000
Building Expense	64,056	90,000	85,000	90,000	0
Insurance	82,780	78,554	78,554	78,554	0
Uniform and Tool Expense	22,461	15,750	20,350	15,750	0
Computer Maintenance	18,643	20,659	20,695	23,228	2,569
Other Contractual Services	16,905	19,000	17,000	19,000	0
Vehicle & Equipment	<u>137,312</u>	<u>140,300</u>	<u>107,000</u>	<u>140,300</u>	<u>0</u>
Subtotal	397,681	453,163	409,499	483,732	30,569
<u>SUPPLIES & MATERIALS</u>	1,526,189	1,604,550	1,475,560	1,553,300	(51,250)
<u>TRANSFERS</u>	282,380	1,610,585	1,625,000	1,297,000	(313,585)
<u>CAPITAL OUTLAY</u>	<u>3,420</u>	<u>170,000</u>	<u>0</u>	<u>0</u>	<u>(170,000)</u>
GRAND TOTAL	<u>\$3,163,601</u>	<u>\$4,763,317</u>	<u>\$4,422,297</u>	<u>\$4,274,515</u>	<u>(\$488,802)</u>

Historical Fuel Purchases and Costs

		2013	2014	2015	2016 Budget	2017 Budget
Diesel	Gallons	178,328	163,666	176,358	165,000	175,000
	Total Cost	\$ 622,546	\$ 559,117	\$ 368,672	\$ 437,250	\$ 437,500
	Avg. Cost/Gallon	\$ 3.49	\$ 3.42	\$ 2.09	\$ 2.65	\$ 2.50
Gasoline	Gallons	100,940	99,034	102,645	106,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 347,739	\$ 321,894	\$ 225,243	\$ 265,000	\$ 238,500
	Avg. Cost/Gallon	\$ 3.45	\$ 3.25	\$ 2.19	\$ 2.50	\$ 2.25

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2017

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
2003	301	Pickup 2WD Compact	\$ 25,000	14
2003	504	Pickup 4WD 1/2 Ton w/ Topper	25,000	14
2003	4700	Pickup 2WD 3/4 Ton HD	25,000	14
2003	4704	Pickup 2WD 3/4 Ton HD	25,000	14
2003	4705	Pickup 2WD 3/4 Ton HD w/Maxi Dump	25,000	14
2005	4750	Mower 11-Foot	51,000	12
2005	4770	Mower 6-Foot 2WD	24,000	12
2009	6023	Tractor Multi-Function	53,000	8
2009	6033	Tractor Multi-Function	53,000	8
2011	4393	Refuse Truck Automated Side Loader	253,000	6
2011	4395	Refuse Truck Automated Side Loader	253,000	6
2012	4151	Steel-wheel Compactor	425,000	5
		Plows, salt spreaders and other attachments	-	
		Miscellaneous small equipment	60,000	
		SUBTOTAL CAPITAL OUTLAY	\$ 1,297,000	
		CAPITAL CARRYOVER FROM 2016	\$ -	
		TOTAL CAPITAL CARRYOVER	\$ -	

REVENUE COMMENT:

The VOM Fund derives its revenue primarily from four (4) sources: General Fund, Sanitation, Utilities and other miscellaneous sources. The following table reflects the sources of revenue for the Fund.

	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
REVENUE:				
Vehicle Repair	\$656,500	\$750,000	\$725,000	\$725,000
Equipment Rental - Operations	1,501,543	1,870,000	1,675,000	1,700,000
Replacement - Capital	1,700,000	1,550,000	1,625,000	1,650,000
Miscellaneous	<u>37,175</u>	<u>30,000</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$3,895,218</u>	<u>\$4,200,000</u>	<u>\$4,050,000</u>	<u>\$4,100,000</u>

	2015 Actual	2016 Estimated	2017 Budget
OPERATING CASH:			
Beginning Cash Balance	(\$584,332)	\$147,285	\$74,988
Operating Revenue	3,609,418	2,725,000	2,800,000
O & M Expenditures	2,877,801	2,797,297	2,977,515
Adjust for Changes	<u>0</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$147,285	\$74,988	(\$102,527)
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$1,312,620	\$588,585	\$288,585
Replacement Revenue	314,610	1,325,000	1,300,000
Capital Outlay	<u>1,038,645</u>	<u>1,625,000</u>	<u>1,297,000</u>
Cash Balance Capital Replacement	\$588,585	\$288,585	\$291,585
TOTAL CASH	<u>\$735,870</u>	<u>\$363,573</u>	<u>\$189,058</u>

CITY-WIDE: MAJOR CAPITAL PROJECTS

GOAL:

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

OBJECTIVES:

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

**City of Janesville
2017 Capital Improvement Plan**

Project	General Fund Note	Federal / State	Other Sources	Total
Construct and Improve Streets	\$5,686,000	\$2,692,000	\$ 2,632,000	\$11,010,000
ARISE - Court Street Two-Way Conversion (Design)	-	-	30,000	\$30,000
ARISE - Jackson Street Lighting Improvements	-	-	410,000	\$410,000
ARISE - Milwaukee Street Bridge Rehabilitation (Design)	-	360,000	90,000	\$450,000
Austin Road Reconstruction	250,000	1,216,000	347,000	\$1,813,000
Concrete Joint Repairs	75,000	-	-	\$75,000
Curb and Gutter Replacements	1,736,000	-	50,000	\$1,786,000
E. Milwaukee Street Lighting Improvements	95,000	-	-	\$95,000
E. Milwaukee Street Resurfacing	1,015,000	300,000	100,000	\$1,415,000
New Sidewalks	25,000	-	175,000	\$200,000
Palmer Drive Bridge Repairs	-	-	100,000	\$100,000
Replacement Sidewalks	250,000	-	250,000	\$500,000
Sharon Road Bridge Replacement	210,000	816,000	-	\$1,026,000
Street Rehabilitation Program	2,030,000	-	1,080,000	\$3,110,000
Stormwater Improvements	\$ -	\$ -	\$ 1,815,000	\$1,815,000
Monterey Dam	-	-	50,000	\$50,000
Storm Sewer Cleaning and Televising	-	-	380,000	\$380,000
Storm Sewer Enhancements	-	-	150,000	\$150,000
Storm Sewer Lining and Point Repairs	-	-	785,000	\$785,000
Storm Structure/Inlet Maintenance	-	-	450,000	\$450,000
Parks and Public Grounds	\$ 250,000	\$ 524,000	\$ 1,656,000	\$2,430,000
ARISE - Town Square East Side Improvements (Design)	-	-	170,000	\$170,000
ARISE - Town Square West Side Improvements	-	524,000	1,411,000	\$1,935,000
Bike Trail Repair and Replacement	70,000	-	-	\$70,000
Downtown Marketing and Attraction Plan	-	-	25,000	\$25,000
Playground Replacement	80,000	-	-	\$80,000
Property Acquisitions (Neighborhood and Downtown)	100,000	-	-	\$100,000
Rockport Pool Diving Boards and Drop Slide	-	-	50,000	\$50,000

Public Buildings and Grounds	\$1,396,000	\$ -	\$ 635,000	\$2,031,000
City Hall Elevator Replacements	660,000	-	-	\$660,000
Council Chambers Renovation (Design)	30,000	-	-	\$30,000
Ice Arena Dehumidification System	600,000	-	-	\$600,000
Ice Arena Improvements	25,000	-	-	\$25,000
Library Renovation	-	-	500,000	\$500,000
Roof Replacements	81,000	-	135,000	\$216,000
Capital Equipment	\$1,643,000	\$1,684,000	\$ 267,000	\$3,594,000
Complete Deployments of Govern and New World	8,000	-	8,000	\$16,000
Extend Metropolitan Area Network (MAN)	190,000	-	70,000	\$260,000
Fire Department Vehicle Replacement	681,000	-	-	\$681,000
Golf Course Capital	75,000	-	-	\$75,000
Information Technology Improvements	200,000	-	100,000	\$300,000
Library RFID Self-Check Unit Replacement	-	-	75,000	\$75,000
Pedestrian Signals Replacements	50,000	-	-	\$50,000
Replace Four JTS Buses	392,000	1,568,000	-	\$1,960,000
Replace JTS Service/Utility Truck	15,000	60,000	-	\$75,000
Replace Legacy Traffic Controllers	17,000	-	-	\$17,000
Traffic Signal and Street Light Infrastructure Replacement	15,000	-	-	\$15,000
Transit Development Plan	-	56,000	14,000	\$70,000
Landfill	\$ -	\$ -	\$ 2,510,000	\$2,510,000
Landfill Clay and Other Soils Procurement	-	-	1,000,000	\$1,000,000
Landfill Expansion Permitting Process	-	-	250,000	\$250,000
Landfill Phase III - Closure	-	-	810,000	\$810,000
Landfill Steel-Wheel Compactor	-	-	375,000	\$375,000
Waste Collection Carts	-	-	75,000	\$75,000
Water	\$ -	\$ -	\$ 4,795,000	\$4,795,000
Lead Service Replacement	-	-	1,385,000	\$1,385,000
New Well Locations Study	-	-	15,000	\$15,000
North Pressure Zone River Crossing Study	-	-	30,000	\$30,000
Pump Station No. 8 Control Valve Replacement	-	-	100,000	\$100,000
Water Main Improvements/Replacements	-	-	3,045,000	\$3,045,000
Water Structure Replacement	-	-	200,000	\$200,000
Water Tower Land Purchase Option	-	-	20,000	\$20,000
Wastewater	\$ -	\$ -	\$ 1,535,000	\$1,535,000
Inflow/Infiltration Reduction Program	-	-	145,000	\$145,000
Sanitary Sewer Improvements/Repairs	-	-	565,000	\$565,000
Sanitary Sewer Lining and Point Repairs	-	-	825,000	\$825,000
Economic Development	\$ -	\$ -	\$ 500,000	\$500,000
SHINE Medical Technologies Infrastructure Improvements	-	-	250,000	\$250,000
Connect Progress Drive to STH 11	-	-	250,000	\$250,000
Total	\$8,975,000	\$4,900,000	\$16,345,000	\$30,220,000

PROJECT DESCRIPTIONS:

Construct and Improve Streets - \$11,010,000

- (a) ARISE – Court Street Two-Way Conversion (Design) - \$30,000
Court Street from the Five Points intersection to Atwood Avenue is schedule to be converted from one-way traffic to two-way traffic in 2018. The total project cost is estimated at \$280,000 with the design costs (\$30,000) being borrowed in 2017.
- (b) ARISE – Jackson Street Lighting Improvements - \$410,000
The first phase of Jackson Street lighting improvement occurred in 2016 and added decorative street lighting and benches from Mineral Point Avenue to Centerway to tie the Mercy Health System campus and Rock County Historical Society to downtown Janesville. In 2017, the City proposes to borrow \$410,000 in TIF funds to complete the second phase of Jackson Street improvements by adding decorative street lighting, concrete terraces, and benches from Centerway to Court Street.
- (c) ARISE – Milwaukee Street Bridge Rehabilitation (Design) - \$450,000
The E. Milwaukee Street Bridge is scheduled for rehabilitation in 2018 through the Wisconsin Department of Transportation. Design costs total \$450,000 with the last of the local share (\$40,000) being borrowed in 2017.
- (d) Austin Road Reconstruction - \$1,813,000
Austin Road from W. Court Street to Mineral Point Avenue is scheduled for reconstruction to an urban cross section in 2017 through the Wisconsin Department of Transportation. The total project cost is estimated at \$1,813,000 (General Fund - \$497,000; Special Assessments - \$100,000; and State - \$1,216,000) with a portion of the local share (\$250,000) and special assessments (\$100,000) being borrowed in 2017.
- (e) Concrete Joint Repairs - \$75,000
Many concrete streets are in need of joint repair. Joint repair minimizes further deterioration of concrete streets and extends their useful life. Funding in the amount of \$75,000 is proposed to complete concrete joint repairs in 2017.
- (f) Curb and Gutter Replacements - \$1,786,000
Curb and Gutter Replacements total \$1,786,000 (General Fund - \$1,736,000 and Operating Budget - \$50,000) and will be used for replacing damaged curb and gutter as well as eliminate areas of water ponding in conjunction with the street rehabilitation program.
- (g) E. Milwaukee Street Lighting Improvements - \$95,000
E. Milwaukee Street will be rehabilitated from Sumac Drive to Wright Road in 2017. As part of that project, street lighting equipment and circuits between Sumac Drive and Suffolk Drive be replaced at a cost of \$95,000.
- (h) E. Milwaukee Street Resurfacing - \$1,415,000
E. Milwaukee Street will be rehabilitated from Sumac Drive to Wright Road in 2017. This project will be completed in conjunction with the WisDOT Local Road Improvement Program. The total project costs are estimated at \$1,415,000 (General Fund - \$1,015,000; Special Assessments - \$100,000; WisDOT - 300,000).
- (i) New Sidewalks - \$200,000
New Sidewalks total \$200,000 (General Fund - \$25,000 and Funded Sidewalk Account - \$175,000) in 2017. General Fund costs include curb ramps, sidewalks that cross City-owned property (greenbelts, parks, etc.), and other miscellaneous costs typically paid for by the city at-large.

- (j) Palmer Drive Bridge Repairs - \$100,000
Following bridge inspections, repairs are required to the concrete piers and foundation for the corrugated arches at the Palmer Drive Bridge over Spring Brook. Repairs to existing rebar on the parking plaza concrete deck are also required. Funding in the amount of \$100,000 is proposed to complete these repairs in 2017.
- (k) Replacement Sidewalks - \$500,000
Replacement Sidewalks total \$500,000 (General Fund - \$250,000 and Special Assessments - \$250,000) to replace deteriorated sidewalk and/or sidewalk with other safety deficiencies. This includes the sidewalk maintenance in coordination with the annual street rehabilitation program. General Fund costs include curb ramps, sidewalks that cross City-owned property (greenbelts, parks, etc.) and other miscellaneous costs typically paid for by the city at-large.
- (l) Sharon Road Bridge Replacement - \$1,026,000
The Sharon Road Bridge is eligible for federal funding to rehabilitate the structure based on the current sufficiency rating. The total project cost is estimated at \$1,026,000 (General Fund - \$210,000 and Federal - \$816,000).
- (m) Street Rehabilitation Program - \$3,110,000
This program includes funds to maintain City streets and make various other improvements to the street network such as intersection and railroad crossing improvements. In 2017, the program will rehabilitate 12 miles of streets at an estimated total cost of \$3,110,000 (General Fund - \$2,030,000 and Operating Budget - \$1,080,000).

Stormwater Improvements - \$1,815,000

- (a) Monterey Dam - \$50,000
The City is weighing options to complete required repairs to the Monterey Dam or remove the structure altogether at an unknown cost. In 2017, \$50,000 is proposed for consulting services to study options for the Monterey Dam.
- (b) Storm Sewer Cleaning and Televising - \$380,000
Storm sewer cleaning and televising projects totaling \$380,000 have been identified for 2017. The annual sewer televising program will identify segments along streets proposed for rehabilitation, which require storm sewer system repairs.
- (c) Storm Sewer Enhancements - \$150,000
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.
- (d) Storm Sewer Lining and Point Repairs - \$785,000
Storm sewer lining and point repair projects totaling \$785,000 have been identified for 2017. The annual sewer televising program will identify segments along streets proposed for rehabilitation, which require storm sewer system repairs.
- (e) Storm Structure/Inlet Maintenance - \$450,000
Rehabilitating or replacing structures in conjunction with the street rehabilitation program prevents future failures of the structures after a new street surface has been placed. In 2017, storm structure/inlet maintenance costs total \$450,000 and is funded from the Operating Budget. Some structures only need repairs to the upper portion and while others need total replacement.

Acquire, Improve & Maintain Parks and Public Grounds - \$2,430,000

(a) ARISE - Town Square East Side Improvements (Design) - \$170,000

This is a separate phase of the ARISE plan and includes design of the reconfiguration of the land between the east river wall and the back of the buildings which front on Main Street. The City is working with planning and engineering consultants on this aspect of the ARISE plan. Funding is anticipated to come from TID No. 36.

(b) ARISE - Town Square West Side Improvements - \$1,935,000

This phase of the ARISE plan includes construction of the River Lawn, floating dock, and other improvements on land between the west river wall and south of Dodge Street behind the former Riverfront Centre; relocation of the Ice Age Trail with amenities; and installation of a storm water biofilter facility to improve storm water quality before discharging to the Rock River. Funding is anticipated to be TID No. 36. The total project cost is estimated at \$1,935,000 (TID No. 36 - \$1,311,000; State - \$524,000; and Stormwater - \$100,000), but may change once the final design is completed.

(c) Bike Trail Repair and Replacement - \$70,000

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 \$70,000 is proposed to complete repairs in 2017.

(d) Downtown Marketing and Attraction Plan - \$25,000

Funding in the amount of \$25,000 is proposed to undertake a marketing and attraction plan to explore the development of a "destination" use such as a museum, conference center, or larger performance venue within downtown Janesville.

(e) Playground Replacement - \$80,000

In 1996, the City began a program to renovate/replace playground equipment in parks. To date, the initial cycle has been completed. The renovation/replacement of playground equipment will continue in 2016, with improvements proposed for parks updated in the '90's. Eleven wooden/plastic structures were placed in parks and all are in desperate need of replacement. The park for replacement is yet to be determined.

(f) Property Acquisitions (Neighborhood and Downtown) - \$100,000

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 \$100,000 is proposed to create a pool of funds for such property acquisitions.

(g) Rockport Park Diving Boards and Drop Slide - \$50,000

In 2017, prior Note Issue funding is proposed to evaluate the Rockport Pool diving boards, make replacements as needed, and remove the high dive from diving well and replace it with a drop slide.

Acquire, Improve & Maintain Public Buildings and Grounds - \$2,031,000

(a) City Hall Elevator Replacements - \$660,000

City Hall's elevators are 44-years old and past the end of their useful life, so much so that one of the elevators is no longer operable. This elevator modernization project includes new traction machines, door operator equipment, electrical controls configured with the existing building fire alarm system, and car enclosure renovations.

(b) Council Chambers Renovation (Design) - \$30,000

Funding in the amount of \$30,000 is proposed to design the Council Chambers renovation project, which will bring a new look and feel to the space by replacing the dais and potentially re-orienting the room. The renovation of Council Chambers will also include addressing the associated HVAC system for the 4th floor of City Hall. Lastly, the project would include technology improvements such as upgrading the video recording system, replacing the electronic vote cast system, and adding large displays to the Council Chambers. The renovation of Council Chambers would begin in 2018 and cost approximately \$250,000. The City Hall roof will be impacted by the project and the 25+ year old roof will be replaced as a separate project.

(c) Ice Arena Dehumidification System - \$600,000

The Ice Arena has been operating without an adequate dehumidification system for many years. The existing equipment is undersized and was installed in 1996. The dehumidification manufacturer indicates the useful life of a well-maintained, properly-sized system is 15-20 years. Replacement of the dehumidification system was discussed at the time of the 2009 Ice Arena renovation and also the 2012 Ice Arena addition & renovation, but was not included in either project budget. The building is deteriorating on the inside from continuous excess moisture, which also negatively impacts the condition of the ice. This project can no longer be delayed without jeopardizing the integrity of the Ice Arena facility.

(d) Ice Arena Improvements - \$25,000

The Ice Arena improvements are projected to cost \$25,000 and include the construction of a party deck in the bleacher area to attract more fans to Janesville Jets games as well as the repair of bleacher seats.

(e) Library Renovation - \$500,000

Funding in the amount of \$500,000 is proposed to begin Phase I of the Hedberg Public Library renovation project.

(f) Roof Replacements - \$216,000

Roof condition studies were recently completed for City facilities and the following roofs are recommended for replacement: Blackhawk Golf Course clubhouse, Palmer Park pool maintenance building, Palmer Park east pavilion, Palmer Park hilltop pavilion, Oakhill Cemetery garage, Fire Station #4, and Pumping Station #10 (General Fund - \$81,000; Water - \$132,000; Other - \$3,000)

Acquire Capital Equipment - \$3,594,000

(a) Complete Deployments of Govern and New World - \$16,000

This project will begin the planning and design process to add functionality to the City Enterprise Resource Planning (ERP) systems. The Govern improvements would incorporate licensing and special assessment modules while the New World improvements would add the fixed asset and dashboard functions. The total project costs are estimated to be \$401,000 with \$16,000 proposed for 2017, \$185,000 proposed for 2018, and \$200,000 proposed for 2019.

(b) Extend Metropolitan Area Network - \$260,000

This project will extend our fiber plant to most City facilities, improving communications, and giving the ability to take advantage of high bandwidth services like GIS/Mapping. The total project costs are estimated to be \$910,000 with \$50,000 (General Fund - \$30,000; Water - \$10,000; and Wastewater - \$10,000) borrowed in 2016, \$260,000 (General Fund - \$190,000; Sanitation - \$30,000; and Water - \$40,000) proposed for 2017, \$380,000 (General Fund - \$160,000; Sanitation - \$70,000; and Wastewater - \$150,000) proposed for 2018, and \$220,000 (General Fund) proposed for 2019.

- (c) Fire Department Vehicle Replacements- \$681,000
In 2017, a 2005 Pierce Rescue Pumper, a 2008 Chevy command vehicle, a 2004 Chevy utility vehicle, and a 1998 Zodiac inflatable boat are scheduled for replacement. These vehicles are beyond their estimated service life and require excessive maintenance.
- (d) Golf Course Capital - \$75,000
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 2017, funding in the amount of \$75,000 is proposed to continue the replacement of maintenance equipment and fund other capital improvements to the golf courses.
- (e) Information Technology Improvements - \$300,000
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. Funds are requested from the General Fund (\$200,000), Water Utility (\$50,000) and Wastewater Utility (\$50,000) to obtain consulting services and purchase hardware and software for the implementation of specific citywide information technology priority projects, as determined by the City Manager.
- (f) Library RFID Self-Check Unit Replacement - \$75,000
Funding in the amount of \$75,000 is proposed to replace the Library's RFID-capable self-check units, RFID gates, RFID scan pads, and RFID hand-held scanners.
- (g) Pedestrian Signals Replacements - \$50,000
The City's pedestrian signals have passed their life expectancy and are failing at a rate that is unsustainable. Funding in the amount of \$50,000 is proposed for labor & material expenses to replace the remaining 240 pedestrian signals in 2017. While replacing the modules, we have decided to replace them with the countdown style heads to meet current MUTCD standards and to match those that have already been installed during road construction projects along Hwy 14, Hwy 26, Milton Avenue, and Main Street.
- (h) Replace Four JTS Buses - \$1,960,000
The initial purchase of the current JTS fleet of buses began in 2002 and these buses are eligible for replacement. The City received federal funding to replace one bus in each 2015 and 2016. In 2017, up to four buses are scheduled for replacement at a total cost of \$1,960,000 (Federal - \$1,560,000 and General Fund - \$392,000).
- (i) Replace JTS Service/Utility Truck - \$75,000
JTS is looking to replace a 1998 shop service/utility truck which is beyond its projected useful life of 15 years. The new service/utility truck would include a 1 ton heavy duty truck chassis cab, a service/utility body, an air compressor and other special-purpose vehicle mounted equipment. Funding in the amount of \$75,000 (Federal - \$60,000 and General Fund - \$15,000) is proposed to purchase the new service/utility truck.
- (j) Replace Legacy Traffic Controllers - \$17,000
The City owns 36 traffic controllers that are no longer serviceable. This funding replaces 27 of 36 over a three-year period at nine each year. The nine that aren't being replaced are those that the Wisconsin Department of Transportation will be taking over responsibility for until the end of the Interstate 39/90 alternate route project. At that time, a decision will need to be made as to except their controllers which are a different type, or purchase nine new controllers of our type. Funding in the amount of \$17,000 is proposed for the second year of the three-year replacement program.

(k) Traffic Signal and Street Light Infrastructure Replacement - \$15,000

This multi-year program replaces parts of our aging street light and traffic signal systems such as replacing direct buried wire with conduit and relocating poles that are being damaged on a regular basis. These improvements will result in a more reliable system that provides a higher level of service.

(l) Transit Development Plan - \$70,000

The Transit Development Plan is a required study completed ever five years that helps identify transit service needs, prioritize improvements, and determine the resources required for implementing modified or new service. The plan also provides a foundation for requests for state and federal funding, which are some of JTS's main funding sources. In 2017, JTS need to update the Transit Development Plan at a total cost of \$70,000 (Federal - \$55,000 and MPO - \$15,000).

Construct and Close Landfills - \$2,510,000

(a) Landfill Clay and Other Soils Procurement - \$1,000,000

The City has sufficient clay for construction of Phase IV in 2016 and closure of Phase III in 2017. However, additional clay is needed for the future construction of Phase V and closure of Phases IV and V. Further, the City must also secure a source of clay sufficient for the landfill expansion process to progress and construct Phase I of the landfill expansion. Funding for the clay procurement is proposed to be split over two years with \$1,000,000 borrowed in 2017 and \$1,000,000 borrowed in 2018.

(b) Landfill Expansion Permitting Process - \$250,000

In 2017, the City plan to begin the four to five-year permitting process to expand landfill operations beyond current permitted area. The total cost is estimated at \$500,000 with funding in the amount of \$250,000 is proposed for consulting services to provide assistance in developing the required Initial Site Report, Feasibility Study, and Plan of Operation. The remaining project funding of \$250,000 will be borrowed in 2018.

(c) Landfill Phase III – Closure - \$810,000

Funding in the amount of \$810,000 is proposed to begin the process of closing Phase III of the Sanitary Landfill, including the installation of a permanent gas collection system. The timing for the closure of the next phase of the Sanitary Landfill is based on waste flows received at the current site and its projected closing date. The total project cost is \$1,620,000 with the remaining \$810,000 to be borrowed in 2018.

(d) Landfill Steel-Wheel Compactor - \$375,000

Funding in the amount of \$375,000 is proposed to upgrade the Sanitary Landfill steel-wheel compactor from an 80,000 lb. unit to a 120,000 pound unit. The heavier unit will improve waste compaction which in turn results in an estimated \$2,000,000 increase in net revenue at the current landfill, and may extend the operating life of the current landfill by approximately one year.

(e) Waste Collection Carts - \$75,000

Additional large waste collection carts are needed to continue to provide waste collection service to new housing units as well as provide customers the ability to exchange smaller collection carts for larger carts. Funding in the amount of \$75,000 is proposed to purchase approximately 1,300 carts.

Construct and Extend Water Mains - \$4,795,000

(a) Lead Service Replacement - \$1,385,000

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. Funding in the amount of \$1,385,000 is proposed for this year's program.

(b) New Well Locations Study - \$15,000

This project is intended to identify several locations where a pair of new public wells could be located in both the north and south pressure zones. Once these locations are identified, the City can take action to begin the process to purchase the property for future use. Funding in the amount of \$15,000 is proposed for this study.

(c) North Pressure Zone River Crossing - \$30,000

The Water System Master Plan identifies a deficiency in the water supply to the north pressure zone as the system is reliant on a single river crossing from the reservoir to the main portion of the zone. If the current river crossing was needed to be out service, the north pressure zone would have little backup water to support the needs of the area. Therefore, it is recommended to install a second crossing going north. Funding in the amount of \$30,000 is proposed to begin the design process for this project.

(d) Pump Station #8 Control Valve Replacement - \$100,000

Funding in the amount of \$100,000 is proposed to upgrade the control valve at Pumping Station #8 that allows water to transfer between the north and south pressure zones.

(e) Water Main Improvements/Replacement - \$3,045,000

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 rehabilitation projects.

(f) Water Structure Replacement - \$200,000

Prior to street reconstruction, the condition of the water structures and valves in the street are evaluated. Old, deteriorated structures 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 structure. This program for maintaining utility structures is done in conjunction with the annual street rehabilitation program.

(g) Water Tower Land Purchase Option - \$20,000

Several years ago a water tower was designed for the northeast side of the City, but never built. The location of this water tower was identified, but the land not purchased or reserved. Funding in the amount of \$20,000 is proposed for the City to purchase an option on this property in order to have it reserved when the water tower is needed.

Construct and Extend Sewer Mains - \$1,535,000

(a) Inflow/Infiltration Reduction Program - \$145,000

This supports an ongoing effort to prevent water inflow and infiltration into the sanitary sewer. It requires about \$145,000 annually. This program focused on sanitary sewer structures in the past, but has recently shifted to sewer laterals.

(b) Sanitary Sewer Improvements/Repairs - \$565,000

The City will complete sanitary sewer improvements and repairs in conjunction with the annual street rehabilitation program and funding in the amount of \$565,000 is proposed for 2017.

(c) Sanitary Sewer Lining and Point Repairs - \$825,000

Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. Funding in the amount of \$825,000 is proposed which is a continuation of prior years' service levels. This represents approximately 1% of the sewer system compared to a benchmark of 3.6% in proactive utilities.

Provide Financial Assistance for Economic Development - \$500,000

(a) SHINE Medical Technologies Infrastructure Improvements - \$250,000

SHINE Medical Technologies anticipates constructing a private driveway serving their site along USH 51 and WisDOT will require certain modifications of the existing highway. These improvements likely consist of a deceleration lane, acceleration lane, and the widening of southbound USH 51 to accommodate a slotted left turn lane into the site. The project is anticipated to cost \$250,000 and come from TID No. 35.

(b) Connect Progress Drive to STH 11 - \$250,000

The City has been working with WisDOT to allow for an extension of Progress Drive and a right-in/right-out intersection with STH 11. Funding in the amount of \$250,000 is proposed to complete this connection.

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2016

Equalized Value of Real and Personal Property	<u>\$4,165,074,300</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$208,253,715</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt Applicable to Debt Limit at December 31, 2016 (42.26% of Legal Limit)	<u>88,014,223</u> *
Remaining Legal Debt Margin	<u>\$120,239,492</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$24,590,618

* Does not include Water Utility Revenue Debt in the amount of \$1,792,694

General Obligation Debt Service for 2016 and
Total Outstanding Indebtedness as of December 31, 2015

			2017		2017 Principal & Interest	12/31/2016		
			Principal	Interest		Principal	Interest	Total
Water Utility								
2010 L.T. Note	970,000	Water Utility Impr.	100,000	9,100	109,100	400,000	21,413	421,413
2011 L.T. Note	2,510,000	Water Utility Impr.	275,000	46,375	321,375	1,875,000	156,313	2,031,313
2011A L.T. Note	310,000	Water Utility Impr.	50,000	3,688	53,688	200,000	6,969	206,969
2012 L.T. Note	1,170,000	Water Utility Impr.	130,000	17,000	147,000	915,000	56,450	971,450
2012A L.T. Note	440,000	Water Utility Impr.	50,000	6,600	56,600	355,000	22,050	377,050
2013 L.T. Note	900,000	Water Utility Impr.	105,000	17,888	122,888	795,000	74,481	869,481
2013A L.T. Note	85,000	Water Utility Impr.	25,000	763	25,763	75,000	1,450	76,450
2014 L.T. Note	2,210,000	Water Utility Impr.	65,000	35,525	100,525	1,910,000	164,700	2,074,700
2014A L.T. Note	1,400,000	Water Utility Impr.	100,000	21,000	121,000	1,100,000	84,750	1,184,750
2015 L.T. Note	3,001,000	Water Utility Impr.	316,000	74,360	390,360	2,696,000	384,310	3,080,310
2015A L.T. Note	150,000	Water Utility Impr.	75,000	750	75,750	75,000	750	75,750
2016 L.T. Note	4,333,000	Water Utility Impr.	568,000	85,982	653,982	4,333,000	415,620	4,748,620
2016A L.T. Note	975,000	Water Utility Impr.	400,000	15,375	415,375	975,000	24,825	999,825
Water Utility Total			\$ 2,259,000	\$ 334,405	\$ 2,593,405	\$ 15,704,000	\$ 1,414,080	\$ 17,118,080
Wastewater Utility								
2010 L.T. Note	525,000	Wastewater Utility Impr.	50,000	4,550	54,550	200,000	10,706	210,706
2011 L.T. Note	191,000	Wastewater Utility Impr.	200,000	22,500	222,500	1,000,000	67,250	1,067,250
2012 L.T. Note	1,580,000	Wastewater Utility Impr.	156,000	14,780	170,780	817,000	46,890	863,890
2013 L.T. Note	1,515,000	Wastewater Utility Impr.	155,000	23,650	178,650	1,070,000	95,450	1,165,450
2014 L.T. Note	2,434,000	Wastewater Utility Impr.	255,000	37,025	292,025	1,905,000	137,025	2,042,025
2015 L.T. Note	779,000	Wastewater Utility Impr.	85,000	18,550	103,550	680,000	92,950	772,950
2015A L.T. Note	610,000	Wastewater Utility Impr.	310,000	3,100	313,100	310,000	3,100	313,100
2016 L.T. Note	1,108,000	Wastewater Utility Impr.	148,000	21,932	169,932	1,108,000	103,620	1,211,620
2016A L.T. Note	425,000	Wastewater Utility Impr.	180,000	6,630	186,630	425,000	10,380	435,380
Wastewater Utility Total			\$ 1,539,000	\$ 152,717	\$ 1,691,717	\$ 7,515,000	\$ 567,371	\$ 8,082,371
Storm Sewer Utility Improvements								
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enhancements	125,000	11,375	136,375	500,000	26,766	526,766
2012 L.T. Note	480,000	Storm Improvements	45,000	4,950	49,950	270,000	16,200	286,200
2014 L.T. Note	191,000	Storm Sys. Imps., GIS & CADD enhancement	25,000	2,975	27,975	150,000	9,875	159,875
2015 L.T. Note	427,000	Storm Improvements	40,000	11,000	51,000	390,000	58,050	448,050
2016 L.T. Note	973,000	Storm Sys. Imps., Monterey Dam & Equip.	132,000	19,301	151,301	973,000	89,699	1,062,699
2016A L.T. Note	285,000	Storm Improvements	95,000	4,774	99,774	285,000	8,574	293,574
Storm Sewer Utility Improvements Total			\$ 462,000	\$ 54,375	\$ 516,375	\$ 2,568,000	\$ 209,163	\$ 2,777,163
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	50,000	8,678	58,678	458,000	47,651	505,651
WRS Internal Service Total			\$ 50,000	\$ 8,678	\$ 58,678	\$ 458,000	\$ 47,651	\$ 505,651
Library								
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	5,000	455	5,455	20,000	1,071	21,071
2012 L.T. Note	95,000	Bldg Maint., Computer Replacements	20,000	200	20,200	20,000	200	20,200
2013A L.T. Note	343,000	WRS Prior Service Costs	32,000	5,296	37,296	281,000	28,982	309,982
2015A L.T. Note	15,000	Bldg Maint., Renovations	5,000	50	5,050	5,000	50	5,050
2016A L.T. Note	30,000	Bldg. Maint., Renovations, Technology	15,000	454	15,454	30,000	604	30,604
Library Total			\$ 77,000	\$ 6,455	\$ 83,455	\$ 356,000	\$ 30,906	\$ 386,906

General Obligation Debt Service for 2016 and
Total Outstanding Indebtedness as of December 31, 2015

	2017		2017 Principal & Interest	12/31/2016				
	Principal	Interest		Principal	Interest	Total		
Sanitation - Waste Management								
2010 L.T. Note	240,000	Odor Remediation Project	25,000	2,275	27,275	100,000	5,353	105,353
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	2,813	27,813	125,000	8,406	133,406
2012 L.T. Note	3,150,000	Automated Waste Collection Equipment	260,000	28,600	288,600	1,560,000	93,600	1,653,600
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	17,600	177,600	960,000	57,600	1,017,600
2015A L.T. Note	101,000	Compactor	49,000	490	49,490	49,000	490	49,490
2015A L.T. Note	62,000	Constr. of Phase II (Yr 1)	30,000	300	30,300	30,000	300	30,300
2015A L.T. Note	12,000	Horizontal Gas Collection Sys.	6,000	60	6,060	6,000	60	6,060
2015A L.T. Note	31,000	Maint. Facility/Fuel Tank	15,000	150	15,150	15,000	150	15,150
2016 L.T. Note	2,000,000	Landfill Ph. 4- Construction	255,000	39,906	294,906	2,000,000	194,056	2,194,056
2016 L.T. Note	50,000	Landfill Ph. 2- Leachate	5,000	905	5,905	50,000	4,993	54,993
2016A L.T. Note	81,000	Constr. of Phase II (Yr 2)	27,000	1,310	28,310	81,000	2,390	83,390
2016A L.T. Note	48,000	Horizontal Gas Collection Sys.	16,000	776	16,776	48,000	1,416	49,416
2016A L.T. Note	349,000	Ph III - Leachate Upgrade	123,000	5,860	128,860	349,000	10,280	359,280
2016A L.T. Note	42,000	Scale/Scale house Replacement	14,000	679	14,679	42,000	1,239	43,239
Sanitation - Waste Management Total	\$ 1,010,000		\$ 101,724	\$ 1,111,724	\$ 5,415,000	\$ 380,333	\$ 5,795,333	
TIF Districts & Land Acquisition								
2010 L.T. Note	190,000	TIF #26	50,000	2,100	52,100	100,000	2,825	102,825
2010 L.T. Note	865,000	TIF #23	100,000	11,150	111,150	400,000	26,625	426,625
2011 L.T. Note	850,000	TIF #22	140,000	4,900	144,900	315,000	6,650	321,650
2012 L.T. Note	400,000	TIF #25	70,000	7,300	77,300	400,000	23,000	423,000
2012A L.T. Note	660,000	TIF #26	-	13,200	13,200	660,000	54,100	714,100
2013 L.T. Note	350,000	TIF #21	40,000	6,200	46,200	280,000	25,100	305,100
2013 Trust Loan	2,085,000	TIF #35	236,928	69,608	306,536	1,856,223	288,698	2,144,921
2014 L.T. Note	176,000	TIF #21	25,000	2,625	27,625	125,000	6,750	131,750
2014 L.T. Note	635,000	TIF #25	60,000	9,900	69,900	515,000	38,500	553,500
2014 L.T. Note	1,683,000	TIF #22	240,000	25,200	265,200	1,200,000	64,800	1,264,800
2015 L.T. Note	219,000	TIF #22	10,000	5,500	15,500	215,000	19,900	234,900
2015A L.T. Note	20,000	TIF #22	10,000	100	10,100	10,000	100	10,100
2016 L.T. Note	2,291,000	TIF #22	-	52,364	52,364	2,291,000	167,399	2,458,399
2016 L.T. Note	200,000	TIF #35	25,000	3,986	28,986	200,000	19,486	219,486
2016A L.T. Note	1,635,000	TIF #22	845,000	23,561	868,561	1,635,000	31,461	1,666,461
2016A L.T. Note	105,000	TIF #27	35,000	1,759	36,759	105,000	3,159	108,159
TIF Districts & Land Acquisition Total	\$ 1,886,928		\$ 239,453	\$ 2,126,381	\$ 10,307,223	\$ 778,553	\$ 11,085,776	
Special Assessment Fund								
2011 L.T. Note	435,000	DPW Infrastructure Impr.	90,000	900	90,900	90,000	900	90,900
2012 L.T. Note	285,000	DPW Infrastructure Impr.	64,000	2,120	66,120	138,000	2,860	140,860
2013 L.T. Note	400,000	DPW Infrastructure Impr.	80,000	4,000	84,000	240,000	7,200	247,200
2014 L.T. Note	418,000	DPW Infrastructure Impr.	82,500	7,013	89,513	330,000	14,850	344,850
2014 L.T. Note	63,000	Storm- Austin Road Greenbelt Const.	12,500	1,063	13,563	50,000	2,250	52,250
2015 L.T. Note	379,000	DPW Infrastructure Impr.	74,000	8,340	82,340	379,000	25,740	404,740
2016 L.T. Note	268,000	DPW Infrastructure Impr.	-	5,943	5,943	268,000	19,423	287,423
Special Assessment Fund Total	\$ 403,000		\$ 29,379	\$ 432,379	\$ 1,495,000	\$ 73,223	\$ 1,568,223	

General Obligation Debt Service for 2016 and
Total Outstanding Indebtedness as of December 31, 2015

			2017		2017 Principal & Interest	12/31/2016		
			Principal	Interest		Principal	Interest	Total
GENERAL CITY								
General Government								
2010 L.T. Note	1,070,000	Gen'l Bldg. Repairs, Tallman House	87,000	7,917	94,917	348,000	18,629	366,629
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	24,000	2,910	26,910	127,000	8,895	135,895
2011 L.T. Note	60,000	Oakhill Cemetery - Capital Projects	7,000	848	7,848	37,000	2,594	39,594
2011 L.T. Note	50,000	City Service Center- Storage Building	6,000	705	6,705	31,000	2,153	33,153
2011 L.T. Note	300,000	Tallman House	38,000	4,275	42,275	190,000	12,778	202,778
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	28,000	3,160	31,160	172,000	10,400	182,400
2012 L.T. Note	185,000	Tallman House	19,000	2,090	21,090	114,000	6,840	120,840
2012 L.T. Note	125,000	Technology Enhancements	25,000	250	25,250	25,000	250	25,250
2012A L.T. Note	6,000	Gen'l Bldg. Repairs	-	120	120	6,000	240	6,240
2013 L.T. Note	350,000	Technology Enhancements	70,000	2,100	72,100	140,000	2,800	142,800
2013 L.T. Note	145,000	City Service Center- Fuel Island	14,000	2,928	16,928	132,000	11,521	143,521
2013 L.T. Note	72,000	Oakhill Cemetery - Maintenance	7,000	1,483	8,483	66,000	6,039	72,039
2013 L.T. Note	50,000	Tallman House	5,000	983	5,983	44,000	3,969	47,969
2013A L.T. Note	2,111,000	WRS Prior Service Costs	193,000	32,629	225,629	1,726,000	179,032	1,905,032
2014 L.T. Note	161,000	Technology Enhancements	21,000	2,365	23,365	119,000	7,510	126,510
2014 L.T. Note	90,000	Election Equipment	18,000	1,170	19,170	54,000	1,980	55,980
2014 L.T. Note	250,000	IT Strategic Plan	16,000	4,210	20,210	223,000	18,115	241,115
2015 L.T. Note	22,000	IT Tech Improvements	4,000	320	4,320	18,000	760	18,760
2015 L.T. Note	118,000	IT Strategic Plan	13,000	2,830	15,830	104,000	13,950	117,950
2015A L.T. Note	28,000	Gen'l Bldg. Repairs	14,000	140	14,140	14,000	140	14,140
2015A L.T. Note	21,000	Tech. Enhancements	10,000	100	10,100	10,000	100	10,100
2016 L.T. Note	205,000	IT Tech Improvements	29,000	3,655	32,655	205,000	18,485	223,485
2016 L.T. Note	30,000	IT Extend Metropolitan Area Network	4,000	537	4,537	30,000	2,819	32,819
2016 L.T. Note	288,000	City Hall- Boiler Replacement	40,000	5,144	45,144	288,000	25,981	313,981
2016A L.T. Note	266,000	Gen'l Bldg. Repairs	133,000	4,021	137,021	266,000	5,351	271,351
2016A L.T. Note	144,000	Gen'l Bldg. Repairs & Tallman House	48,000	2,329	50,329	144,000	4,249	148,249
General Government Total			\$ 873,000	\$ 89,216	\$ 962,216	\$ 4,633,000	\$ 365,578	\$ 4,998,578
Public Safety								
2011 L.T. Note	500,000	Fire Station #1 - Construction Yr. 3	62,000	7,185	69,185	317,000	21,673	338,673
2011 L.T. Note	1,000,000	Public Safety Equip - Fire Vehicle Replace	125,000	14,423	139,423	637,000	43,471	680,471
2011 L.T. Note	800,000	Public Safety Equip- Public Safety Radios	99,000	11,498	110,498	507,000	34,729	541,729
2012 L.T. Note	80,000	Public Safety Equip- Records Management	8,000	900	8,900	49,000	2,930	51,930
2012A L.T. Note	58,000	Ambulance/Pumper	-	1,160	1,160	58,000	2,320	60,320
2012A L.T. Note	370,000	Police Services Constr. - Yr 2 Funding	-	7,400	7,400	370,000	14,880	384,880
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	127,000	25,428	152,428	1,147,000	100,586	1,247,586
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	12,000	2,598	14,598	116,000	10,456	126,456
2014 L.T. Note	410,000	Replacement of Fire SCBA	26,000	6,870	32,870	365,000	29,790	394,790
2014 L.T. Note	574,000	Public Safety Equip - Fire Vehicle Replace	36,000	9,660	45,660	512,000	41,720	553,720
2014 L.T. Note	3,000,000	Fire Station #1 - Construction Yr. 4	191,000	50,495	241,495	2,675,000	217,870	2,892,870
2015 L.T. Note	85,000	Police - SWAT Equipment	9,000	2,060	11,060	75,000	10,195	85,195
2015 L.T. Note	465,000	Fire - Vehicle Replacement	50,000	11,220	61,220	409,000	55,420	464,420
2015 L.T. Note	3,000,000	Central Fire Station	311,000	73,830	384,830	2,650,000	369,620	3,019,620
2015A L.T. Note	39,000	Police Communication Sys.	19,000	190	19,190	19,000	190	19,190
2015A L.T. Note	73,000	Station #1	35,000	350	35,350	35,000	350	35,350
2015A L.T. Note	15,000	Vehicles	7,000	70	7,070	7,000	70	7,070
2016 L.T. Note	101,000	Police - SWAT Equipment & Video Equip.	15,000	1,803	16,803	101,000	9,058	110,058
2016 L.T. Note	569,000	Fire - Vehicle Replacement	79,000	10,161	89,161	569,000	51,089	620,089
2016 L.T. Note	500,000	Central Fire Station	70,000	8,925	78,925	500,000	44,860	544,860
2016A L.T. Note	144,000	Fire - Station #1, Police- Pistol Range	72,000	2,177	74,177	144,000	2,897	146,897
2016A L.T. Note	18,000	Public Safety Equipment - Police	6,000	291	6,291	18,000	531	18,531
Public Safety Total			\$ 1,359,000	\$ 248,692	\$ 1,607,692	\$ 11,280,000	\$ 1,064,704	\$ 12,344,704

General Obligation Debt Service for 2016 and
Total Outstanding Indebtedness as of December 31, 2015

	2017		2017 Principal & Interest	12/31/2016				
	Principal	Interest		Principal	Interest	Total		
Public Works								
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	166,500	15,151	181,651	666,000	35,652	701,652
2010 L.T. Note	200,000	Property Acquisition	20,000	1,820	21,820	80,000	4,283	84,283
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	2,958	35,458	130,000	6,959	136,959
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	292,000	32,850	324,850	1,460,000	98,185	1,558,185
2011 L.T. Note	140,000	Property Acquisition	25,000	1,313	26,313	75,000	2,406	77,406
2011A L.T. Note	246,000	DPW Infrastructure Impr.	20,000	2,763	22,763	120,000	8,356	128,356
2012 L.T. Note	125,000	Property Acquisition	13,000	1,430	14,430	78,000	4,680	82,680
2012 L.T. Note	310,000	Property Acquis. - 55 S. River St.	20,000	4,480	24,480	234,000	15,080	249,080
2012 L.T. Note	100,000	Parking Plaza Repairs	10,000	1,140	11,140	62,000	3,780	65,780
2012 L.T. Note	20,000	Traffic Signal Impr.	2,000	220	2,220	12,000	720	12,720
2012 L.T. Note	2,020,000	DPW Infrastructure Impr.	205,000	22,710	227,710	1,238,000	74,440	1,312,440
2012A L.T. Note	85,000	Marshall Auditorium	-	340	340	17,000	690	17,690
2012A L.T. Note	155,000	Parking Plaza Repairs	-	620	620	31,000	1,250	32,250
2012A L.T. Note	89,000	Traffic Signal Impr.	-	360	360	18,000	720	18,720
2012A L.T. Note	132,000	DPW Infrastructure Impr.	-	2,640	2,640	132,000	5,280	137,280
2013 L.T. Note	2,666,000	DPW Infrastructure Impr.	318,000	46,813	364,813	2,174,000	177,674	2,351,674
2013 L.T. Note	435,000	DPW- Transit Operations & Maint. Facility	43,000	8,858	51,858	399,000	35,016	434,016
2013 L.T. Note	37,000	DPW- Transit Capital Projects	8,000	240	8,240	16,000	320	16,320
2013 L.T. Note	20,000	Traffic Signal & Street Light Replacement	2,000	353	2,353	16,000	1,384	17,384
2013 L.T. Note	1,050,000	Landfill Closure Ph. 2	102,000	16,535	118,535	744,000	67,093	811,093
2013 L.T. Note	1,000,000	Clay Procurement	100,000	15,500	115,500	700,000	62,750	762,750
2013 L.T. Note	80,000	Replace Stationary Compactors & Contain.	8,000	1,240	9,240	56,000	5,020	61,020
2014 L.T. Note	2,260,000	DPW Infrastructure Impr.	166,000	37,340	203,340	1,965,000	155,625	2,120,625
2014 L.T. Note	30,000	Traffic Signal & Street Light Replacement	2,000	510	2,510	26,000	2,010	28,010
2014 L.T. Note	500,000	Replace Street Lights with LEDs	32,000	8,380	40,380	445,000	36,210	481,210
2014 L.T. Note	1,610,000	Pretreatment Facility - GF Portion	160,000	25,425	185,425	1,288,000	96,375	1,384,375
2015 L.T. Note	20,000	Traffic Signal and Streelight Replace	2,000	510	2,510	18,000	2,525	20,525
2015 L.T. Note	35,000	Traffic Signal Red LED Light Replacements	4,000	830	4,830	31,000	4,025	35,025
2015 L.T. Note	17,000	GPS for Snowplowing Equipment	2,000	390	2,390	15,000	1,985	16,985
2015 L.T. Note	4,511,000	Construct and Improve Streets	484,000	109,050	593,050	3,971,000	538,905	4,509,905
2015 L.T. Note	130,000	Landfill Ph. 2- Leachate Recirculation	10,000	3,500	13,500	120,000	19,050	139,050
2015A L.T. Note	99,000	Transit Services Bldg. Design	48,000	480	48,480	48,000	480	48,480
2015A L.T. Note	324,000	DPW Infrastructure Impr.	157,000	1,570	158,570	157,000	1,570	158,570
2016 L.T. Note	4,254,000	Construct and Improve Streets	593,000	90,723	683,723	4,254,000	397,201	4,651,201
2016 L.T. Note	72,000	Traffic Signal & Pedestrian Signals	11,000	1,278	12,278	72,000	6,261	78,261
2016 L.T. Note	86,000	Traffic Signal Red LED Light Replacements	12,000	1,537	13,537	86,000	7,585	93,585
2016 L.T. Note	25,000	Public Works- Work Order System	2,000	458	2,458	25,000	2,451	27,451
2016 L.T. Note	1,500,000	Parking Plaza Removal	209,000	26,781	235,781	1,500,000	134,876	1,634,876
2016 L.T. Note	42,000	Transit- Bus Technology Improvements	5,000	754	5,754	42,000	3,894	45,894
2016A L.T. Note	295,000	DPW Infrastructure Impr.	150,000	4,444	154,444	295,000	5,894	300,894
2016A L.T. Note	510,000	DPW Flood Remediation & Infrastructure Impr	169,000	8,253	177,253	510,000	15,083	525,083
2016A L.T. Note	464,000	Downtown Parking Structure - Yr I	232,000	7,014	239,014	464,000	9,334	473,334
2016A L.T. Note	1,022,000	Downtown Parking Structure & Property Acquis	364,000	16,960	380,960	1,022,000	29,920	1,051,920
Public Works Total			\$ 4,201,000	\$ 526,519	\$ 4,727,519	\$ 24,812,000	\$ 2,082,995	\$ 26,894,995

General Obligation Debt Service for 2016 and
Total Outstanding Indebtedness as of December 31, 2015

			2017		2017 Principal & Interest	12/31/2016		
			Principal	Interest		Principal	Interest	Total
Leisure Services								
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	1,274	15,274	56,000	2,998	58,998
2010 L.T. Note	100,000	Golf Course - Operating Equipment	10,000	910	10,910	40,000	2,141	42,141
2011 L.T. Note	40,000	Renovate Playground Equip.	5,000	563	5,563	25,000	1,681	26,681
2011 L.T. Note	50,000	Skateboard Park	6,000	705	6,705	31,000	2,153	33,153
2011 L.T. Note	195,000	Palmer Park - Parking Lot	24,000	2,850	26,850	125,000	8,685	133,685
2011 L.T. Note	100,000	Golf Course - Operating Equipment	12,000	1,440	13,440	63,000	4,380	67,380
2012 L.T. Note	40,000	Renovate Playground Equip.	4,000	460	4,460	25,000	1,550	26,550
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	11,000	1,250	12,250	68,000	4,120	72,120
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	6,000	680	6,680	37,000	2,210	39,210
2012 L.T. Note	200,000	Golf Course - Operating Equipment	20,000	2,260	22,260	123,000	7,470	130,470
2012 L.T. Note	50,000	Repair/Replace Bike Trail	5,000	570	5,570	31,000	1,830	32,830
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	10,000	1,140	11,140	62,000	3,720	65,720
2012 L.T. Note	780,000	Ice Arena Renovation	79,000	8,770	87,770	478,000	28,760	506,760
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	15,000	1,690	16,690	92,000	5,620	97,620
2012A L.T. Note	85,000	Bike Trail Impr.	-	360	360	18,000	720	18,720
2012A L.T. Note	60,000	Renovate Playgrounds/Equip.	-	240	240	12,000	480	12,480
2012A L.T. Note	90,000	Tennis Courts - Palmer Park	-	360	360	18,000	720	18,720
2012A L.T. Note	55,000	Golf Course- Riverside Irrigation System	-	1,100	1,100	55,000	2,250	57,250
2013 L.T. Note	200,000	Golf Course Equipment	40,000	1,200	41,200	80,000	1,600	81,600
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	9,000	1,835	10,835	83,000	7,183	90,183
2013 L.T. Note	70,000	Camden Playground Renovation	6,000	1,440	7,440	64,000	5,790	69,790
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	983	5,983	44,000	3,969	47,969
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	5,000	983	5,983	44,000	3,969	47,969
2013 L.T. Note	50,000	Aquatics Renovation	5,000	983	5,983	44,000	3,969	47,969
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	4,000	810	4,810	36,000	3,325	39,325
2014 L.T. Note	25,000	Splash Pad Feasibility Study	2,000	400	2,400	21,000	1,645	22,645
2014 L.T. Note	200,000	Golf Course Equipment	40,000	2,600	42,600	120,000	4,400	124,400
2015 L.T. Note	326,000	Splash Pad	35,000	7,880	42,880	287,000	38,905	325,905
2015 L.T. Note	110,000	Golf Course Equipment	22,000	1,540	23,540	88,000	3,520	91,520
2015 L.T. Note	40,000	Playground Replacement	4,000	940	4,940	34,000	4,690	38,690
2015A L.T. Note	210,000	Aquatics Facility Impr.	103,000	1,030	104,030	103,000	1,030	104,030
2015A L.T. Note	15,000	Renovate Playgrounds/Equip.	7,000	70	7,070	7,000	70	7,070
2016 L.T. Note	90,000	Golf Course Equipment	12,000	1,610	13,610	90,000	8,218	98,218
2016 L.T. Note	40,000	Playground Replacement	6,000	711	6,711	40,000	3,401	43,401
2016A L.T. Note	106,000	Youth Sports & Renovate Equip.	53,000	1,494	54,494	106,000	2,024	108,024
2016A L.T. Note	516,000	Ice Arena, Youth Sports & Renovate Eq.	173,000	8,338	181,338	516,000	15,188	531,188
Leisure Services Total			752,000	61,468	813,468	3,166,000	194,383	3,360,383
Golf Fund								
2016 L.T. Note	305,000	Golf Course Equipment- Golf Carts	55,000	5,966	60,966	305,000	18,841	323,841
WRS Internal Service Total			\$ 55,000	\$ 5,966	\$ 60,966	\$ 305,000	\$ 18,841	\$ 323,841
TOTAL GENERAL CITY			\$ 7,240,000	\$ 931,861	\$ 8,171,861	\$ 44,196,000	\$ 3,726,502	\$ 47,922,502
TOTAL DPW IMPROVEMENTS & GENERAL CITY			\$ 7,240,000	\$ 931,861	\$ 8,171,861	\$ 44,196,000	\$ 3,726,502	\$ 47,922,502
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 14,926,928	\$ 1,859,046	\$ 16,785,973	\$ 88,014,223	\$ 7,227,781	\$ 95,242,004
Wastewater Utility Revenue								
CWF #4335-02	1,100,828	Wastewater Utility Impr.	65,969	8,676	74,645	348,490	24,478	372,968
CWF #4335-04	1,128,073	Wastewater Utility Impr.	74,466	983	75,449	74,466	983	75,449
CWF #4335-05	284,140	Wastewater Utility Impr.	18,260	1,405	19,665	56,424	2,546	58,970
CWF #4335-07	2,032,973	Wastewater Utility Impr.	114,990	19,081	134,071	864,337	73,456	937,793
CWF #4335-09	26,462,000	Wastewater Utility Impr.	1,400,470	431,074	1,831,544	20,750,190	3,032,531	23,782,720
CWF #4335-10	986,325	Wastewater Utility Impr.	43,922	18,239	62,161	781,904	149,033	930,937
Wastewater Utility Revenue Total			\$ 1,718,077	\$ 479,457	\$ 2,197,534	\$ 22,875,811	\$ 3,283,027	\$ 26,158,838
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Impr.	118,401	22,946	141,347	1,029,435	100,371	1,129,806
SDWL #5119-02	1,336,937	Water Utility Impr.	75,495	14,750	90,245	574,118	56,971	631,089
Water Utility Revenue Total			\$ 193,896	\$ 37,696	\$ 231,592	\$ 1,603,553	\$ 157,342	\$ 1,760,895
TOTAL LONG-TERM DEBT			\$ 16,838,900	\$ 2,376,199	\$ 19,215,099	\$ 112,493,587	\$ 10,668,150	\$ 123,161,737