



CITY OF JANESVILLE

Wisconsin's Park Place:

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



2018
ANNUAL BUDGET

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2018 BUDGET

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Council President Marklein and City Councilmembers:

City Administration and staff have worked diligently these past five months to deliver the adopted 2018 City and Library budgets. When we began the process in early August, we saw a minor surplus of nearly \$10,000. Today, I'm pleased to offer to you a balanced budget that increases police and fire staffing; reduces certain JTS fares; and only increases the City's draw on the General Fund balance for operating expenditures by \$638. 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 2018 City and Library budgets meet most of the budget parameters established as guidance for developing a budget proposal:

Must-Have

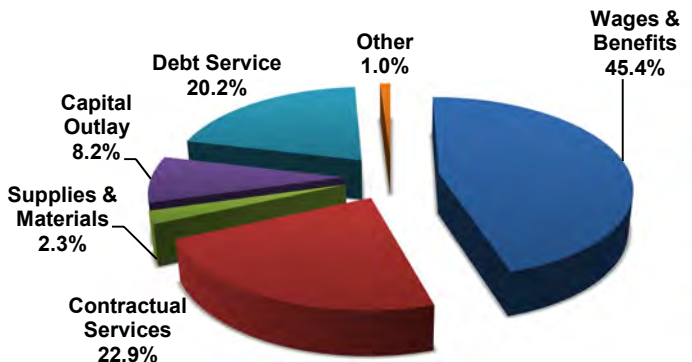
- ✓ Increase the operating property tax levy to the maximum allowable amount under Wisconsin levy limits law
- ✗ Maintain or reduce the amount of applied General Fund balance utilized
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit 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

- ✓ Allocate a proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on August 9, 2017
- ✓ Implement recommendations from the Employee Engagement Task Force Report (EETF)
- ✗ Implement the City Administration's personnel priorities plan

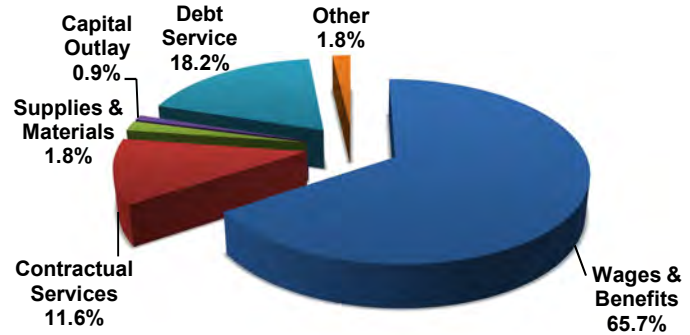
Overview

The adopted 2018 City and Library budgets for all funds totals \$102,891,434, which represents an increase of \$6,131,893, or 6.3%, compared to the amended 2017 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budget expenditures at 45.4%; followed by Contractual Services at 22.9%; and Debt Service at 20.2%.

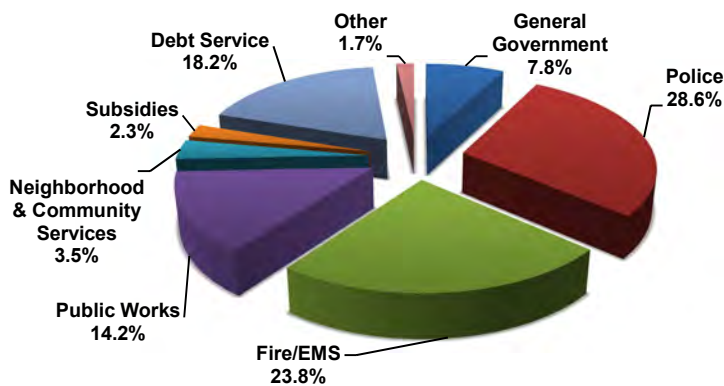


increase of \$1,071,841, or 2.7%, from the amended 2017 General Fund operating budget. Meanwhile, the adopted 2018 General Fund debt service budget totals \$8,993,651, which represents an increase of \$844,016, or 10.4%, compared to the amended 2017 General Fund debt service budget. This increase is primarily due to an increase in the debt service payment attributed to capital projects funded in the 2017 Note Issue.

The following pie charts break-down the adopted 2018 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 65.7% of the adopted 2018 General Fund budget, followed by Debt Service (18.2%) and Contractual Services (11.6%).



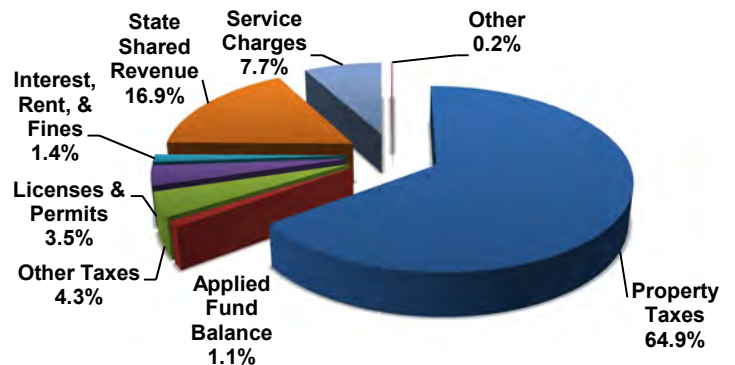
Within the adopted 2018 General Fund operating budget, which excludes debt service, personnel costs represent 80.3% of total expenditures.



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 expenditures at 52.4%, followed by Debt Service (18.2%) and Public Works (14.2%). If debt service is excluded, Public Safety represents 64.0% of the adopted 2018 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 General Fund revenue at 64.9% followed by State Shared Revenue (16.9%) and Service Charges (7.7%).



The adopted 2018 General Fund property tax levy totals \$32,156,595, which represents an increase of \$1,798,421, or 5.9%, compared to 2017. The adopted property tax levy includes a one-time adjustment of \$172,936 for excessive assessment claims settled in 2017. Lastly, the adopted 2018 General Fund budget decreases the amount of applied fund balance utilized to \$537,395, which represents a decrease of \$949,362, or 63.9%, from the amended 2017 budget.

Non-property tax revenues total \$16,849,042, an increase of \$1,066,798, or 6.8%, from the amended 2017 budget. Non-property tax revenue growth is attributed to increased state shared revenue as well as increased utilization of user fee-based services and user fee increases for

select services. The adopted 2018 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 10, 2017 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 2018 General Fund budget:

Property Tax Levy	\$ 1,798,421
State Shared Revenue	744,610
JFD EMS Transport Revenue	208,000
Community Development Permit Fees	76,548
Recreation Fees	30,100
Interest Income	20,000
Bartender License Fees	(46,000)
Health Insurance Transfer	(950,000)
Applied Fund Balance fo Operating Expenditures	638
<u>Other</u>	<u>33,540</u>
Total Revenue Changes	\$ 1,915,857

Program/Expenditure Changes

The adopted 2018 General Fund budget includes a number of significant program and expenditure changes that are categorized in the following table:

Debt Service	\$ 844,016
Wages and Wage-Driven Fringe Benefits	811,391
Three Additional Firefighters	223,818
Two Additional Police Officers and Overtime	212,762
Computer Maintenance	117,474
Crack Sealing	105,000
Transit Subsidy	92,960
Vehicle Operation and Maintenance	78,260
Outside Legal Costs	54,000
Additional Elections	51,694
JPD Patrol Vehicles and Equipment	42,980
IT Personnel and Infrastructure Needs Assessment	25,000
Personnel Policies Review	20,000
Fire Department Vehicle Replacement Fund Transfer	18,000
Kaizen Event	15,000
Health Insurance Transfer	(950,000)
Contingency	172,936
<u>Other</u>	<u>(19,434)</u>
Total Program/Expenditure Changes	\$ 1,915,857

Additionally, the adopted 2018 General Fund budget includes a contingency intended to offset the one-time property tax revenue received for excessive assessment claims.

Water and Wastewater Utilities

The adopted 2018 Water & Wastewater budget is \$18,453,998, an increase of \$864,037, or 4.9%, from the amended 2017 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 2017 Note Issue.

Revenue Changes

The Water Utility proposes a 3% inflationary rate increase effective August 8, 2018 that is necessary to maintain the financial health of the fund. This additional increase is necessary to fund the Water Utility work related to the enhanced street rehabilitation program and compensate for declining consumption trends. The adopted 2018 Wastewater Utility budget includes no rate increase.

The financial impact of the adopted Utility rate increases on the average residential customer will be \$1.86 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2018 Utilities budget includes a number of significant program and expenditure changes that are categorized in the following table:

Water	
Debt Service	\$486,964
Wages and Wage-Driven Fringe Benefits	149,910
Meter Maintenance Staff Reallocation	133,992
Capital Projects	85,836
Taxes	67,381
Vehicle Operation and Maintenance	64,200
Other	22,283
Wastewater	
Capital Projects	180,000
Wages and Wage-Driven Fringe Benefits	23,334
Two Additional Sewer Maintenance Workers	129,106
DNR Permitting Consultant	60,000
Televising/Cleaning Main Contract	(160,000)
Meter Maintenance Staff Reallocation	(133,992)
Debt Service	(274,039)
<u>Other</u>	<u>29,062</u>
Total Program/Expenditure Changes	\$864,037

Furthermore, the adopted 2018 Utilities budget creates two positions to televise and clean sanitary sewer mains in lieu of contracting out for the service for a savings of nearly \$31,000 per year.

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, and Recycling. The adopted 2018 Sanitation Fund budget totals \$8,446,769, which is an increase of \$391,604, or 4.8%, from the amended 2017 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 2017 Note Issue.

Revenue Changes

The Sanitary Landfill anticipates an increase of 17,800 tons in solid waste disposed next year, which will generate an additional \$468,000, or 8.9%, in revenue for 2018. Additionally, the adopted 2018 Sanitation Fund budget includes a \$0.90, or 0.7%, decrease in the per household solid waste management fee from \$128.44 to \$127.54 per year. The financial impact of the solid waste management fee decrease on the average residential customer will be \$0.23 per quarter on their Janesville Municipal Utilities bill.

The following table summarizes major revenue changes in the adopted 2018 Sanitation Fund budget:

Sanitary Landfill	\$ 468,000
Solid Waste Management Fee	70,296
<u>Recycling Program</u>	<u>50,000</u>
Total Revenue Changes	\$ 588,296

Program/Expenditure Changes

The adopted 2018 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	\$ 211,650
Debt Service	100,014
Vehicle Operation and Maintenance	89,004
Wages and Wage-Driven Fringe Benefits	12,970
Capital Outlay	(25,000)
<u>Other</u>	<u>2,966</u>
Total Program/Expenditure Changes	\$ 391,604

Stormwater Utility

The adopted 2018 Stormwater Utility budget is \$3,909,682, a decrease of \$28,511, or 0.7%, from the amended 2017 budget. This decrease is primarily due to attrition.

Revenue Changes

The stormwater rate is based on an Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The Stormwater Utility proposes a \$0.83, or 1.1%, increase per ERU for a total cost of \$74.67 per ERU in 2018. The financial impact of the stormwater rate increase on the average residential customer will be \$0.21 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2018 Stormwater Utility budget includes a number of significant program and expenditure changes that are categorized as follows:

Capital Projects	\$ 116,000
Creation of a Public Works Maintenance Worker Position	64,139
Wages and Wage-Driven Fringe Benefits	(10,980)
Greenbelt Maintenance	(16,000)
Debt Service	(23,171)
Enhanced Street Rehabilitation Program	(165,000)
Other	6,501
Total Program/Expenditure Changes	\$ (28,511)

Furthermore, the adopted 2018 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, and the HOME Investment Partnership Initiative (HOME) program. All programs and staffing expenditures are covered through program revenues.

Revenue Changes

The adopted 2018 State and Federal Grants budget is \$4,718,693, a decrease by \$122,120, or 2.5%, from the amended 2017 budget. The decrease is primarily due to reduction in HOME program revenue and completion of the Lead Hazard Reduction program.

Program/Expenditure Changes

The adopted 2018 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	\$ (24,837)
Payments for Households Assisted	101,500
Other Contractual Payments	35,114
Other	(2,112)
State and Federal Grants	
Administration	22,012
Neighborhood Programs	35,884
Housing Programs	(313,281)
<u>Public Service Activities</u>	<u>23,600</u>
Total Program/Expenditure Changes	\$ (122,120)

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 2018 JTS operating budget totals \$3,570,590, which is an

increase of \$70,232, or 2.0% from the amended 2017 JTS operating budget. This increase is primarily due to economic adjustments and increased retiree health insurance costs.

Revenue Changes

State Operating Assistance for JTS is projected to remain the same at 24.5% of expenditures while Federal Operating Assistance is projected to decrease from 30% to 29.75% of expenditures. State and Federal Assistance revenue is projected to total \$1,937,100, an increase of \$29,400, or 1.5%, from the amended 2017 JTS operating budget. This increase is due to an increase in the adopted 2018 JTS operating budget.

Operating Revenue is composed of passenger fares, revenue from the sale of advertising on buses and miscellaneous revenue. Operating revenue is projected to be \$539,022, a decrease of \$49,128, or 8.4%, from the amended 2017 budget. Although JTS ridership is projected to increase 1.6% from the estimated 2017 amount, this revenue decrease is attributed to the reduction of certain JTS fares in the adopted 2018 budget.

Fares to be reduced with the adopted 2018 JTS budget include:

<u>Fare</u>	<u>2017</u>	<u>2018</u>	<u>Difference</u>	<u>%</u>
Base Cash Fare	\$ 1.75	\$ 1.50	\$ (0.25)	-14.3%
Senior, Disabled, and Medicare Recipients	0.85	0.75	(0.10)	-11.8%
10 Ride Pass	14.50	12.00	(2.50)	-17.2%
Senior, Disabled, and Medicare Recipients	8.50	7.50	(1.00)	-11.8%
Reduced Far Tokens	0.85	0.75	(0.10)	-11.8%
Youth Tokens	0.85	0.75	(0.10)	-11.8%
Youth Semester Pass	140.00	120.00	(20.00)	-14.3%
Paratransit	3.50	3.00	(0.50)	-14.3%

The Local Operating Subsidy is projected to be \$1,063,468, an increase of \$92,960, or 9.6%, from the amended 2017 budget. This revenue increase is due to increased operating expenditures and the reduction of certain JTS fares as described above.

Program/Expenditure Changes

The adopted 2018 JTS budget provides for the continuation of current service levels.

Golf Courses

The adopted 2018 Golf Courses budget is \$1,234,071, a decrease of \$14,582, or 1.2% from the amended 2017 budget. The adopted 2018 Golf Courses budget projects revenues to be \$1,247,001, which is an increase of \$1,312, or 0.1% from 2017. Lastly, the Golf Courses budget does not include any General Fund subsidy in 2018.

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 undoubtable come at a cost. To mitigate these costs, the amended 2017 General Fund budget included 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. In 2018, that transfer amount is increased to \$48,000.

Closing

The adopted 2018 City and Library budgets enhance current service levels and maintain our investment in infrastructure all while minimizing property tax and user fee increases. Additionally, the adopted 2018 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 2018 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 2018 City and Library budgets for yourself by clicking through the interactive charts, graphs, and tables on the site.

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

Respectfully Submitted,



Mark A. Freitag
City Manager

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

	Amended 2017	Adopted 2018	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$30,358,174	\$32,156,595	\$1,798,421	5.92%
Fund Balance Applied	\$1,486,757	\$537,395	(949,362)	-63.85%
Other Taxes	\$2,126,355	\$2,136,170	9,815	0.46%
Licenses & Permits	\$1,702,654	\$1,740,927	38,273	2.25%
Interest, Rents, & Fines	\$675,000	\$695,000	20,000	2.96%
State Shared Revenues	\$7,607,435	\$8,352,045	744,610	9.79%
Service Charges	\$2,710,600	\$2,949,600	239,000	8.82%
Recreation	\$809,000	\$839,100	30,100	3.72%
Other & Transfers In	151,200	136,200	(15,000)	-9.92%
TOTAL REVENUES	<u>\$47,627,175</u>	<u>\$49,543,032</u>	<u>\$1,915,857</u>	<u>4.02%</u>
EXPENDITURES				
General Government	3,587,204	3,856,484	\$269,280	7.51%
Public Safety	25,491,132	25,940,980	449,848	1.76%
Public Works	6,804,922	7,035,458	230,536	3.39%
Neighbord & Community Serv.	1,685,133	1,716,955	31,822	1.89%
Economic Adjustments	335,454	99,927	(235,527)	-70.21%
Insurance & Other (a)	528,187	588,173	59,986	11.36%
Contingency Account	0	172,936	172,936	N/A
General Fund Subsidies	1,045,508	1,138,468	92,960	8.89%
Debt Service	<u>8,149,635</u>	<u>8,993,651</u>	<u>844,016</u>	<u>10.36%</u>
TOTAL EXPENDITURES	<u>\$47,627,175</u>	<u>\$49,543,032</u>	<u>\$1,915,857</u>	<u>4.02%</u>

(a) 2017 was amended to use \$950,000 of fund balance for health insurance cost overage in 2016

City of Janesville - General Fund Balance

	2016	Amended Budgeted 2017	Estimated 2017	Budget 2018
Revenue	\$44,648,468	\$46,140,418	\$46,328,157	\$49,005,637
Expenditures	<u>45,306,145</u>	<u>47,627,175</u>	<u>47,172,081</u>	<u>49,543,032</u>
Net change in fund balance	(657,677)	(1,486,757)	(843,924)	(537,395)
Fund balance - beg of year	<u>9,919,345</u>	<u>9,261,668</u>	<u>9,261,668</u>	<u>8,417,744</u>
Fund balance - end of year	<u>\$9,261,668</u>	<u>\$7,774,911</u>	<u>\$8,417,744</u>	<u>\$7,880,349</u>

	2016	Amended Budgeted 2017	Estimated 2017	Budget 2018
Nonspendable Fund Balance	<u>\$1,544,731</u>	<u>\$800,000</u>	<u>\$800,000</u>	<u>\$800,000</u>
Assigned Fund Balance	\$536,757	\$1,486,757	\$537,395	\$537,395
Unassigned Fund Balance	<u>7,180,180</u>	<u>5,488,154</u>	<u>7,080,349</u>	<u>6,542,954</u>
Unrestricted Fund Balance	<u>\$7,716,937</u>	<u>\$6,974,911</u>	<u>\$7,617,744</u>	<u>\$7,080,349</u>
Total General Fund Balance	<u>\$9,261,668</u>	<u>\$7,774,911</u>	<u>\$8,417,744</u>	<u>\$7,880,349</u>

General Fund Budget

Operating Expenditures	37,996,079	39,477,540	39,022,446	40,376,445
Contingency	-	-	-	172,936
Debt Service	<u>7,310,066</u>	<u>8,149,635</u>	<u>8,149,635</u>	<u>8,993,651</u>
Total Expenditures	<u>\$45,306,145</u>	<u>\$47,627,175</u>	<u>\$47,172,081</u>	<u>\$49,543,032</u>
Two Months Operating Expenditures	<u>\$6,332,680</u>	<u>\$6,579,590</u>	<u>\$6,503,741</u>	<u>\$6,729,408</u>

Unrestricted fund balance / operating expense for subsequent year's budget	19.8%	17.3%	18.9%	17.5%
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*Council Policy No. 89 established a fund balance policy between 16.7% and 25% of operating expenditures

UNRESTRICTED GENERAL FUND BALANCE

The General Fund's fund balance is generally defined as the excess of assets over liabilities, which have resulted from general City operations. Theoretically, a city could apply this balance in financing the budget for its succeeding year. However, some of the General Fund assets are in non-spendable form, such as inventory, prepaid items, and long-term inter-fund receivables, so these funds are unavailable. The non-spendable fund balance is estimated at \$800,000 at December 31, 2017.

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 \$7,617,744 as of December 31, 2017. The adopted 2018 budget includes \$537,395 of applied fund balance to reduce the tax levy. Therefore, the resulting unassigned fund balance is projected to be \$7,080,349.

Council Policy No. 82 establishes 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 December 31, 2018 of \$7,080,349 divided by the budgeted 2018 operating expenditures of \$40,376,445 yields a ratio of 17.5% which is within the City Council's policy.

City of Janesville
FUND BALANCES
December 31, 2016 and 2017

	Actual 12/31/2016	Estimated 12/31/2017
<u>Enterprise Funds:</u>		
Water Utility	\$43,034,314	\$44,110,525
Wastewater Utility	56,496,109	57,001,638
Storm Water Utility	6,305,399	6,832,253
Transit	<u>9,762,521</u>	<u>9,157,521</u>
Total Enterprise Funds *	<u>\$115,598,343</u>	<u>\$117,101,937</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$369,141	\$272,847
Insurance Fund	<u>2,216,068</u>	<u>2,985,151</u>
Total Internal Service Funds*	<u>\$2,585,209</u>	<u>\$3,257,998</u>
<u>Special Revenue:</u>		
Industrial Waste - Superfund	\$10,375	\$10,375
Sanitation Fund	1,829,606	3,307,956
Oakhill Cemetery	180,509	99,284
Golf Courses	55,494	53,329
Housing & Neighborhood Services Grants	1,036,268	1,127,798
TIF Districts	(1,774,366)	(886,746)
Library	649,053	487,328
JATV	403,786	398,574
Special Accounts	<u>3,474,083</u>	<u>3,531,312</u>
Total Special Revenue Funds	<u>\$5,864,808</u>	<u>\$8,129,210</u>
<u>Component Unit:</u>		
Housing - Section 8 Rent Assistance	<u>(\$11,701)</u>	<u>\$120,590</u>
<u>Debt Service Fund:</u>		
	<u>\$2,638,072</u>	<u>\$523,573</u>
<u>Capital Project Fund</u>		
	<u>\$7,207,936</u>	<u>\$8,032,045</u>
<u>General Fund</u>		
Nonspendable	\$1,544,731	\$800,000
Assigned	536,757	537,395
Unassigned	<u>7,180,180</u>	<u>7,080,349</u>
Total Unrestricted	<u>7,716,937</u>	<u>7,617,744</u>
Total General Fund Balance	<u>\$9,261,668</u>	<u>\$8,417,744</u>

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

REVENUE SUMMARY

2018 BUDGET

	Actual 2016	Amended Budget 2017	9 Months Actual 2017	Estimated 2017	Adopted Budget 2018	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property Levy	\$29,226,154	\$30,358,174	\$30,358,174	\$30,358,174	\$32,156,595	\$1,798,421	5.92%
Fund Balance Applied	<u>650,545</u>	<u>1,486,757</u>	<u>950,000</u>	<u>843,924</u>	<u>537,395</u>	<u>(949,362)</u>	<u>-63.85%</u>
Subtotal	\$29,876,699	\$31,844,931	\$31,308,174	\$31,202,098	\$32,693,990	\$849,059	2.67%
OTHER TAXES							
Prior Years Omitted Tax	\$1,962	\$0	\$0	\$0	\$0	\$0	N/A
Property Tax Refunds	(340,280)	(50,000)	(841,635)	(172,936)	(50,000)	0	0.00%
Penalties & Interest	184,817	175,000	200,534	200,000	180,000	5,000	2.86%
Water Utility Tax	1,468,579	1,400,000	1,050,000	1,400,000	1,400,000	0	0.00%
Mobile Home Fees	74,208	75,000	69,825	74,000	75,000	0	0.00%
Hotel/Motel Tax	461,257	419,355	346,734	419,355	424,170	4,815	1.15%
Wheel Tax	<u>101,352</u>	<u>107,000</u>	<u>106,446</u>	<u>107,000</u>	<u>107,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$1,951,895	\$2,126,355	\$931,904	\$2,027,419	\$2,136,170	\$9,815	0.46%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$216,242	\$300,605	\$232,518	\$284,155	\$262,330	(\$38,275)	-12.73%
Cable TV License Fee	744,763	750,000	343,882	745,000	750,000	0	0.00%
Community Development Permits	<u>813,570</u>	<u>652,049</u>	<u>588,444</u>	<u>716,280</u>	<u>728,597</u>	<u>76,548</u>	<u>11.74%</u>
Subtotal	\$1,774,575	\$1,702,654	\$1,164,844	\$1,745,435	\$1,740,927	\$38,273	2.25%
INTEREST, RENTS & FINES							
Interest on General Investments	\$92,264	\$150,000	\$239,466	\$230,000	\$170,000	\$20,000	13.33%
Rental of City Property	187,033	175,000	89,256	175,000	175,000	0	0.00%
Court Fines	324,521	325,000	195,938	315,000	325,000	0	0.00%
Sale of City Property	<u>22,263</u>	<u>25,000</u>	<u>(99)</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$626,081	\$675,000	\$524,561	\$720,000	\$695,000	\$20,000	2.96%
STATE SHARED REVENUES							
State Shared Revenues	\$5,118,416	\$5,203,571	\$1,557,149	\$5,203,552	\$5,812,929	\$609,358	11.71%
State Highway Aids	2,018,863	2,023,041	1,558,920	2,078,573	2,078,573	55,532	2.74%
State Payt – Computer Value Reimbursement	120,383	125,823	177,927	177,927	180,543	54,720	43.49%
State Payt – Municipal Services	93,899	100,000	25,619	100,000	100,000	0	0.00%
State Aid – Fire Inspections	<u>162,970</u>	<u>155,000</u>	<u>176,099</u>	<u>176,099</u>	<u>180,000</u>	<u>25,000</u>	<u>16.13%</u>
Subtotal	\$7,514,531	\$7,607,435	\$3,495,715	\$7,736,151	\$8,352,045	\$744,610	9.79%
SERVICE CHARGES							
Parking Fees	\$45,756	\$42,700	\$26,532	\$42,200	\$42,700	\$0	0.00%
Real Estate Search Fees	69,200	60,000	53,030	70,000	75,000	15,000	25.00%
Nuisance Reinspection Charge	9,300	14,000	25,342	25,042	15,000	1,000	7.14%
Public Works	58,922	36,000	45,540	52,796	43,000	7,000	19.44%
Police Department	58,328	48,300	39,339	58,300	56,300	8,000	16.56%
Fire Department	<u>2,434,954</u>	<u>2,509,600</u>	<u>1,706,943</u>	<u>2,557,100</u>	<u>2,717,600</u>	<u>208,000</u>	<u>8.29%</u>
Subtotal	\$2,676,460	\$2,710,600	\$1,896,725	\$2,805,438	\$2,949,600	\$239,000	8.82%
RECREATION							
Recreation Management	<u>\$802,437</u>	<u>\$809,000</u>	<u>\$594,097</u>	<u>\$793,700</u>	<u>\$839,100</u>	<u>\$30,100</u>	<u>3.72%</u>
Subtotal	\$802,437	\$809,000	\$594,097	\$793,700	\$839,100	\$30,100	3.72%

REVENUE SUMMARY

2018 BUDGET

	Actual 2016	Amended Budget 2017	9 Months Actual 2017	Estimated 2017	Adopted Budget 2018	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
OTHER REVENUES							
Wastewater Serv. Charge	\$51,338	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	<u>24,999</u>	<u>101,200</u>	<u>56,537</u>	<u>91,840</u>	<u>86,200</u>	<u>(15,000)</u>	<u>-14.82%</u>
Subtotal	\$76,337	\$151,200	\$106,537	\$141,840	\$136,200	(\$15,000)	-9.92%
TRANSFERS IN							
Operating Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	N/A
TOTAL GENERAL FUND WITHOUT							
PROPERTY TAXES	<u>\$15,422,316</u>	<u>\$15,782,244</u>	<u>\$8,714,382</u>	<u>\$15,969,983</u>	<u>\$16,849,042</u>	<u>\$1,066,798</u>	<u>6.76%</u>
TOTAL GENERAL FUND WITH							
PROPERTY TAXES	<u>\$45,299,015</u>	<u>\$47,627,175</u>	<u>\$40,022,556</u>	<u>\$47,172,081</u>	<u>\$49,543,032</u>	<u>\$1,915,857</u>	<u>4.02%</u>
ENTERPRISE							
Transit System	\$3,422,734	\$7,985,358	\$2,734,877	\$3,460,617	\$11,029,190	\$3,043,832	38.12%
Stormwater Utility	3,227,133	3,881,700	2,810,146	3,882,500	3,925,500	43,800	1.13%
Wastewater Utility	9,524,906	9,920,800	7,265,781	9,725,499	9,810,500	(110,300)	-1.11%
Water Utility	<u>9,091,210</u>	<u>8,339,100</u>	<u>5,917,559</u>	<u>8,267,122</u>	<u>8,839,600</u>	<u>500,500</u>	<u>6.00%</u>
Total Enterprise	\$25,265,983	\$30,126,958	\$18,728,363	\$25,335,738	\$33,604,790	\$3,477,832	11.54%
SPECIAL REVENUE							
Golf Courses	1,255,458	1,245,689	997,388	1,213,709	1,247,001	1,312	0.11%
Oak Hill Cemetery	\$259,788	\$190,050	\$117,365	\$160,000	\$183,000	(\$7,050)	-3.71%
Hedberg Public Library	3,937,783	4,020,705	3,943,482	3,993,424	4,013,956	(6,749)	-0.17%
JATV Cable Public Access	176,502	190,460	85,971	190,610	190,760	300	0.16%
N&CS – Rental Assistance	2,565,540	2,923,000	2,323,130	3,270,721	3,027,513	104,513	3.58%
N&CS – State and Federal Grants	1,288,624	1,528,366	859,818	1,389,703	1,205,594	(322,772)	-21.12%
N&CS – Vacant Building Registration Program	0	0	0	0	88,000	88,000	N/A
Industrial Waste – Superfund	38,271	36,618	0	40,174	42,552	5,934	16.21%
Sanitation	8,999,235	8,733,000	7,477,080	9,526,984	9,321,296	588,296	6.74%
Wheel Tax / Enhanced Streets Program	<u>973,201</u>	<u>963,000</u>	<u>528,348</u>	<u>963,000</u>	<u>963,000</u>	<u>0</u>	<u>0.00%</u>
Total Special Revenue	\$19,494,402	\$19,830,888	\$16,332,582	\$20,748,325	\$20,282,672	\$451,784	2.28%
INTERNAL SERVICE							
Insurance	\$11,094,082	\$11,818,607	\$9,480,556	\$11,714,529	\$11,515,360	(\$303,247)	-2.57%
Vehicle Operation & Maintenance	3,891,925	4,100,000	2,717,306	3,895,000	4,100,000	0	0.00%
Prior Service	<u>61,085</u>	<u>0</u>	<u>58,678</u>	<u>58,678</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Internal Service	\$15,047,092	\$15,918,607	\$12,256,539	\$15,668,207	\$15,615,360	(\$303,247)	-1.90%
TOTAL NON-GENERAL							
PROPERTY TAXES	<u>\$59,807,477</u>	<u>\$65,876,453</u>	<u>\$47,317,484</u>	<u>\$61,752,270</u>	<u>\$69,502,822</u>	<u>\$3,626,369</u>	<u>5.50%</u>

**EXPENDITURE SUMMARY
2018 BUDGET**

	Actual 2016	Amended Budget 2017	9 Months Actual 2017	Estimated 2017	Adopted Budget 2018	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$5,649	\$6,045	\$4,509	\$5,689	\$6,481	\$436	7.21%
City Manager	450,814	494,933	351,057	464,798	506,348	11,415	2.31%
City Assessor	461,455	487,884	319,371	437,531	502,379	14,495	2.97%
City Attorney	529,866	444,834	369,686	506,834	485,779	40,945	9.20%
Clerk-Treasurer/Elections	602,796	565,389	407,773	560,008	608,823	43,434	7.68%
Economic Development	144,103	166,384	126,821	163,278	167,899	1,515	0.91%
Finance	392,086	410,505	313,509	433,176	432,525	22,020	5.36%
Human Resources	226,957	239,192	173,074	239,154	260,562	21,370	8.93%
Information Technology	706,393	772,038	574,567	759,710	885,688	113,650	14.72%
Total General Government	\$3,520,119	\$3,587,204	\$2,640,367	\$3,570,178	\$3,856,484	\$269,280	7.51%
PUBLIC SAFETY							
Police Department	\$13,107,479	\$13,919,150	\$8,544,819	\$14,013,193	\$14,151,984	\$232,834	1.67%
Fire Department	<u>10,765,269</u>	<u>11,571,982</u>	<u>10,396,664</u>	<u>11,529,223</u>	<u>11,788,996</u>	<u>217,014</u>	<u>1.88%</u>
Total Public Safety	\$23,872,748	\$25,491,132	\$18,941,483	\$25,542,416	\$25,940,980	\$449,848	1.76%
PUBLIC WORKS							
Engineering	<u>579,533</u>	<u>627,182</u>	<u>430,623</u>	<u>624,106</u>	<u>\$651,103</u>	<u>23,921</u>	<u>3.81%</u>
Operations							
Parking Facilities	97,923	112,826	54,047	83,702	124,893	12,067	10.70%
Public Buildings	593,678	625,969	451,882	617,087	644,563	18,594	2.97%
Snow Removal	\$1,159,443	\$1,303,880	\$701,699	\$938,040	\$1,271,909	(\$31,971)	-2.45%
Street Maintenance	402,992	548,385	352,293	517,198	606,560	58,175	10.61%
Traffic Management	\$921,554	\$891,512	\$675,007	\$945,444	\$958,578	67,066	7.52%
Weed Control	<u>26,668</u>	<u>42,226</u>	<u>23,648</u>	<u>36,061</u>	<u>43,877</u>	<u>1,651</u>	<u>3.91%</u>
Subtotal	\$3,202,258	\$3,524,798	\$2,258,576	\$3,137,532	\$3,650,380	\$125,582	3.56%
Parks	\$1,470,685	\$1,480,705	\$1,163,125	\$1,479,147	\$1,552,305	71,600	4.84%
Planning & Building and Development	<u>1,153,315</u>	<u>1,172,237</u>	<u>\$848,975</u>	<u>1,168,955</u>	<u>1,181,670</u>	<u>9,433</u>	<u>0.80%</u>
Total Public Works	\$6,405,791	\$6,804,922	\$4,701,299	\$6,409,740	\$7,035,458	\$230,536	3.39%
NEIGHBORHOOD & COMMUNITY SERVICES							
Property Maintenance	\$285,874	\$322,863	\$238,416	\$317,983	\$336,113	\$13,250	4.10%
Recreation	<u>1,328,325</u>	<u>1,362,270</u>	<u>1,054,840</u>	<u>1,333,329</u>	<u>1,380,842</u>	<u>18,572</u>	<u>1.36%</u>
Total Neighborhood & Community	\$1,614,199	\$1,685,133	\$1,293,256	\$1,651,312	\$1,716,955	\$31,822	1.89%
ECONOMIC ADJUSTMENTS							
Economic Adjustments & Sick Payouts	<u>\$95,211</u>	<u>\$335,454</u>	<u>\$235,913</u>	<u>\$309,969</u>	<u>\$99,927</u>	<u>(\$235,527)</u>	<u>-70.21%</u>
Total Economic Adjustments	\$95,211	\$335,454	\$235,913	\$309,969	\$99,927	(\$235,527)	-70.21%
INSURANCE							
Workers' Comp, Liability & Property	<u>\$117,990</u>	<u>\$92,475</u>	<u>\$95,905</u>	<u>\$97,475</u>	<u>\$97,542</u>	<u>\$5,067</u>	<u>5.48%</u>
Total Insurance	\$117,990	\$92,475	\$95,905	\$97,475	\$97,542	\$5,067	5.48%
OTHER							
Refunds & Adjustments	(\$678)	\$1,000	\$8,734	\$9,000	\$1,000	\$0	0.00%
Copy Machine Expense	13,203	17,826	9,902	14,000	17,000	(826)	-4.63%
Misc. & Unclassified	<u>1,433,666</u>	<u>416,886</u>	<u>334,344</u>	<u>385,000</u>	<u>472,631</u>	<u>55,745</u>	<u>13.37%</u>
Total Other	\$1,446,191	\$435,712	\$352,980	\$408,000	\$490,631	\$54,919	12.60%
CONTINGENCY ACCOUNT							
	\$0	\$0	\$0	\$0	\$172,936	\$172,936	N/A
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$774,829	\$970,508	\$727,881	\$958,356	\$1,063,468	92,960	9.58%
Oak Hill Cemetery	74,000	0	0	0	0	0	N/A
Special Assessments	<u>75,000</u>	<u>75,000</u>	<u>56,250</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>	<u>0.00%</u>
Total Gen. Fund Subsidies/Transfers	\$923,829	\$1,045,508	\$784,131	\$1,033,356	\$1,138,468	\$92,960	8.89%
Total Operating	\$37,996,078	\$39,477,540	\$29,045,334	\$39,022,446	\$40,549,381	\$1,071,841	2.72%
RETIREMENT OF INDEBTEDNESS							
General Fund	\$6,830,066	\$7,669,635	\$7,669,635	\$7,669,635	\$8,513,651	\$844,016	11.00%
G/F Payment of Sanitation Debt	250,000	250,000	250,000	250,000	250,000	0	0.00%
G/F Payment of Special Assessment Debt	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>	<u>230,000</u>	<u>0</u>	<u>0.00%</u>
Total Long-Term Debt	\$7,310,066	\$8,149,635	\$8,149,635	\$8,149,635	\$8,993,651	\$844,016	10.36%
GRAND TOTAL-GENERAL FUND	<u>\$45,306,144</u>	<u>\$47,627,175</u>	<u>\$37,194,969</u>	<u>\$47,172,081</u>	<u>\$49,543,032</u>	<u>\$1,915,857</u>	<u>4.02%</u>

**EXPENDITURE SUMMARY
2018 BUDGET**

	Actual 2016	Amended Budget 2017	9 Months Actual 2017	Estimated 2017	Adopted Budget 2018	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	3,311,783	7,985,358	2,880,312	3,460,617	11,029,190	\$3,043,832	38.12%
Stormwater Utility	3,064,126	3,938,193	2,540,667	3,632,646	3,909,682	(28,511)	-0.72%
Wastewater Utility	9,358,269	9,268,364	8,053,706	8,984,303	9,121,835	(146,529)	-1.58%
Water Utility	<u>9,907,520</u>	<u>8,321,587</u>	<u>8,140,633</u>	<u>8,254,820</u>	<u>9,332,153</u>	<u>1,010,566</u>	<u>12.14%</u>
Total Enterprise	\$25,641,698	\$29,513,502	\$21,615,318	\$24,332,386	\$33,392,860	\$3,879,358	13.14%
SPECIAL REVENUE							
Golf Courses	\$1,258,121	\$1,248,653	\$1,021,668	\$1,215,874	\$1,234,071	(\$14,582)	-1.17%
Oak Hill Cemetery	247,140	231,504	193,136	241,225	198,874	(32,630)	-14.09%
Hedberg Public Library	4,046,323	4,020,705	2,957,166	4,155,149	4,013,956	(6,749)	-0.17%
JATV Cable Public Access	171,615	196,472	132,863	195,822	224,626	28,154	14.33%
N&CS – Rental Assistance	2,752,808	2,913,552	2,229,125	3,138,430	3,023,217	109,665	3.76%
N&CS – State and Federal Grants	1,266,786	1,927,261	809,814	1,298,173	1,695,476	(231,785)	-12.03%
N&CS – Vacant Building Registration Program	0	0	0	0	87,067	87,067	N/A
Industrial Waste – Superfund	36,447	36,618	21,591	40,174	42,552	5,934	16.21%
Sanitation	7,879,275	8,081,099	5,997,660	8,048,634	8,472,703	391,604	4.85%
Wheel Tax / Enhanced Streets Program	<u>963,000</u>	<u>963,000</u>	<u>0</u>	<u>963,000</u>	<u>963,000</u>	<u>0</u>	<u>0.00%</u>
Total Special Revenue	\$18,621,515	\$19,618,864	\$13,363,022	\$19,296,481	\$19,955,542	\$336,678	1.72%
INTERNAL SERVICE							
Insurance	\$12,359,449	\$10,946,862	\$8,021,843	\$10,945,446	\$11,515,360	\$568,498	5.19%
Prior Service	61,085	0	58,678	0	0	0	N/A
Vehicle Operation & Maintenance	<u>3,892,383</u>	<u>4,274,515</u>	<u>2,888,458</u>	<u>3,991,294</u>	<u>4,173,446</u>	<u>(101,069)</u>	<u>-2.36%</u>
Total Internal Service	\$16,312,917	\$15,221,377	\$10,968,979	\$14,936,740	\$15,688,806	\$467,429	3.07%
GRAND TOTAL–NON–GENERAL	<u>\$60,576,130</u>	<u>\$64,353,743</u>	<u>\$45,947,318</u>	<u>\$58,565,607</u>	<u>\$69,037,208</u>	<u>\$4,683,465</u>	<u>7.28%</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2018 BUDGET**

Description	2018 Proposed Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>CITY ATTORNEY</u>	
* Books and Online Legal Research	\$ 10,352
<u>INFORMATION TECHNOLOGY</u>	
* ERP SQL Service (Toto)	\$ 40,852
* eSuite Service (Chief)	7,274
* Fire MDT Toughbooks (3)	10,290
* Police MDT Toughbooks (6)	21,000
* Monitors (2)	360
* PC Replacement (32)	35,520
* CADD PCs Replacements (2)	2,708
* Dual Monitor PC Replacement (6)	7,140
* Laptop Replacements (10)	17,600
* Engineering Printer Replacement	2,625
* SharePoint Services Server (King)	7,851
* Virtual Machine Server #2 (Hooch)	12,236
* Web Server (Astro-P)	7,734
	<u>\$ 173,190</u>
TOTAL GENERAL GOVERNMENT	<u>\$ 183,542</u>
PUBLIC SAFETY	
<u>POLICE DEPARTMENT</u>	
* Patrol Vehicle (8) Replacement	\$ 221,920
* Patrol Vehicle Equipment	44,600
	<u>\$ 266,520</u>
TOTAL PUBLIC SAFETY	<u>\$ 266,520</u>
PUBLIC WORKS	
<u>PARKS</u>	
Utility Vehicle	\$ 11,500
TOTAL PUBLIC WORKS	<u>\$ 11,500</u>
TOTAL GENERAL FUND	<u><u>\$ 461,562</u></u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2018 BUDGET**

Description	2018 Proposed Budget
ENTERPRISE FUNDS	
<u>TRANSIT</u>	
<u>Grant Portion of Transit Assets</u>	
* Replace 5 Buses - Competitive FTA grant (new request)	\$ 2,000,000
* Replace 5 Buses - Formulary FTA/State grant (new request)	2,000,000
* Replace 5 Buses (FTA approved)	1,966,870
TOTAL TRANSIT	<u>\$ 5,966,870</u>
<u>STORMWATER UTILITY</u>	
<u>Funded by Revenues</u>	
Leaf Vacuum Truck	\$ 120,000
Utility Vehicle	16,000
TOTAL STORMWATER UTILITY	<u>\$ 136,000</u>
<u>WATER UTILITY</u>	
<u>Funded by User Fee Revenues</u>	
* Computer Equipment	\$ 6,400
* Information Technology Projects	51,000
* Meter Replacement	375,000
* Hydrant Replacement	60,000
Water Utility Adjustments	51,007
Land Option for Water Tower Site	50,000
* Excavation Safety Equipment	5,000
* 3/4 Large Cargo Van (Ford Transit)	43,000
TOTAL WATER UTILITY	<u>\$ 641,407</u>
<u>WASTEWATER UTILITY</u>	
<u>Funded by User Fee Revenues</u>	
* Computer Equipment	\$ 7,500
* Dry Hauler Trailer	80,000
* Laboratory Equipment	5,000
* Safety Equipment	2,000
Easement Jetty Machine	63,000
* Utility Cart	10,500
* Lawnmower	19,000
TOTAL WASTEWATER UTILITY	<u>\$ 187,000</u>
TOTAL ENTERPRISE FUNDS	<u>\$ 6,931,277</u>

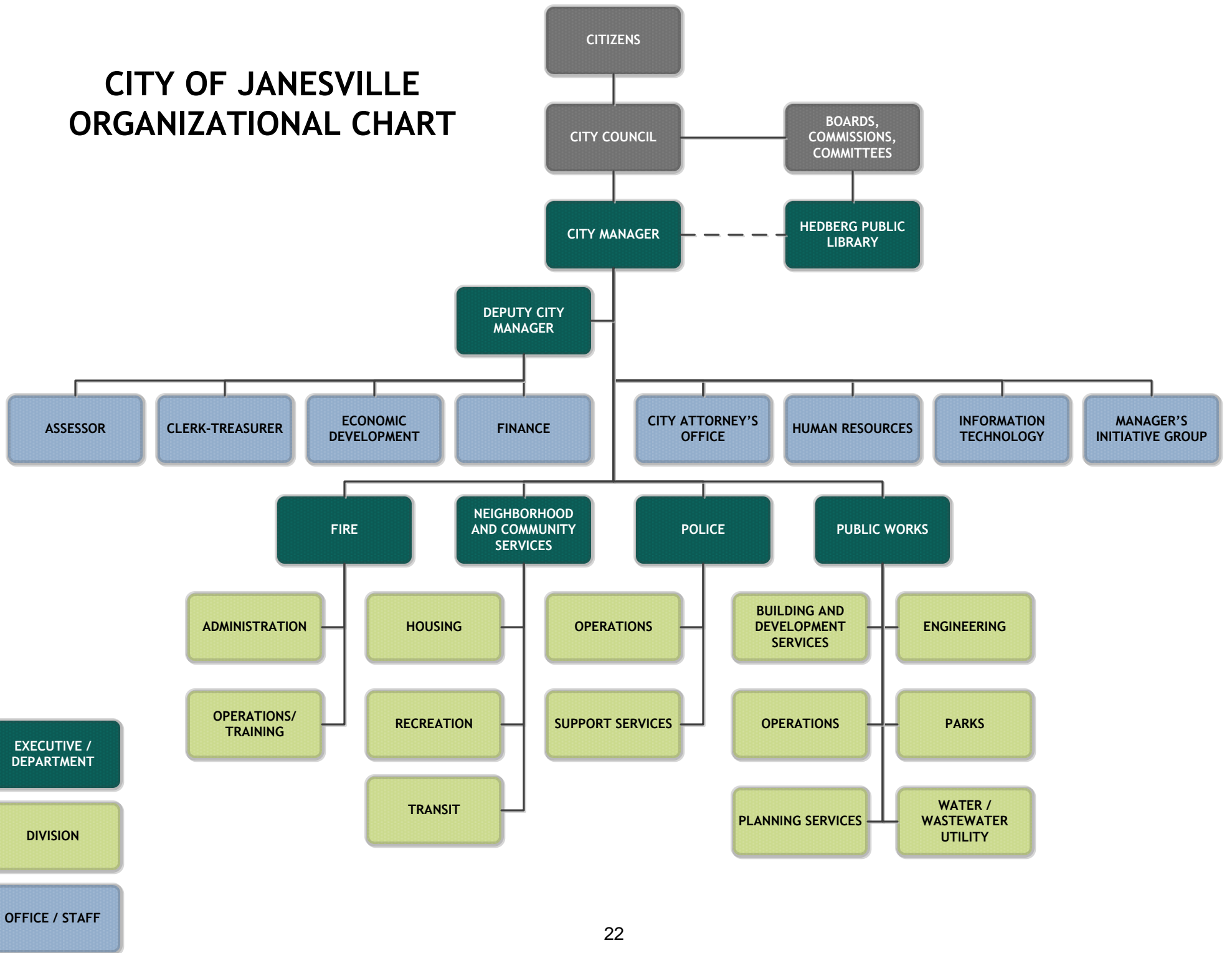
**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2018 BUDGET**

Description	2018 Proposed Budget
SPECIAL REVENUE FUNDS	
<u>HEDBERG PUBLIC LIBRARY</u>	
* AWE Computers (Children's)	\$ 16,000
* All Data	1,656
* Ancestry Library	2,825
* CLCD	1,460
* CQ Research	1,310
* Gale Courses	4,515
Hoopla	8,080
Kanopy	5,450
* Mango	5,390
* Morningstar	5,460
* Niche Academy	2,625
* Novelista Plus	3,175
* P4A Antiques	629
* Reference USA	9,825
* Tumblebooks	794
* Value Line	6,287
* Magazine and newspaper subscriptions	27,000
* Music CD's, audiobooks, DVD's	93,000
Purchase new books, adult and children	202,100
TOTAL HEDBERG LIBRARY	\$ 397,581
<u>JATV-12</u>	
Video Playback System in HD	\$ 20,000
* Bravo DVD Duplicator & Printer	1,000
Canon EOS Rebel T7i and Accessories	1,000
Custom-Built PC w/ Video Editing Software	2,000
DJI Phantom 3 4K Drone	599
* Newtek NDI PTZ Camera - Program Room Cameras (7)	19,593
* Shure SCM810 Eight Channel Auto-Mixer for City Hall (2)	2,730
* Wireless Mic Kits (3)	3,000
TOTAL JATV-12	\$ 49,922
TOTAL SPECIAL REVENUE FUNDS	\$ 447,503

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2018 BUDGET**

Description	2018 Proposed Budget
INTERNAL SERVICE FUNDS	
<u>VOM</u>	
* Sedan Compact 4-Door	\$ 17,000
* Sedan Compact 4-Door	17,000
* Laser Survey w/GPS	27,000
* Pickup 4WD 1-ton w/Liftgate	30,000
* Dump Truck Single Axle	163,000
* Dump Truck Single Axle	163,000
* Dump Truck Single Axle	163,000
* Paint Machine Self-Propelled	80,000
* Refuse Truck Side Loading	260,000
* Mower 52" Deck Zero Turn	12,800
* Mower 52" Deck Zero Turn	12,800
* Sweeper - Garage	25,000
* Plows, Salt Spreaders and Other Attachments	84,000
* Miscellaneous Small Equipment	60,000
TOTAL VOM	<u>\$ 1,114,600</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$ 1,114,600</u>
TOTAL NON-GENERAL FUND	<u>\$ 8,493,380</u>

CITY OF JANESVILLE ORGANIZATIONAL CHART



STAFFING TABLE 2018 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/HR Support Clerk	<u>1</u>
	<u>4</u>
<i>Clerk-Treasurer</i>	
Clerk-Treasurer	1
Deputy Clerk-Treasurer	1
Accounting Clerk	4
Customer Service Representative	1
Customer Service Representative (part-time)	2
	<u>9</u>
<i>Economic Development</i>	
Economic Development Director	1
Economic Development Coordinator	1
Administrative Assistant I (part-time)	1
Intern (part-time)	<u>1</u>
	<u>4</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Finance</i>	
Finance Director	1
Accounting Manager	1
Senior Accountant	1
Accountant	1
Administrative Assistant II	1
Accounting Clerk	1
Accounts Payable Clerk	1
Customer Service Representative	<u>1</u>
	<u>8</u>
 <i>Human Resources</i>	
Human Resources Director	1
Assistant Human Resources Director	1
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
Systems Analyst	1
IT Specialist	1
IT Support Technician	1
IT Intern (part-time)	1
IT Apprentice (part-time)	<u>1</u>
	<u>7</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
--	------------------

Police Department

Chief of Police	1
Deputy Chief of Police	2
Lieutenant	4
Sergeant	11
Patrol Officer	65
Detective	7
Street Crimes Unit	6
School Liaison Officer	2
School Resource Officer	3
Identification Officer	2
Court Officer	1
Administrative Assistant I	1
Administrative Assistant II	1
Records Clerk Supervisor	1
Records Clerk	10
Records Clerk (part-time)	1
Community Services Specialist (part-time)	<u>3</u>
	<u>121</u>

Fire Department

Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Inspector	1
Battalion Chief	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	51
Driver / Operator	21
Administrative Assistant II	1
Administrative Assistant I	<u>1</u>
	<u>97</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
--	------------------

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 II	3
Engineering Tech I	1
Administrative Assistant II	1
Engineering Intern (part-time)	<u>1</u>
	<u>18</u>

Operations (Streets, Public Buildings, Stormwater, VOM)

Operations Director	1
Administrative Assistant I	1
Administrative Assistant II	1
Buildings & Traffic Management Supervisor	1
Operations Supervisor	1
VOM Supervisor	1
Property Technician / Electrician	4
Building Maintenance Technician	1
Crew Leader	2
Mechanic	5
Operator	7
Public Works Maintenance Workers	8
Storekeeper	<u>1</u>
	<u>34</u>

Parks Division

Parks Director	1
Parks & Forestry Coordinator	1
Crew Leader	3
Operator II	3
Operator I	5
Operator	4
Public Works Maintenance Worker	<u>1</u>
	<u>18</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Planning, Building and Development</i>	
Building & Development Services Manager	1
Plumbing Inspector	1
Electrical Inspector	1
Building Inspector	1
Building Inspector I	1
Customer Service Specialist	1
Planning Services Manager	1
Associate Planner	3
Development Specialist	1
GIS Coordinator	1
Planning/GIS Analyst	1
Administrative Assistant I	1
Intern - MPO (part-time)	1
Intern - GIS (part-time)	<u>1</u>
	<u>16</u>
 <i>Property Maintenance</i>	
Housing Director	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 I	1
Intern (part-time)	<u>1</u>
	<u>8</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Transit System</i>	
Transit Director	1
Assistant Transit Director	1
Transit Maintenance Supervisor	1
Transit Operations Supervisor	1
Administrative Assistant I	1
Clerk-Dispatcher (part-time)	1
Mechanic II	2
Automotive Serviceperson	2
Bus Driver	15
Bus Driver (part-time)	8
Garage Person (part-time)	2
Custodian (part-time)	<u>1</u>
	<u>36</u>
<i>Wastewater Utility</i>	
Treatment Plant Superintendent	1
Administrative Assistant I	1
Chief Treatment Plant Operator	1
Chemist/Biologist	2
Environmental Specialist	1
Waste Treatment Plant Operator	9
Wastewater Laborer	1
Sewer Maintenance Worker	3
Intern (part-time)	<u>1</u>
	<u>20</u>
<i>Water Utility</i>	
Utility Director	1
Water Superintendent	1
Water Supervisor	1
Crew Leader	2
Pump Operator	1
Water Operator	6
Water Laborer	2
Customer Service Tech	5
Administrative Assistant I	1
Utility Billing Clerk	1
Customer Service Representative	<u>1</u>
	<u>22</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Oakhill Cemetery</i>	
Cemetery Maintenance I	1
Cemetery Clerk (part-time)	<u>1</u>
	<u>2</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	8
Librarians (part-time)	2
Support Staff	6
Support Staff (part-time)	47
Custodians	<u>2</u>
	<u>74</u>
<i>JATV-12</i>	
JATV Media Services Director	1
Production Coordinator	1
Production Assistant (part-time)	2
Intern (part-time)	<u>2</u>
	<u>6</u>
<i>Neighborhood and Community Services</i>	
Neighborhood & Community Services Director	1
Housing Rehabilitation Specialist II	1
Housing Financial & Rehabilitation Specialist	1
Property Maintenance Specialist I	1
Administrative Assistant I	1
Section 8 Housing Specialist	2
Vacant Building Coordinator	<u>1</u>
	<u>8</u>

STAFFING TABLE 2018 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Sanitation Fund</i>	
Operations Superintendent	1
Solid Waste Supervisor	1
Customer Service Representative (part-time)	2
Environmental Technician	1
Crew Leader	1
Operator	7
Public Works Maintenance Workers	2
Cashier	1
Cashier (part-time)	<u>2</u>
	<u>18</u>
 TOTAL STAFF	 <u>550</u>

FULL-TIME EQUIVALENTS Comparison of 2017 and 2018 Budget

<u>GENERAL FUND</u>	<u>2017</u> <u>Budgeted FTE</u>	<u>2018</u> <u>Budgeted FTE</u>	<u>Difference</u>
City Council	0.05	0.05	0.00
City Manager	4.64	4.70	0.06
City Assessor	5.99	5.99	0.00
City Attorney	4.00	4.00	0.00
Clerk-Treasurer	7.13	8.36	1.23
Economic Development	1.90	1.93	0.02
Finance	4.28	4.38	0.10
Human Resources	2.05	2.05	0.00
Information Technology	2.45	2.45	0.00
Police Department	117.96	119.96	2.00
Fire Department	94.36	97.30	2.94
Engineering	5.09	5.09	0.00
Street Maintenance	3.93	3.46	(0.48)
Snow Removal	3.77	3.61	(0.16)
Weed Control	0.32	0.32	0.00
Parks	13.16	13.40	0.24
Planning, Building and Development	12.07	12.07	0.00
Parking Facilities	0.41	0.41	0.00
Public Buildings	2.35	2.37	0.03
Traffic Management	3.77	4.38	0.61
Property Maintenance	2.85	2.90	0.05
Recreation	<u>21.54</u>	<u>22.67</u>	<u>1.13</u>
TOTAL GENERAL FUND	<u>314.07</u>	<u>321.84</u>	<u>7.77</u>

FULL-TIME EQUIVALENTS Comparison of 2017 and 2018 Budget

<u>NON-GENERAL FUND</u>	<u>2017</u> <u>Budgeted FTE</u>	<u>2018</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i>Enterprise Funds</i>			
Transit System	32.22	32.22	0.00
Stormwater Utility	12.90	13.71	0.82
Wastewater Utility	28.33	28.43	0.10
Water Utility	23.04	26.55	3.51
<i>Special Revenue Funds</i>			
Golf Course	0.05	0.05	0.00
Hedberg Public Library	53.15	50.25	(2.89)
JATV-12	3.25	3.47	0.22
Neighborhood Services:			
Section 8 (Rent Assistance)	2.85	2.77	(0.08)
State and Federal Grants	3.93	4.16	0.23
Vacant Building Registration Program	0.00	1.15	1.15
Oakhill Cemetery	3.22	2.64	(0.58)
Police: Grants	2.81	2.25	(0.56)
Sanitation:			
Industrial Waste Disposal	0.11	0.11	0.00
Sanitation	22.38	23.17	0.79
<i>Internal Service Funds</i>			
Insurance Fund	1.40	1.40	0.00
Vehicle Operation & Maintenance (VOM)	11.54	11.88	0.34
<i>Other</i>			
Non-General Fund (Development)	<u>9.26</u>	<u>10.34</u>	<u>1.09</u>
TOTAL NON-GENERAL FUND	<u>210.43</u>	<u>214.56</u>	<u>4.13</u>
TOTAL BUDGET	<u>524.50</u>	<u>536.40</u>	<u>11.90</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>\$96</u>	Economic adjustments
96	TOTAL PERSONAL SERVICES
0	TOTAL CONTRACTUAL SERVICES
340	TOTAL SUPPLIES & MATERIALS
<u>\$436</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$2,206	\$2,237	\$2,237	\$2,322	\$85
Benefits	<u>649</u>	<u>693</u>	<u>706</u>	<u>704</u>	<u>11</u>
Subtotal	2,854	2,930	2,943	3,026	96
<u>CONTRACTUAL SERVICES</u>					
Professional Development	1,118	1,000	1,210	1,000	0
Utilities	180	0	0	0	0
Other Contractual Services	<u>689</u>	<u>1,000</u>	<u>161</u>	<u>1,000</u>	<u>0</u>
Subtotal	1,987	2,000	1,371	2,000	0
<u>SUPPLIES & MATERIALS</u>	808	1,115	1,375	1,455	340
GRAND TOTAL	<u>\$5,649</u>	<u>\$6,045</u>	<u>\$5,689</u>	<u>\$6,481</u>	<u>\$436</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES: (Hours)				
Leadership and Management	6,053	6,053	5,377	6,053
Administrative Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,600</u>	<u>2,400</u>	<u>1,896</u>	<u>2,400</u>
Total Hours	<u>8,953</u>	<u>9,753</u>	<u>8,573</u>	<u>9,753</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Leadership and Management	\$313,279	\$323,199	\$345,027	\$330,612
Manager's Initiative Group (MIG) I	69,965	89,995	57,572	92,281
Manager's Initiative Group (MIG) II	<u>67,569</u>	<u>81,739</u>	<u>62,199</u>	<u>83,455</u>
Total	<u>\$450,814</u>	<u>\$494,933</u>	<u>\$464,798</u>	<u>\$506,348</u>

BUDGET VARIANCES

<u>\$10,352</u>	Economic adjustments
10,352	TOTAL PERSONAL SERVICES
721	Increase in membership and conference fees
(220)	Changes to the City's comprehensive marketing and communications strategy
<u>50</u>	Other
551	TOTAL CONTRACTUAL SERVICES
<u>512</u>	Increase in supplies and materials based on historic actuals
512	TOTAL SUPPLIES & MATERIALS
<u>\$11,415</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$325,915	\$348,895	\$323,358	\$357,751	\$8,856
Benefits	<u>90,689</u>	<u>110,762</u>	<u>108,243</u>	<u>112,258</u>	<u>1,496</u>
Subtotal	416,604	459,657	431,601	470,009	10,352
<u>CONTRACTUAL SERVICES</u>					
Utilities	378	450	450	450	0
Postage	168	350	356	400	50
Professional Development	17,012	22,391	20,294	23,112	721
Other Contractual Services	1,495	0	0	0	0
Advertising	<u>9,380</u>	<u>9,525</u>	<u>7,575</u>	<u>9,305</u>	<u>(220)</u>
Subtotal	28,433	32,716	28,675	33,267	551
<u>SUPPLIES & MATERIALS</u>					
	5,777	2,560	4,522	3,072	512
GRAND TOTAL	<u>\$450,814</u>	<u>\$494,933</u>	<u>\$464,798</u>	<u>\$506,348</u>	<u>\$11,415</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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
Real Estate (Parcels)	24,082	24,440	24,079	24,100
Mobile Home (Units)	437	450	429	440
Personal Property Accounts (#)	1,979	2,000	1,932	1,970
New Construction, Permits, Sale Reviews	2,273	2,800	2,400	2,500
Property Transfers & Split Merges	2,508	3,200	3,200	3,500
Aggregate Assessment Ratio	95.5%	92.0%	86.0%	84.0%

BUDGET VARIANCES

\$5,433	Economic adjustments
<u>7,289</u>	Increase in health insurance costs due to a change in health insurance coverage
12,722	TOTAL PERSONAL SERVICES
1,200	Increase in contractual services for a CoStar commercial real estate research information subscription
<u>573</u>	Other
1,773	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>\$14,495</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$320,355	\$321,490	\$292,904	\$325,089	\$3,599
Overtime	0	0	7,956	0	0
Benefits	<u>113,992</u>	<u>120,098</u>	<u>92,763</u>	<u>129,221</u>	<u>9,123</u>
Subtotal	434,347	441,588	393,623	454,310	12,722
<u>CONTRACTUAL SERVICES</u>					
Utilities	766	951	727	951	0
Postage	3,953	4,358	4,358	4,525	167
Professional Development	6,859	6,583	8,188	6,893	310
Audit & Consulting	274	14,504	14,060	14,060	(444)
Other Contractual Services	1,660	5,600	635	6,800	1,200
Vehicle Oper/Maintenance	<u>10,800</u>	<u>10,800</u>	<u>10,800</u>	<u>11,340</u>	<u>540</u>
Subtotal	24,312	42,796	38,768	44,569	1,773
<u>SUPPLIES & MATERIALS</u>					
	2,797	3,500	5,140	3,500	0
GRAND TOTAL	<u>\$461,455</u>	<u>\$487,884</u>	<u>\$437,531</u>	<u>\$502,379</u>	<u>\$14,495</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.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,346	3,325	3,580	3,500
Code Prosecutions	850	850	495	550
Collections	137	150	20	50
Worthless Checks	155	100	60	60
Other	<u>288</u>	<u>300</u>	<u>300</u>	<u>300</u>
Subtotal	4,776	4,725	4,455	4,460
Advisory	1,999	2,100	2,200	2,200
Labor Relations	<u>957</u>	<u>910</u>	<u>950</u>	<u>950</u>
Total	<u>7,732</u>	<u>7,735</u>	<u>7,605</u>	<u>7,610</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	10,650	10,500	11,580	12,000
Code Prosecutions	30	10	6	10
Collections	20	20	5	10
Worthless Checks	90	90	60	50
Other	<u>150</u>	<u>150</u>	<u>120</u>	<u>100</u>
Total	<u>10,940</u>	<u>10,770</u>	<u>11,771</u>	<u>12,170</u>

BUDGET VARIANCES

<u>\$8,045</u>	Economic adjustments
8,045	TOTAL PERSONAL SERVICES
32,000	Increase in outside legal costs based on historic actuals
<u>900</u>	Other
32,900	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL OUTLAY
<u>\$40,945</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$288,083	\$300,425	\$300,425	\$307,962	\$7,537
Benefits	<u>98,960</u>	<u>109,667</u>	<u>109,667</u>	<u>110,175</u>	<u>508</u>
Subtotal	387,043	410,092	410,092	418,137	8,045
<u>CONTRACTUAL SERVICES</u>					
Utilities	618	500	500	1,400	900
Postage	938	1,000	1,000	1,000	0
Professional Development	3,235	2,500	2,500	2,500	0
Auditing & Consulting	121,573	18,000	80,000	50,000	32,000
Summons & Subpoenas	<u>2,322</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>0</u>
Subtotal	128,686	23,300	85,300	56,200	32,900
<u>SUPPLIES & MATERIALS</u>					
	1,876	1,090	1,090	1,090	0
<u>CAPITAL OUTLAY</u>					
	<u>12,261</u>	<u>10,352</u>	<u>10,352</u>	<u>10,352</u>	<u>0</u>
GRAND TOTAL	<u>\$529,866</u>	<u>\$444,834</u>	<u>\$506,834</u>	<u>\$485,779</u>	<u>\$40,945</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 Office is responsible for collecting payment of these statements, utility bills, landfill fees and license fees. In connection with the Treasurer's financial responsibilities, payments and checks are prepared, and special assessment tax rolls, notices, bond payments, searches and deferred special assessment rolls are processed. The culmination of these activities results in daily bank deposits, reconciling bank statements, reviewing investments and filing State reports.

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

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Treasury

Receipts (Transactions)	26,318	29,000	27,000	27,000
Vendor Checks Processed	5,256	6,500	5,500	5,500
Electronic Funds Transfers Processed	3,667	2,800	3,700	3,700
Real Estate Searches	1,730	1,500	1,650	1,650

Clerk

Minutes	34	40	40	40
Legal Notices	104	100	100	100
Ordinances/Resolutions	156	125	125	125
Licenses Processed	7,094	8,500	8,500	7,000

Elections

Elections (#)	4	2	3	4
Registered Voters (#)	40,153	37,000	34,000	40,000
Votes Cast (#)	67,045	15,000	15,000	45,000

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Clerk-Treasurer	\$532,274	\$492,806	\$478,196	\$484,564
Elections	<u>70,522</u>	<u>72,583</u>	<u>81,812</u>	<u>124,259</u>
Total	<u>\$602,796</u>	<u>\$565,389</u>	<u>\$560,008</u>	<u>\$608,823</u>

BUDGET VARIANCES

\$43,036	Increase in poll worker costs for two additional elections in 2018
3,425	Increase in poll worker pay by \$5 per day
<u>3,631</u>	Economic adjustments
50,092	TOTAL PERSONAL SERVICES
5,233	Increase in election costs for two additional elections in 2018
(16,140)	Decrease in banking fees
4,000	Increase in contractual services for Municode ordinance publication services
<u>34</u>	Other
(6,873)	TOTAL CONTRACTUAL SERVICES
215	TOTAL SUPPLIES & MATERIALS
<u>\$43,434</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$386,459	\$353,896	\$353,086	\$406,691	\$52,795
Benefits	<u>102,235</u>	<u>109,098</u>	<u>104,527</u>	<u>106,395</u>	<u>(2,703)</u>
Subtotal	488,693	462,994	457,613	513,086	50,092
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,671	1,780	1,780	1,780	0
Postage	27,577	22,593	22,593	26,651	4,058
Professional Development	2,263	3,325	3,325	3,325	0
Auditing/Consulting	0	990	990	2,600	1,610
Insurance	0	210	210	0	(210)
Other Contractual Services	49,149	50,513	50,513	38,532	(11,981)
Vehicle & Equipment	<u>6,100</u>	<u>7,184</u>	<u>7,184</u>	<u>6,834</u>	<u>(350)</u>
Subtotal	86,760	86,595	86,595	79,722	(6,873)
<u>SUPPLIES & MATERIALS</u>	27,342	15,800	15,800	16,015	215
GRAND TOTAL	<u>\$602,796</u>	<u>\$565,389</u>	<u>\$560,008</u>	<u>\$608,823</u>	<u>\$43,434</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Planning & Administration - hours	430	480	480	480
Business Retention & Expansion - hours	1438	1,560	1,600	1,500
Business Contacts #	110	120	80	100
Marketing				
Rock County 5.0/Janesville Initiatives - hours	225	250	320	280
Business Contacts, meetings , prospects	580	400	450	500
Economic Development Website - hours	90	60	80	40
Website Hits (#)	11,527	10,200	13,616	12,500
Madison Marketing Strategy - hours	45	40	20	30
Other Activities				
General Motors Site - hours	27	550	250	755
Brownfield Redevelopment Program - hours	584	200	48	35
Sites Remediated (#)	1	2	1	4
Downtown Development - hours	315	600	1,050	800
Development Projects Facilitated (#)	10	12	10	10
EDA Business Incubator - hours	359	300	312	240
Square Feet leased - Industrial	410,000	375,000	400,000	630,000
Total Hours	3,513	4,040	4,160	4,160

BUDGET VARIANCES

<u>(\$5,539)</u>	Decrease in personal services due to the reallocation of 0.10 FTE of the Economic Coordinator to TIF Districts
4,922	Increase in personal services due to the creation of 0.13 FTE of an Administrative Assistant I
<u>3,432</u>	Economic adjustments
2,815	TOTAL PERSONAL SERVICES
<u>(1,900)</u>	Professional development based upon training goals for two positions
(1,900)	TOTAL CONTRACTUAL SERVICES
600	TOTAL SUPPLIES & MATERIAL
<u>\$1,515</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$115,095	\$132,446	\$132,000	\$136,059	\$3,613
Benefits	<u>18,551</u>	<u>22,403</u>	<u>21,292</u>	<u>21,605</u>	<u>(798)</u>
Subtotal	133,646	154,849	153,292	157,664	2,815
<u>CONTRACTUAL SERVICES</u>					
Utilities	227	150	0	150	0
Postage	74	200	0	200	0
Professional Development	<u>9,142</u>	<u>10,285</u>	<u>9,086</u>	<u>8,385</u>	(1,900)
Subtotal	9,443	10,635	9,086	8,735	(1,900)
<u>SUPPLIES & MATERIALS</u>	1,013	900	900	1,500	600
<u>GRAND TOTAL</u>	<u>\$144,103</u>	<u>\$166,384</u>	<u>\$163,278</u>	<u>\$167,899</u>	<u>\$1,515</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: FINANCE

GOAL:

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

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>\$7,405</u>	Economic adjustments
7,405	TOTAL PERSONAL SERVICES
15,000	Increase in auditing/consulting for a Kaizen event to evaluate the purchasing process
<u>(385)</u>	Other
14,615	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$22,020</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$ 260,330	\$ 267,740	\$ 285,747	\$ 272,284	\$4,544
Benefits	<u>89,841</u>	<u>96,335</u>	<u>104,720</u>	<u>99,196</u>	<u>2,861</u>
Subtotal	350,171	364,075	390,467	371,480	7,405
<u>CONTRACTUAL SERVICES</u>					
Utilities	751	700	627	700	0
Postage	941	1,400	950	1,400	0
Professional Development	4,370	8,135	4,889	8,135	0
Auditing/Consulting	33,410	35,075	35,075	49,690	14,615
Recruiting Expense	<u>0</u>	<u>0</u>	<u>48</u>	<u>0</u>	<u>0</u>
Subtotal	39,472	45,310	41,589	59,925	14,615
<u>SUPPLIES & MATERIALS</u>					
	2,443	1,120	1,120	1,120	0
GRAND TOTAL	<u>\$392,086</u>	<u>\$410,505</u>	<u>\$433,176</u>	<u>\$432,525</u>	<u>\$22,020</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	2,038	2,038	2,080	2,080
Job Applications Received (#)	2,000	2,500	1,960	2,000
Recruitments (#)*	76	70	70	80
Labor and Employee Relations (Hours)	874	874	832	832
Grievances Filed Last Internal Step (#)	5	3	1	1
Contracts Under Negotiation (#)	1	1	1	3
HR Policies/Benefits/Salary Adm. (Hours)	2,038	2,038	2,028	2,028
Training Programs (#)**	16	15	12	17
Safety Training Programs (#)**	160	150	220	200
Personnel and Payroll Changes (#)	725	725	690	700
Health and Wellness (Hours)	1,456	1,456	1,456	1,456
Significant Health Plan Problems Addressed (#)	50	50	45	50
Worker Compensation (Hours)	874	874	884	884
Worker Compensation Claims Processed (#)	110	110	100	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>\$951</u>	Economic adjustments
951	TOTAL PERSONAL SERVICES
(166)	Decrease in postage based on historic actuals
2,310	Increase in professional development for Assistant HR Director
20,000	Increase in audit and consulting for a personnel policies review
<u>(1,725)</u>	Change in employee development program for 2018
20,419	TOTAL CONTRACTUAL SERVICES
<u>\$21,370</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$163,601	\$163,306	\$165,729	\$174,542	\$11,236
Benefits	<u>47,773</u>	<u>54,945</u>	<u>42,929</u>	<u>44,660</u>	<u>(10,285)</u>
Subtotal	211,374	218,251	208,658	219,202	951
<u>CONTRACTUAL SERVICES</u>					
Utilities	504	750	537	750	0
Postage	296	366	180	200	(166)
Professional Development	1,454	1,550	1,620	3,860	2,310
Audit & Consulting	5,225	5,650	4,650	25,650	20,000
Employee Development	<u>4,648</u>	<u>11,425</u>	<u>19,909</u>	<u>9,700</u>	<u>(1,725)</u>
Subtotal	12,126	19,741	27,446	40,160	20,419
<u>SUPPLIES & MATERIALS</u>					
	3,457	1,200	3,050	1,200	0
GRAND TOTAL	<u>\$226,957</u>	<u>\$239,192</u>	<u>\$239,154</u>	<u>\$260,562</u>	<u>\$21,370</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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ACTIVITIES:

Servers Maintained	56	60	65	68
Virtual Machines	41	42	57	65
Mobile Data Terminals	52	52	56	56
Tablets	27	33	39	45
Network Computers	307	316	318	324
Physical Locations Supported	28	30	30	31
Number of Users	663	680	681	690
Storage Used (in Gigabytes)	16,100	22,000	63,000	75,000

BUDGET VARIANCES

<u>(\$2,786)</u>	Economic adjustments
(2,786)	TOTAL PERSONAL SERVICES
60,855	Added Park Place Performs! website, third-party hosting for City website, social media archiving, Sophos web filter renewal, and increased cost of out-of-warranty maintenance
25,000	Increase in auditing and consulting for a IT personnel and infrastructure needs assessment
<u>3,462</u>	Other
89,317	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
27,119	TOTAL CAPITAL OUTLAY
<u>\$113,650</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$177,890	\$168,755	\$163,220	\$170,937	\$2,182
Benefits	<u>54,045</u>	<u>54,037</u>	<u>48,282</u>	<u>49,069</u>	<u>(4,968)</u>
Subtotal	231,935	222,792	211,502	220,006	(2,786)
<u>CONTRACTUAL SERVICES</u>					
Utilities	794	1,900	730	1,900	0
Postage	28	105	150	110	5
Professional Development	1,854	5,207	5,640	8,014	2,807
Auditing/Consulting	1,400	4,700	5,320	30,350	25,650
Computer Maintenance	348,134	389,413	389,413	450,268	60,855
Vehical & Equipment	<u>7</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0</u>
Subtotal	352,218	401,725	401,253	491,042	89,317
<u>SUPPLIES & MATERIALS</u>	1,872	1,450	955	1,450	0
<u>CAPITAL OUTLAY</u>	<u>120,368</u>	<u>146,071</u>	<u>146,000</u>	<u>173,190</u>	<u>27,119</u>
GRAND TOTAL	<u>\$706,393</u>	<u>\$772,038</u>	<u>\$759,710</u>	<u>\$885,688</u>	<u>\$113,650</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.

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

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

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

BUDGET VARIANCES

(\$5,008) Decrease in personal services for sick time payout

56,930 Increase in retiree health care costs

51,922 TOTAL PERSONAL SERVICES

(226,704) Decrease in transfer to the Insurance Fund for health care cost overage in 2016

92,960 Increase in transfer to the Transit Fund to support operating expenditures

172,936 Increase in contingency from one-time property tax revenue for excessive assessments

(759) Other

38,433 TOTAL CONTRACTUAL SERVICES

0 TOTAL SUPPLIES & MATERIALS

\$90,355 TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$93,456	\$114,008	\$100,000	\$109,000	(\$5,008)
Benefits	<u>419,388</u>	<u>376,628</u>	<u>399,450</u>	<u>433,558</u>	<u>56,930</u>
Subtotal	512,844	490,636	499,450	542,558	51,922
CONTRACTUAL SERVICES					
Debt Issuance Expense	(38,981)	55,000	0	55,000	0
General Expense	195,529	91,301	89,290	263,478	172,177
Transfers	<u>1,913,829</u>	<u>1,272,212</u>	<u>1,260,060</u>	<u>1,138,468</u>	<u>(133,744)</u>
Subtotal	2,070,377	1,418,513	1,349,350	1,456,946	38,433
GRAND TOTAL	<u>\$2,583,221</u>	<u>\$1,909,149</u>	<u>\$1,848,800</u>	<u>\$1,999,504</u>	<u>\$90,355</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Police Management	\$591,065	\$616,303	\$616,077	\$639,949
Patrol Services	8,776,754	9,561,380	9,672,968	9,649,264
Investigative Services	2,881,744	2,833,797	2,837,509	2,939,561
Support Services	<u>857,915</u>	<u>907,670</u>	<u>886,639</u>	<u>923,210</u>
Total	<u>\$13,107,479</u>	<u>\$13,919,150</u>	<u>\$14,013,193</u>	<u>\$14,151,984</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Patrol (#)				
Officer Activity	64,473	65,000	65,000	66,000
Traffic Citations	7,548	10,000	7,200	8,000
Traffic Accidents	1,807	1,500	1,450	1,500
Crossing Guard Locations	16.0	17.5	16.0	16.0
Investigative (#)				
Violent Crime Incidents	146	145	175	180
Cleared with an Arrest (%)	76.4%	60.0%	54.0%	60.0%
Property Crime Incidents	1,770	1,800	1,785	1,800
Cleared with an Arrest (%)	31.5%	25.0%	30.0%	25.0%
Prisoners Processed	1,300	1,400	1,400	1,400
Support (#)				
Reports Processed	13,312	13,500	13,000	13,000
Records Requested	5,365	6,000	6,700	6,700
Parking Tickets Processed	1,419	2,000	1,010	1,500

BUDGET VARIANCES

\$142,486	Increase in personal services due to the creation of two Police Officer positions
(5,459)	Decrease in crossing guard positions
7,275	Increase in WRS rates
65,400	Increase in overtime based on historic actuals
12,027	Increase in health care plan from single to family
2,000	Increase in special payouts due to salary increases
<u>304,179</u>	Economic adjustments
527,908	TOTAL PERSONAL SERVICES
1,070	Increase for Investigation Bureau smart phones and air cards in the squad cars
10,000	Labor attorney fees for JPPA collective bargaining agreement negotiations
(28,429)	Decrease in liability & worker's compensation insurance allocation
3,600	Additional bulletproof vests that need to be replaced in 2018
29,500	Increase in contractual services for Evidence.com cloud storage for officer body cameras
5,000	Radio re-programming for new backup repeater frequencies needed for Rock County Communications Center
(1,380)	Decrease in maintenance cost for radio equipment no longer in service
(2,400)	Decrease for new lease for two copiers
15,455	Increase in vehicle operation and maintenance rates
<u>775</u>	Other
33,191	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
32,600	Increase in replacement equipment costs for Ford Explorer SUV vs Chevrolet Impala
<u>10,380</u>	Increase in cost for Ford Explorer SUVs
42,980	TOTAL CAPITAL OUTLAY
(371,245)	Decrease in transfers to the Insurance Fund for health care cost overage in 2016
(371,245)	TRANSFERS
<u>\$232,834</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$7,537,932	\$7,882,767	\$7,788,876	\$8,206,210	\$323,443
Overtime	619,075	314,600	557,515	380,000	65,400
Benefits	3,589,266	3,905,550	3,923,820	4,041,835	136,285
Miscellaneous Benefits	<u>164,117</u>	<u>166,475</u>	<u>166,770</u>	<u>169,255</u>	<u>2,780</u>
Subtotal	11,910,390	12,269,392	12,436,981	12,797,300	527,908
<u>CONTRACTUAL SERVICES</u>					
Utilities	42,665	46,280	46,930	47,505	1,225
Postage	8,202	8,500	8,500	8,935	435
Professional Development	34,022	33,530	29,940	33,530	0
Audit & Consulting	0	0	0	10,000	10,000
Insurance	223,418	251,688	251,687	223,259	(28,429)
Care of Animals	125,642	135,000	127,000	135,000	0
Care of Prisoners	17,090	18,000	18,000	18,000	0
Uniform and Tool Expense	43,769	46,500	36,500	50,100	3,600
Computer Maintenance	2,335	2,400	2,400	31,900	29,500
Other Contractual Services	36,305	31,465	28,465	31,465	0
Vehicle & Equipment	<u>430,612</u>	<u>390,710</u>	<u>323,110</u>	<u>407,570</u>	<u>16,860</u>
Subtotal	964,059	964,073	872,532	997,264	33,191
<u>SUPPLIES & MATERIALS</u>	80,245	90,900	79,900	90,900	0
<u>CAPITAL OUTLAY</u>	152,784	223,540	252,535	266,520	42,980
<u>TRANSFERS</u>	<u>0</u>	<u>371,245</u>	<u>371,245</u>	<u>0</u>	<u>(371,245)</u>
GRAND TOTAL	<u>\$13,107,479</u>	<u>\$13,919,150</u>	<u>\$14,013,193</u>	<u>\$14,151,984</u>	<u>\$232,834</u>
	2016 Actual	2017 Budget	2017 Estimated	2018 56,300	
Revenues	\$58,328	\$48,300	\$58,300	\$56,300	<u>\$8,000</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 2018, an estimated 2,400 Fire & Rescue Incidents and 7,900 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 5,100 fire and tank inspections will be made in 2018. 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.

The Fire Department has an Insurance Service Office (ISO) rating of Class 3, with Class 1 as the best class and Class 10 as the worst. We are attempting to be reevaluated for our ISO rating. In 2017, with changes in our response and tracking documentation, we are requesting a new rating review.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Fire & Rescue Incidents	2,387	2,315	2,425	2,475
EMS Emergency Incidents	7,447	7,810	7,725	7,900
Total	<u>9,834</u>	<u>10,125</u>	<u>10,150</u>	<u>10,375</u>
Facility Transfers	921	850	1,050	1,080
Total Patients	8,396	8,325	8,300	8,550
Fire Prevention Inspections (#)				
General	3,170	3,120	3,180	3,200
Construction*	311	290	300	315
Compliance	1,014	1,000	1,000	1,015
Special Request	144	60	94	100
Tanks	214	240	150	160
Occupancy	<u>300</u>	<u>300</u>	<u>300</u>	<u>310</u>
Total	<u>5,153</u>	<u>5,010</u>	<u>5,024</u>	<u>5,100</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Suppression	\$6,638,199	\$7,132,067	\$7,083,568	\$7,106,883
EMS	2,951,546	3,150,441	3,167,946	3,226,705
Facilities Transport	58,206	115,843	115,843	134,815
Prevention	375,744	395,145	394,746	506,042
Administration	<u>741,574</u>	<u>778,486</u>	<u>767,120</u>	<u>814,551</u>
Total	<u>\$10,765,269</u>	<u>\$11,571,982</u>	<u>\$11,529,223</u>	<u>\$11,788,996</u>

BUDGET VARIANCES

\$213,318	Increase in personal services due to the creation of three Firefighter positions
<u>260,776</u>	Economic adjustments
474,094	TOTAL PERSONAL SERVICES
10,000	Labor attorney fees for Local 580 collective bargaining agreement negotiations
28,004	Increase in liability & worker's compensation insurance allocation
10,500	Increase in uniform and tool expenses for new hires in 2018
18,130	Increase in medical billing costs due to an increase in the number of patients transported
<u>(3,500)</u>	Other
63,134	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
(331,641)	Decrease in transfers to the Insurance Fund for health care cost overage in 2016
<u>18,000</u>	Increase in transfers to the Fire Department Vehicle Replacement Fund
(313,641)	TOTAL TRANSFERS
<u>(6,573)</u>	Increase in rural fire offset due to a proposed 1% fee increase
(6,573)	TOTAL RURAL FIRE OFFSET
<u>\$217,014</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$6,840,166	\$6,948,841	\$6,909,868	\$7,237,103	\$288,262
Overtime	354,706	459,704	459,704	459,704	0
Benefits	3,052,860	3,269,722	3,269,722	3,454,354	184,632
Miscellaneous Benefits	<u>128,327</u>	<u>125,400</u>	<u>125,400</u>	<u>126,600</u>	<u>1,200</u>
Subtotal	10,376,059	10,803,667	10,764,694	11,277,761	474,094
<u>CONTRACTUAL SERVICES</u>					
Utilities	99,661	119,400	109,400	119,400	0
Postage	1,447	2,279	2,279	2,279	0
Professional Development	41,388	46,829	42,929	46,829	0
Auditing and Consulting	0	0	0	10,000	10,000
Building Expense	42,764	43,500	43,500	43,500	0
Insurance	227,318	267,289	270,298	295,293	28,004
Uniform and Tool Expense	66,692	71,201	69,301	78,201	7,000
Other Contractual Services	99,355	87,500	105,630	105,630	18,130
Computer Maintenance	2,413	3,800	3,800	3,800	0
Recruiting Expense	1,798	4,900	4,900	4,900	0
Vehicle & Equipment	<u>285,890</u>	<u>298,469</u>	<u>300,594</u>	<u>298,469</u>	<u>0</u>
Subtotal	868,725	945,167	952,631	1,008,301	63,134
<u>SUPPLIES & MATERIALS</u>	81,893	105,934	94,684	105,934	0
<u>TRANSFERS</u>	<u>0</u>	<u>361,641</u>	<u>361,641</u>	<u>48,000</u>	(313,641)
GRAND TOTAL	<u>\$11,326,677</u>	<u>\$12,216,409</u>	<u>\$12,173,650</u>	<u>\$12,439,996</u>	<u>\$223,587</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$561,409)</u>	<u>(\$644,427)</u>	<u>(\$644,427)</u>	<u>(\$651,000)</u>	<u>(\$6,573)</u>
NET TOTAL	<u>\$10,765,269</u>	<u>\$11,571,982</u>	<u>\$11,529,223</u>	<u>\$11,788,996</u>	<u>\$217,014</u>

TOWNSHIP FIRE PROTECTION:

The 2018 estimated revenue for providing contracted fire protection services to the neighboring towns is \$651,000. This is an increase of \$6,445 from 2017.

EMS/AMBULANCE TRANSPORT REVENUE:

The EMS projected revenue, for 2018, is \$2,212,600. This is an increase of \$100,000 from the 2017 Budget. This will be due to an EMS rate increase 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 \$380,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. The 2017 note issue included \$681,349 for the replacement of a 2005 Rescue-Pumper, a 2008 Command Vehicle, a 2004 Utility Pickup and 1998 Inflatable Rescue Boat.

Two vehicles have been proposed for replacement in 2018. They include a 2003 Ford E450 Medtec Ambulance and a 2006 Ford E450 Medtec Ambulance. 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 was recommended. Both reserve vehicles have frequent maintenance issues and have out lasted their projected service life.

Based on our reserve vehicle situation, the early replacement of two ambulances will 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 2018 is \$41,555. In 2018, the Department is considering the purchase of a medical/transport skid unit for an ATV, leaving a balance of \$31,555 in the account for 2019.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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REVENUES:Service Charges

EMS	\$2,004,974	\$2,112,600	\$2,112,600	\$2,212,600
Inspections	33,995	25,000	20,000	25,000
Ambulance Transport	351,060	322,000	375,000	380,000
MFD Shared Services Agreement	0	0	0	50,000
Other	<u>44,925</u>	<u>50,000</u>	<u>49,500</u>	<u>50,000</u>
Subtotal	\$2,434,953	\$2,509,600	\$2,557,100	\$2,717,600

State Aid

Fire Inspections	<u>\$162,970</u>	<u>\$155,000</u>	<u>\$176,099</u>	<u>\$180,000</u>
Total	<u>\$2,597,924</u>	<u>\$2,664,600</u>	<u>\$2,733,199</u>	<u>\$2,897,600</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 Wisconsin Department of Transportation projects. Engineering staff also advises the Janesville Area Metropolitan Planning Organization.

ACTIVITIES (Hours)	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget
Sewer & Water & Landfill	1,229	1,239	1,219	1,226
Street Rehabilitation (Curbs, Walks, Bridges)	3,874	3,904	3,964	3,858
City Buildings & Parks	1,392	1,403	1,423	1,346
Maintain Infrastructure Records / Maps	1,252	1,262	1,202	1,229
Support Economic Development	697	702	752	658
Transportation Planning	<u>2,267</u>	<u>2,285</u>	<u>2,235</u>	<u>2,272</u>
Total	<u>10,711</u>	<u>10,795</u>	<u>10,795</u>	<u>10,587</u>

BUDGET VARIANCES

\$17,073	Economic adjustments
<u>6,506</u>	Increase in health insurance costs due to a change in health insurance
23,579	TOTAL PERSONAL SERVICES
342	TOTAL CONTRACTUAL SERVICES
<u>\$23,921</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$410,182	\$437,086	\$430,912	\$452,607	\$15,521
Overtime	1,516	100	2,520	100	0
Benefits	<u>124,559</u>	<u>142,786</u>	<u>143,463</u>	<u>150,844</u>	<u>8,058</u>
Subtotal	536,257	579,972	576,895	603,551	23,579
CONTRACTUAL SERVICES					
Utilities	4,076	4,700	4,700	4,700	0
Postage	2,590	2,399	2,400	2,500	101
Professional Development	14,862	15,977	15,977	15,977	0
Audit & Consulting	3,315	8,559	8,559	8,500	(59)
Vehicle & Equipment	<u>9,438</u>	<u>5,900</u>	<u>5,900</u>	<u>6,200</u>	<u>300</u>
Subtotal	34,281	37,535	37,536	37,877	342
SUPPLIES & MATERIALS					
	8,996	9,675	9,675	9,675	0
GRAND TOTAL	<u>\$579,533</u>	<u>\$627,182</u>	<u>\$624,106</u>	<u>\$651,103</u>	<u>\$23,921</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 and the North Parker Drive parking structure which provide parking facilities for 1,421 vehicles. 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.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Parking Facilities

Spaces (#)	1,926	1,926	1,602	1,602
Maintenance (Hours)	595	600	503	600

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Maintenance	\$80,596	\$94,616	\$65,992	\$106,429
Facilities Mgmt/Enforcement	<u>17,326</u>	<u>18,210</u>	<u>17,710</u>	<u>18,464</u>
Total	<u>\$97,923</u>	<u>\$112,826</u>	<u>\$83,702</u>	<u>\$124,893</u>

BUDGET VARIANCES

<u>\$763</u>	Economic adjustments
763	TOTAL PERSONAL SERVICES
12,000	Increase in contractual services for deep cleaning of the parking garage twice a year
(696)	Other
11,304	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$12,067</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$28,913	\$28,197	\$24,944	\$28,874	\$677
Overtime	2,510	3,100	1,200	3,100	0
Benefits	<u>10,438</u>	<u>11,287</u>	<u>9,566</u>	<u>11,373</u>	<u>86</u>
Subtotal	41,860	42,584	35,710	43,347	763
<u>CONTRACTUAL SERVICES</u>					
Utilities	21,094	24,293	22,193	23,193	(1,100)
Postage	354	700	700	700	0
Insurance	1,898	1,899	1,899	2,228	329
Other Contractual Services	12,810	7,000	6,500	19,000	12,000
Vehicle & Equipment	<u>16,623</u>	<u>35,250</u>	<u>15,600</u>	<u>35,325</u>	<u>75</u>
Subtotal	52,779	69,142	46,892	80,446	11,304
<u>SUPPLIES & MATERIALS</u>					
	3,284	1,100	1,100	1,100	0
GRAND TOTAL	<u>\$97,923</u>	<u>\$112,826</u>	<u>\$83,702</u>	<u>\$124,893</u>	<u>\$12,067</u>

The Major Capital Projects budget will include \$30,000 in borrowing for parking ramp inspection, joint repairs and crack filling, and \$25,000 to upgrade the existing garage sweeper to a more efficient and effective unit.

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.):

	2016 Actual	2017 Budget	2017 Estimated	2018 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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
City Hall	\$328,056	\$369,896	\$348,337	\$384,998
City Services Center	57,779	49,934	62,038	52,381
Police Services	149,254	141,444	145,340	144,457
City Storage Building	8,061	14,533	11,879	12,565
Lincoln Tallman House	50,468	49,800	49,431	49,800
Other Buildings	<u>60</u>	<u>362</u>	<u>62</u>	<u>362</u>
Total	<u>\$593,678</u>	<u>\$625,969</u>	<u>\$617,087</u>	<u>\$644,563</u>

BUDGET VARIANCES

<u>\$6,439</u>	Economic adjustments
6,439	TOTAL PERSONAL SERVICES
(1,685)	Decrease in utility expenses based on historic actuals
6,000	Increase in contractual services for City Hall window washing
5,400	Increase in vehicle operation and maintenance rates
<u>7,240</u>	Other
16,955	TOTAL CONTRACTUAL SERVICES
(4,800)	Tallman House snow removal & lawn mowing moved to other contractual services to better align budget and expenditures
(4,800)	TOTAL SUPPLIES & MATERIALS
0	CAPITAL OUTLAY
0	LINCOLN TALLMAN FUNDING
<u>\$18,594</u>	TOTAL INCREASE/ (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$134,797	\$147,718	\$144,643	\$153,434	\$5,716
Overtime	2,785	1,600	900	1,600	0
Benefits	<u>47,721</u>	<u>53,810</u>	<u>53,967</u>	<u>54,533</u>	<u>723</u>
Subtotal	185,303	203,128	199,510	209,567	6,439
<u>CONTRACTUAL SERVICES</u>					
Utilities	164,634	166,491	160,514	164,806	(1,685)
Postage	753	500	500	500	0
Professional Development	0	1,400	1,400	1,400	0
Building Expense	6,060	10,000	10,000	10,000	0
Insurance	11,126	11,483	11,483	13,923	2,440
Other Contractual Services	129,490	144,717	136,265	155,517	10,800
Vehicle & Equipment	<u>15,466</u>	<u>9,900</u>	<u>19,700</u>	<u>15,300</u>	<u>5,400</u>
Subtotal	327,528	344,491	339,862	361,446	16,955
<u>SUPPLIES & MATERIALS</u>	27,271	33,350	32,715	28,550	(4,800)
<u>CAPITAL OUTLAY</u>	<u>8,958</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>LINCOLN TALLMAN FUNDING</u>	<u>44,618</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
GRAND TOTAL	<u>\$593,678</u>	<u>\$625,969</u>	<u>\$617,087</u>	<u>\$644,563</u>	<u>\$18,594</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 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Snow Plowing Operations (#)				
City-Wide Operations	5	7	3	6
Partial Operations	5	0	0	0
Chemical Spreading Operations (#)				
City-Wide Operations	0	18	10	18
Partial Operations	17	0	8	0
Freezing Rain Operations (#)	1	0	3	0
Downtown Snow Removal Operations (#)	0	3	1	3
Salt (Tons Used)	4,789	4,000	3,008	4,000
Inches of Snow	39.6	36.0	11.6	36.0

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Snow Plowing	\$460,828	\$543,163	\$264,136	\$498,972
Chemical Spreading	575,538	584,642	600,713	592,748
Snow Removal	57,125	69,756	41,666	71,141
Sidewalk Shoveling	<u>65,952</u>	<u>106,319</u>	<u>31,525</u>	<u>109,048</u>
Total	<u>\$1,159,443</u>	<u>\$1,303,880</u>	<u>\$938,040</u>	<u>\$1,271,909</u>

BUDGET VARIANCES

<u>(\$2,116)</u>	Economic adjustments
(2,116)	TOTAL PERSONAL SERVICES
1,500	Increase in professional development costs for the Operations Superintendent to attend the APWA Emerging Leader Conference
(62,500)	Decrease in plowing operations expenses based on historic actuals
<u>(31,355)</u>	Increase in vehicle operation and maintenance rates
(92,355)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>(\$94,471)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$134,740	\$203,981	\$123,715	\$202,467	(\$1,514)
Overtime	111,785	80,900	49,542	80,900	0
Benefits	<u>78,426</u>	<u>100,609</u>	<u>57,333</u>	<u>100,007</u>	<u>(602)</u>
Subtotal	324,951	385,490	230,590	383,374	(2,116)
<u>CONTRACTUAL SERVICES</u>					
Professional Development	400	0	0	1,500	1,500
Utilities	318	500	350	500	0
Audit & Consulting	2,100	2,100	2,100	2,100	0
Vehicle & Equipment	<u>574,876</u>	<u>623,200</u>	<u>392,000</u>	<u>654,345</u>	<u>31,145</u>
Subtotal	577,694	625,800	394,450	658,445	32,645
<u>SUPPLIES & MATERIALS</u>					
	256,799	292,590	313,000	292,590	0
GRAND TOTAL	<u>\$1,159,443</u>	<u>\$1,303,880</u>	<u>\$938,040</u>	<u>\$1,334,409</u>	<u>\$30,529</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: STREET MAINTENANCE

GOAL:

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

OBJECTIVES:

- To provide for the maintenance of a high quality street surface through immediate pothole repair, annually scheduled crack 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Concrete/Bituminous Street Maintenance				
Patch Filling (Tons)	250	200	300	300
Crack Sealing (Centerline Miles)	4.0	10.0	11.8	18.0
Resurfacing/Reconstruction (Miles)				
Milling/Resurfacing	11.5	12.2	11.1	11.1
Reconstruction	0.8	0.4	0.9	0.9
Shoulder Maintenance				
Miles	2.0	10.0	10.0	10.0
Gravel Streets				
Miles	9.0	18.0	18.0	18.0

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Concrete Streets	\$58,456	\$95,424	\$61,100	\$71,924
Bituminous Streets	174,800	216,407	254,826	285,179
Curb/Gutter/Sidewalk	148	344	0	0
Resurfacing/Reconstruction	58,197	103,174	84,383	108,450
Bridge Maintenance	7,673	11,304	4,679	14,463
Shoulder Maintenance	2,560	9,430	8,634	8,308
Gravel Streets	4,270	9,334	8,651	9,711
Median Mowing	<u>96,889</u>	<u>102,968</u>	<u>94,925</u>	<u>108,525</u>
Total	<u>\$402,992</u>	<u>\$548,385</u>	<u>\$517,198</u>	<u>\$606,560</u>

BUDGET VARIANCES

(24,528)	Decrease in personal services due to the reallocation of staff to other programs
<u>4,738</u>	Economic adjustments
(19,790)	TOTAL PERSONAL SERVICES
105,000	Increase in contractual services for crack sealing and additional rehabilitation associated with the enhanced street rehabilitation program
<u>(125)</u>	Other
104,875	TOTAL CONTRACTUAL SERVICES
(6,500)	TOTAL SUPPLIES & MATERIALS
<u>(20,410)</u>	Decrease in transfers to the Insurance Fund for health care cost overage in 2016
(20,410)	TRANSFERS
<u>\$58,175</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$139,943	\$202,283	\$147,596	\$184,188	(\$18,095)
Overtime	1,868	3,400	1,100	3,400	0
Benefits	<u>50,844</u>	<u>69,192</u>	<u>54,962</u>	<u>67,497</u>	<u>(1,695)</u>
Subtotal	192,655	274,875	203,658	255,085	(19,790)
CONTRACTUAL SERVICES					
Utilities	111	200	130	200	0
Other Contractual Services	150,840	140,000	200,000	245,000	105,000
Vehicle & Equipment	<u>40,588</u>	<u>76,200</u>	<u>68,900</u>	<u>76,075</u>	<u>(125)</u>
Subtotal	191,539	216,400	269,030	321,275	104,875
SUPPLIES & MATERIALS	18,798	36,700	23,800	30,200	(6,500)
TRANSFERS	<u>298</u>	<u>20,410</u>	<u>20,710</u>	<u>0</u>	(20,410)
GRAND TOTAL	<u>\$402,992</u>	<u>\$548,385</u>	<u>\$517,198</u>	<u>\$606,560</u>	<u>\$58,175</u>

The Major Capital Programs portion includes \$2,030,000 borrowing for street resurfacing and reconstruction 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 I-39/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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ACTIVITIES:

Traffic Signs

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

Intersections (#)	64	64	64	64
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Street Painting

Striping (Feet)	416,437	405,000	416,000	418,000
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Street Lighting

Alliant Utilities Lights (#)	2,101	2,101	2,101	2,101
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City Lights (#)	2,368	2,411	2,411	2,411
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	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ELEMENT COST:

Traffic Signs	\$159,872	\$158,470	\$157,349	\$162,894
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Traffic Signals	125,852	138,644	132,992	139,157
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Street Painting	89,879	89,168	86,718	91,400
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Street Lighting	455,889	466,693	463,745	475,271
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Right-of-Way Clearing	<u>90,063</u>	<u>38,537</u>	<u>104,640</u>	<u>89,856</u>
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Total	<u>\$921,554</u>	<u>\$891,512</u>	<u>\$945,444</u>	<u>\$958,578</u>
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BUDGET VARIANCES

<u>\$53,187</u>	Economic adjustments and reallocation of hourly wages from right-of-way clearing
53,187	TOTAL PERSONAL SERVICES
(3,605)	Decrease in utility expenses by installing LED lights in City parking lots
15,300	Increase in vehicle operation and maintenance rates
<u>(46)</u>	Other
11,649	TOTAL CONTRACTUAL SERVICES
<u>2,230</u>	Increased street sign material
2,230	TOTAL SUPPLIES & MATERIALS
<u>\$67,066</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$193,752	\$207,064	\$227,494	\$246,393	\$39,329
Overtime	11,566	9,500	18,300	9,500	0
Benefits	<u>73,715</u>	<u>80,069</u>	<u>90,078</u>	<u>93,927</u>	<u>13,858</u>
Subtotal	279,033	296,633	335,872	349,820	53,187
<u>CONTRACTUAL SERVICES</u>					
Utilities	437,702	416,517	410,280	412,912	(3,605)
Professional Development	300	450	450	450	0
Insurance	296	342	342	296	(46)
Other Contractual Services	0	0	0	0	0
Vehicle & Equipment	<u>96,425</u>	<u>90,500</u>	<u>111,900</u>	<u>105,800</u>	<u>15,300</u>
Subtotal	534,723	507,809	522,972	519,458	11,649
<u>SUPPLIES & MATERIALS</u>	107,798	87,070	86,600	89,300	2,230
GRAND TOTAL	<u>\$921,554</u>	<u>\$891,512</u>	<u>\$945,444</u>	<u>\$958,578</u>	<u>\$67,066</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Projects budget includes borrowing of \$50,000 to replace aging street lighting and traffic signal infrastructure, part of a long-term strategy for replacement. An additional \$15,000 is planned for installation of accessible pedestrian signals at Center Avenue and Conde St. (\$15,000). Borrowing of \$25,000 is included to replace aging technology in the traffic control sign shop.

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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Weed Cutting (Acres)	40	88	88	88

BUDGET VARIANCES

<u>\$751</u>	Economic adjustments
751	TOTAL PERSONAL SERVICES
900	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$1,651</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$7,595	\$15,173	\$12,421	\$15,753	\$580
Overtime	\$159	\$200	\$0	\$200	0
Benefits	<u>3,028</u>	<u>6,736</u>	<u>5,740</u>	<u>6,907</u>	<u>171</u>
Subtotal	10,782	22,109	18,161	22,860	751
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	5,336	1,242	1,200	1,242	0
Vehicle & Equipment	<u>10,307</u>	<u>18,100</u>	<u>16,000</u>	<u>19,000</u>	<u>900</u>
Subtotal	15,643	19,342	17,200	20,242	900
<u>SUPPLIES & MATERIALS</u>					
	243	775	700	775	0
GRAND TOTAL	<u>\$26,668</u>	<u>\$42,226</u>	<u>\$36,061</u>	<u>\$43,877</u>	<u>\$1,651</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.

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.

Maintenance of the park system is categorized into four service areas. Grounds Maintenance activities include mowing grass, tree and shrub care, irrigation, weed control, landscape care, litter collection and leaf removal. Building Maintenance activities include daily cleaning of restroom facilities and park pavilions, as well as maintenance to the building structures. Trail activities include sweeping, clearing, mowing, trail signing and maintenance of trail infrastructure. Athletic Field activities include turf management, maintenance of tennis, volleyball and basketball courts.

	2016	2017	2017	2018
	Actual	Budget	Estimated	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 (#)	450	700	659	660

Trails

Paved (Miles)	30	30	30	30
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Athletic Fields

Soccer Games (#)	130	130	130	130
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	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Trails	\$76,634	\$51,717	\$47,859	\$54,049
Athletic Fields	51,809	36,381	33,806	36,641
Grounds Maintenance	1,063,314	1,078,066	1,070,336	1,160,069
Building Maintenance	186,852	194,960	200,202	198,574
Natural Areas	25,538	37,237	32,908	0
Forestry	<u>66,538</u>	<u>82,344</u>	<u>94,036</u>	<u>102,972</u>
Total	<u>\$1,470,685</u>	<u>\$1,480,705</u>	<u>\$1,479,147</u>	<u>\$1,552,305</u>

BUDGET VARIANCES

<u>\$52,505</u>	Economic adjustments
52,505	TOTAL PERSONAL SERVICES
10,741	Increase in utilities based on historic usage and increased rates
3,149	Increase in insurance premiums
(6,000)	Decrease in contractual services based on historic actuals
<u>3,205</u>	Increase in vehicle operations and maintenance rates
11,095	TOTAL CONTRACTUAL SERVICES
<u>(3,500)</u>	Decrease in contractual services based on historic actuals
(3,500)	TOTAL SUPPLIES & MATERIALS
<u>11,500</u>	Purchase of utility vehicle for downtown area
11,500	TOTAL CAPITAL OUTLAY
<u>\$71,600</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$643,804	\$666,878	\$671,204	\$694,598	\$27,720
Overtime	28,650	14,700	14,200	14,700	0
Benefits	<u>251,777</u>	<u>277,731</u>	<u>280,888</u>	<u>302,516</u>	<u>24,785</u>
Subtotal	924,230	959,309	966,292	1,011,814	52,505
<u>CONTRACTUAL SERVICES</u>					
Utilities	78,957	82,862	88,376	93,603	10,741
Postage	114	130	0	130	0
Professional Development	2,019	3,100	3,100	3,100	0
Building Expense	931	0	0	0	0
Insurance	6,026	6,199	6,199	9,348	3,149
Other Contractual Services	17,478	14,800	8,800	8,800	(6,000)
Park Contractual	7,363	12,000	12,000	12,000	0
Vehicle & Equipment	<u>304,345</u>	<u>305,480</u>	<u>293,655</u>	<u>308,685</u>	<u>3,205</u>
Subtotal	417,578	424,571	412,130	435,666	11,095
<u>SUPPLIES & MATERIALS</u>	128,877	96,825	100,725	93,325	(3,500)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,500</u>	11,500
GRAND TOTAL	<u>\$1,470,685</u>	<u>\$1,480,705</u>	<u>\$1,479,147</u>	<u>\$1,552,305</u>	<u>\$71,600</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 Janesville, Inc. and coordinating Downtown improvements and redevelopment initiatives.

Major Activities Undertaken in 2017:

1. Coordinated review and approval of several commercial projects and residential plats.
2. Processed various zoning code and ordinance amendments.
3. Administered grants related to Town Square
4. Prepared grant application for recreational improvements to Monterey Area River Restoration.
5. Assisted with pavement condition analysis.
6. Coordinated development of a 5-year Transit Development Plan.
7. Conducted biennial downtown parking occupancy study.
8. Added Tech Services electrical layers, EOC layers, trash/recycle layers, and 2016 Aerial Photos to GIS websites and mapped all known remaining lead water services
9. Started implementation of GIS-based work order system for Public Works.
10. Upgraded GIS website with new end user functionality.
11. Updated the 5-year Park and Open Space Plan.
12. Processed amendment to Janesville Area Water Quality Management Plan (208 Plan).

Major Activities to be Undertaken in 2018:

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. Provide on-going assistance to WisDOT for I-39/90 expansion project improvements.
6. Update Sign Code for consistency with Comprehensive Plan.
7. Refine concept plans for the ARISE Town Square East Side.
8. Develop master directional and wayfinding signage program with JAVBC.
9. Grant applications for Monterey Area and Town Square Projects.
10. Continue implementation of GIS-based work order system for Public Works.
11. Continue GIS online development and capabilities.

	2016 Actual	2017 Budget	2017 Estimate	2018 Budget
ACTIVITIES:				
Building Services (#)				
Construction				
Complaints	142	150	136	136
Other Variances	8	8	12	12
New Residential				
Permits	523	425	668	668
Inspections	1,486	1200	1,246	1246
Existing Residential				
Permits	1,752	1600	2,000	2000
Inspections	2,164	2300	2,566	2566
New Commercial				
Permits	113	75	58	58
Inspections	1,163	800	796	796
Existing Commercial				
Permits (including all plan review)	1,295	1295	918	918
Inspections	2,040	2200	2,200	2200
Development Services (#)				
Signs				
Complaints	5	9	5	5
Permits	268	200	300	300
Variances	5	3	4	4
Inspections	24	40	34	34
Site Plans/Zoning				
Permits	83	78	88	88
Inspections	189	160	68	68
Total				
Complaints	147	159	141	141
Permits	4,034	3,673	4,032	4,032
Variances	13	11	16	16
Inspections	7,066	6,700	6,910	6,910
Planning Services (Hours)				
Administration	1,400	1,400	1,400	1,400
Planning Services	2,600	2,600	2,600	2,400
Current Planning	2,800	2,800	2,800	2,800
Comprehensive Planning	<u>2,300</u>	<u>2,300</u>	<u>2,300</u>	<u>2,500</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Building and Development Services	\$787,733	\$797,496	\$812,853	\$799,591
Planning Services	<u>365,581</u>	<u>374,741</u>	<u>356,102</u>	<u>382,079</u>
Total	<u>\$1,153,315</u>	<u>\$1,172,237</u>	<u>\$1,168,955</u>	<u>\$1,181,670</u>

BUDGET VARIANCES

<u>\$7,289</u>	Economic adjustments
7,289	TOTAL PERSONAL SERVICES
2,144	TOTAL CONTRACTUAL SERVICES
<u>\$9,433</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$733,441	\$777,396	\$766,765	\$784,130	\$6,734
Benefits	<u>282,391</u>	<u>321,939</u>	<u>315,088</u>	<u>322,494</u>	<u>555</u>
Subtotal	1,015,832	1,099,335	1,081,853	1,106,624	7,289
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,398	2,500	2,500	2,500	0
Postage	3,683	2,842	2,842	2,986	144
Professional Development	9,997	11,085	11,085	11,085	0
Audit & Consulting	50,140	800	800	800	0
Other Contractual Services	45,415	30,800	43,000	30,800	0
Vehicle & Equipment	<u>17,490</u>	<u>16,200</u>	<u>18,200</u>	<u>18,200</u>	<u>2,000</u>
Subtotal	129,123	64,227	78,427	66,371	2,144
<u>SUPPLIES & MATERIALS</u>	8,360	8,675	8,675	8,675	0
GRAND TOTAL	<u>\$1,153,315</u>	<u>\$1,172,237</u>	<u>\$1,168,955</u>	<u>\$1,181,670</u>	<u>\$9,433</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	
Revenues	\$813,570	\$652,049	\$716,280	\$728,597	<u>\$76,548</u>

REVENUE COMMENT: The 2017 estimated revenue of \$728,597 in fees is more than the 2017 amended budget of \$652,049 due to higher amount of permit fees collected than anticipated and due to continued high volume of commercial development activity. The 2018 projected revenue reflects the proposed increase in permit fees discussed with the City Council during the comprehensive fee review presentation.

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING SERVICES

PROGRAM: PROPERTY MAINTENANCE

GOAL:

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

OBJECTIVES:

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

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.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ACTIVITIES:

City Code (#)

Housing-Related

Violations 342 400 422 550

Inspections 625 800 722 1000

Nuisance

Violations 1,337 800 1,174 1350

Inspections 2,971 1750 2,458 2800

Zoning

Violations 277 130 314 375

Inspections 503 300 548 650

Total

Violations 1,956 1,330 1,910 2,275

Inspections 4,099 2,850 3,728 4,450

BUDGET VARIANCES

\$21,519	Increase in personal services due to the reallocation of 0.15 FTE of the Neighborhood & Community Services Director from other programs
(16,496)	Decrease in personal services due to the reallocation of 0.15 FTE of the Housing Services Director to other programs
<u>8,592</u>	Economic adjustments
13,615	TOTAL PERSONAL SERVICES
(665)	Decrease in training expense
<u>300</u>	Other
(365)	TOTAL CONTRACTUAL SERVICES
<u>\$13,250</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)					
PERSONAL SERVICES										
Wages	\$182,694	\$204,272	\$202,026	\$216,891	\$12,619					
Benefits	<u>72,967</u>	<u>86,481</u>	<u>84,735</u>	<u>87,477</u>	<u>996</u>					
Subtotal	255,661	290,753	286,761	304,368	13,615					
CONTRACTUAL SERVICES										
Utilities	300	400	322	330	(70)					
Postage	883	780	758	800	20					
Professional Development	541	2,080	1,192	1,415	(665)					
Audit & Consulting	20,440	20,400	20,400	20,400	0					
Other Contractual Services	80	250	120	240	(10)					
Vehicle & Equipment	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>7,560</u>	<u>360</u>					
Subtotal	29,444	31,110	29,992	30,745	(365)					
SUPPLIES & MATERIALS										
	769	1,000	1,230	1,000	0					
GRAND TOTAL										
	<u>\$285,874</u>	<u>\$322,863</u>	<u>\$317,983</u>	<u>\$336,113</u>	<u>\$13,250</u>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">2016 Actual</th> <th style="width: 10%;">2017 Budget</th> <th style="width: 10%;">2017 Estimated</th> <th style="width: 10%;">2018 Budget</th> </tr> </thead> </table>							2016 Actual	2017 Budget	2017 Estimated	2018 Budget
	2016 Actual	2017 Budget	2017 Estimated	2018 Budget						
Revenues	\$ 9,300	\$ 14,000	\$ 25,042	\$ 15,000	<u>\$1,000</u>					

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

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: RECREATION

GOAL:

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

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 socialization, environmental awareness, encourage family participation, and community enjoyment.
- To conduct general administrative activities, including personnel management, promotion of programs and services, purchasing and budget management, public event approvals, special projects, and evaluation of operations.
- To operate activities for youth, adult, seniors, aquatics, and ice skating at a minimum 50% operating ratio overall. The 2018 budget includes an overall operating ratio goal of 61%.
More specifically: Senior Center (35%); Adult (Includes Admin Revenue-84%); Youth (55%); Aquatics (31%) and Ice Arena (93%)

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, day camps, 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 125 part-time/seasonal employees. Activities and services take place in the schools, parks, Dawson Softball Complex, Rockport Pool, Palmer Pool, Riverside Splash Pad, Lions Beach, Ice Arena and the Senior Center. Maintenance of these facilities is provided by the Parks and/or Tech Services Divisions and is charged to the Recreation programs/facilities. The Recreation Division actively seeks out partnerships, sponsorships, and the use of shared resources.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Senior Center	\$266,597	\$265,866	\$263,758	\$269,811
Adult	268,709	276,604	272,348	280,778
Youth	242,340	237,153	261,104	247,392
Aquatics	231,573	261,276	218,986	258,095
Ice Skating Center	<u>319,105</u>	<u>321,371</u>	<u>317,133</u>	<u>324,766</u>
Total	<u>\$1,328,325</u>	<u>\$1,362,270</u>	<u>\$1,333,329</u>	<u>\$1,380,842</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	49,607	63,000	51,000	60,000
Subsidy per Participant	\$3.65	\$2.74	\$3.39	\$2.91
Operating Ratio	32.05%	34.98%	34.50%	35.21%
Adult				
Participants (#)	42,142	41,870	41,584	44,555
Subsidy per Participant	\$3.27	\$3.29	\$2.97	\$2.96
Operating Ratio	76.8%	74.8%	73.8%	75.9%
Youth				
Participants (#)	15,691	19,915	16,626	19,785
Subsidy per Participant	\$2.29	\$1.51	\$3.62	\$1.73
Operating Ratio	54.1%	58.6%	57.1%	60.2%
Aquatics				
Participants (#)	57,547	61,784	56,500	61,500
Subsidy per Participant	\$2.88	\$3.01	\$2.63	\$2.90
Operating Ratio	28.4%	28.7%	32.1%	31.0%
Ice Arena				
Participants (#)	94,482	91,000	97,000	98,000
Subsidy per Participant	\$0.06	\$0.29	\$0.36	\$0.23
Operating Ratio	98.3%	91.8%	89.1%	93.0%

BUDGET VARIANCES

\$11,568	Economic adjustments
14,687	Increase in hourly wages to hire additional seasonal staff needed to run camps due to increased participation
<u>(11,661)</u>	Decrease in health insurance costs due to a change in health insurance coverage
14,594	TOTAL PERSONAL SERVICES
2,000	Increase in building maintenance expenses based on historic actuals
2,400	Increase in other contractual services based on historic actuals
<u>178</u>	Other
4,578	TOTAL CONTRACTUAL SERVICES
(600)	TOTAL SUPPLIES & MATERIALS
<u>\$18,572</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$600,203	\$623,934	\$620,719	\$647,682	\$23,748
Overtime	2,200	7,100	2,011	7,100	0
Benefits	<u>169,138</u>	<u>186,404</u>	<u>176,054</u>	<u>177,250</u>	<u>(9,154)</u>
Subtotal	771,542	817,438	798,784	832,032	14,594
<u>CONTRACTUAL SERVICES</u>					
Utilities	171,254	184,697	171,808	183,655	(1,042)
Postage	2,117	2,900	2,350	2,700	(200)
Professional Development	7,802	8,335	7,436	8,300	(35)
Building Expense	43,242	37,500	39,500	39,500	2,000
Insurance	5,716	5,657	5,658	6,907	1,250
Computer Maintenance	1,455	1,750	1,750	1,750	0
Other Contractual Services	103,654	98,400	103,925	100,800	2,400
Concessions	37,075	33,000	33,000	33,000	0
Advertising	19,355	19,050	18,800	18,700	(350)
Licenses	3,657	3,950	4,550	6,750	2,800
Vehicle & Equipment	<u>49,241</u>	<u>45,243</u>	<u>41,618</u>	<u>42,998</u>	<u>(2,245)</u>
Subtotal	444,568	440,482	430,395	445,060	4,578
<u>SUPPLIES & MATERIALS</u>	112,215	104,350	104,150	103,750	(600)
GRAND TOTAL	<u>\$1,328,325</u>	<u>\$1,362,270</u>	<u>\$1,333,329</u>	<u>\$1,380,842</u>	<u>\$18,572</u>

REVENUE COMMENT:

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

The 2018 revenue budget/goal includes the proposed fee increases for various programs, admissions and services that were identified in the comprehensive fee and budget process review, and optimism for increased program/facility attendance due to warmer weather and increased marketing efforts in 2018.

The Senior Center revenue category increases by \$2,000. The Facility Rental category increases by \$2,000 to reflect increased private rentals in 2017 and anticipation for more in 2018. The trip category increase by \$1,000 to reflect positive increases in trip attendance. These increases are offset, by decreases of \$500 in each of the Other Revenue and Membership Fee categories to reflect realistic goals, but still allow for growth. A new large special event planned in 2018 should assist in getting the programming category up to goal. This Revenue Budget includes: facility rentals, trips, programming, membership fee and other revenue.

The Adult revenue category increases by \$6,100. Fee increases for Pavilion Rentals (\$2,900) were included. Additional revenue estimate increases were (\$500) in Permits, (\$2,000) in Family Programming (\$200) in Adult Softball and (\$1,000) in Concessions based off trends. These increases are offset by decreases in anticipated revenue from Vending Machines (\$500) based on trends. 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, and general field reservations.

The Youth revenue category increases by \$10,000. Middle School Rec Nite revenue budget decreases by (\$17,000) due to recent attendance trends and the reduction in number of Rec Nites for 2018. This is offset by proposed increases in revenue to Kids Count Camp Full Day (\$20,500) and Kids Count Camp Half Day (\$4,000) based of trends in increased participation and proposed fee increases. Additionally Partnership Programs increases by (\$1,000) due to increased participation and Youth Sports by (\$1,500) due to increased participation through a newly created partnership. This category includes: discount attraction tickets, day camps, Rec Nites, partnership programs, and youth sports.

The Aquatics revenue category increases by \$5,000. There are fee increases included in the budget for admissions, but this category decreases by (\$3,000) based off trends to get to a realistic goal. This decrease is offset by increases in proposed revenue for season passes (\$6,000) to get to current numbers, as well as estimates in increased Palmer Wading Pool attendance (\$500) and indoor lap swim sessions (\$1,500). 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 \$7,000. This category includes: public skate, programming, hockey, ice rentals, figure skating, concessions contract, and limited pro shop. There are fee increases included in the budget for public skate, but this category decreases by (\$1,000) based off trends to get to a realistic goal. Figure Skating revenue has seen declines in recent years due to participation numbers, so this category decreases by (\$1,500). These decreases are offset by estimated increases in Programming category (\$3,000) due to trends and increased adult hockey participation, increases in Ice Rental (\$5,000), Hockey (\$1,000) and Concession contract (\$500) based off trends and increased rentals.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUE:				
Senior Center	\$85,452	\$93,000	\$91,000	\$95,000
Adult	206,478	207,000	200,900	213,100
Youth	131,050	139,000	149,000	149,000
Aquatics	65,693	75,000	70,300	80,000
Ice Skating Center	<u>313,765</u>	<u>295,000</u>	<u>282,500</u>	<u>302,000</u>
Total	<u>\$802,437</u>	<u>\$809,000</u>	<u>\$793,700</u>	<u>\$839,100</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 12 to 16 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 2018, 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
General Administration (Hours)	9,110	9,110	9,110	9,110
Maintenance (Hours)				
Scheduled	3,561	3,700	3,284	3,700
Unscheduled	1,155	1,200	1,062	1,200
Emergency	145	150	166	150
Indirect Labor	9,331	9,700	8,586	9,700
Regular Service				
Mileage	379,232	378,402	378,402	378,402
Hours	25,301	25,241	25,241	25,241
Ridership (#)	317,506	332,920	328,305	332,000
Tripper Service				
Mileage	27,668	28,836	27,951	29,952
Hours	2,465	2,565	2,528	2,745
Ridership (#)	48,785	54,950	58,000	59,300
Night Service				
Mileage	45,977	45,977	45,977	45,977
Hours	3,251	3,251	3,251	3,251
Ridership (#)	19,835	20,600	19,200	20,600
Paratransit Service				
Hours	1,740	2,226	1,824	1,925
Ridership (#)	5,275	5,300	5,455	5,833
Total Services:				
Ridership (#)	391,401	413,770	410,960	417,733

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
General Administration	\$804,177	\$816,673	\$838,143	\$847,338
Maintenance	1,026,343	1,061,869	1,036,288	1,067,825
Regular Service	1,205,400	1,273,744	1,238,507	1,295,566
Tripper Service	63,594	108,336	111,550	106,653
JMW Service	(2,392)	0	0	0
Paratransit Service	73,216	76,479	76,479	87,084
Night Service	<u>141,443</u>	<u>163,257</u>	<u>159,650</u>	<u>166,124</u>
Subtotal - Operating	3,311,781	3,500,358	3,460,617	3,570,590
Capital	<u>0</u>	<u>4,485,000</u>	<u>0</u>	<u>7,458,600</u>
Total	<u>\$3,311,781</u>	<u>\$7,985,358</u>	<u>\$3,460,617</u>	<u>\$11,029,190</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$1,063,468. This is an increase of \$92,960 compared to 2017.

BUDGET VARIANCES

\$30,407	Economic adjustments
<u>42,940</u>	Increase in health insurance costs for two additional retiree health insurance plans
73,347	TOTAL PERSONAL SERVICES
(24,415)	Decrease in insurance cost due to better claims experience
10,852	Increase in other contractual services due to increased Paratransit ridership
9,788	Increase in building expenses for Transit Services Center grounds maintenance
<u>(1,113)</u>	Other
(4,888)	TOTAL CONTRACTUAL SERVICES
1,773	TOTAL SUPPLIES AND MATERIALS
<u>\$70,232</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,461,132	\$1,630,400	\$1,566,631	\$1,662,372	\$31,972
Overtime	222,111	196,926	227,100	200,850	3,924
Benefits	646,127	734,670	745,542	771,621	36,951
Miscellaneous Benefits	<u>0</u>	<u>0</u>	<u>392</u>	<u>500</u>	<u>500</u>
Subtotal	2,329,370	2,561,996	2,539,665	2,635,343	73,347
<u>CONTRACTUAL SERVICES</u>					
Utilities	92,189	96,112	91,012	96,112	0
Postage	373	375	200	375	0
Professional Development	6,974	10,115	10,406	10,115	0
Auditing/Consulting	24,424	17,552	17,552	16,505	(1,047)
Building Expense	57,374	45,988	46,000	55,776	9,788
Insurance	144,858	163,302	163,302	138,887	(24,415)
Uniform and Tool	12,208	10,956	10,956	10,956	0
Computer Services	16,272	24,957	24,957	23,800	(1,157)
Other Contractual Services	93,451	106,100	104,547	116,952	10,852
Recruitment/Physicals	0	960	700	960	0
Advertising/Promotions	26,612	23,332	23,000	23,332	0
Vehicle Oper/Maintenance	<u>25,330</u>	<u>25,673</u>	<u>24,920</u>	<u>26,764</u>	<u>1,091</u>
Subtotal	500,065	525,422	517,552	520,534	(4,888)
<u>SUPPLIES & MATERIALS</u>					
	<u>383,765</u>	<u>412,940</u>	<u>403,400</u>	<u>414,713</u>	<u>1,773</u>
Total Operations and Maintenance	3,213,200	3,500,358	3,460,617	3,570,590	70,232
<u>CAPITAL OUTLAY</u>					
	<u>0</u>	<u>4,485,000</u>	<u>0</u>	<u>7,458,600</u>	<u>2,973,600</u>
<u>TRANSFERS</u>					
	98,583	0	0	0	0
Subtotal	<u>\$3,311,783</u>	<u>\$7,985,358</u>	<u>\$3,460,617</u>	<u>\$11,029,190</u>	<u>\$3,043,832</u>
Depreciation	<u>667,344</u>	<u>650,000</u>	<u>605,000</u>	<u>515,800</u>	(134,200)
GRAND TOTAL	<u>\$3,979,127</u>	<u>\$8,635,358</u>	<u>\$4,065,617</u>	<u>\$11,544,990</u>	<u>\$2,909,632</u>

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$1,966,870 of approved grant expenditures for the purchase of five transit buses, with the local share being \$491,718. General obligation note issue funds are requested for the implementation of an annunciation system for audible and visual notification of bus stops for passengers, along with a real time bus locator app (\$277,650). In addition, JTS has submitted a competitive FTA grant request for the purchase of five transit buses; if awarded, the local share would be \$500,000 and the federal share would be \$2,000,000.

Further, JTS anticipates applying for grant funds for additional buses in late 2017 using the FTA formulary program and/or the statewide transit capital assistance program. The maximum local share would be \$500,000 and the federal or state share would be \$2,000,000. The grant programs utilized and number of buses for application will be determined upon hearing the outcome of the pending competitive FTA grant request.

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
5 Transit buses - Competitive FTA grant	2,500,000	500,000	2,000,000
5 Transit buses - Formulary FTA grant and/or statewide transit capital assistance program	2,500,000	500,000	2,000,000
Subtotal	\$ 5,000,000	\$ 1,000,000	\$ 4,000,000

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
5 Transit buses - approved grant expenditures	2,458,588	491,718	1,966,870
Bus Stop Audio/Visual Annunciation System & Real Time Bus Locator App	277,650	277,650	-
Subtotal	\$ 2,736,238	\$ 769,368	\$ 1,966,870

REVENUE COMMENT:

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

OPERATING REVENUE:

Upon review of JTS fares in comparison to peer communities and the recent award of additional state shared revenue from the State of Wisconsin, the Administration recommends select fares be decreased for 2018. Specifically, the cash fare is proposed to decrease from \$1.75 per ride to \$1.50, with a mandated corresponding decrease of the senior/disabled fare from \$0.85 to \$0.75 per ride. In addition, token packs, student tokens and student passes are proposed for reduction.

Ridership is projected to be 410,960 in 2017 and is expected to increase to 417,733 in 2018. This relatively small increase is reflective of the continued trend in low fuel prices for consumers.

The 2018 farebox revenue estimate is \$395,458. In addition to farebox revenue, the Transit System is projected to earn \$29,000 from on-bus advertising revenue, and \$15,000 in miscellaneous revenue.

A total of \$99,564 in the form of the local funding contributed by the sponsors of the Beloit-Janesville Express service is projected. The Beloit-Janesville Express service is based on a continuation of the current service levels and ridership trends.

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

OPERATING ASSISTANCE:

During 2018, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 24.25%, a 0.25% decrease of the percentage of expenses that was awarded for 2017. State Operating Assistance is expected to total \$874,800. This budget also includes funding from a Paratransit Operating grant that is expected to total \$31,000.

Federal Transit Operating Assistance is expected to amount to approximately 30.0% of operating expenses, the same percentage of expenses that was awarded for 2017. Total Federal Operating Assistance is expected to be \$1,062,300. Combined state and federal assistance is expected to total 54.25% of operating expenses, a 0.25% decrease of the percentage of expenses that was awarded for 2017.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

REVENUES:

Operating Revenue

Fares	\$424,825	\$446,624	\$430,710	\$395,458
Advertising	28,989	29,000	27,900	29,000
Beloit-Janesville Express Sponsorship	92,941	97,526	97,526	99,564
Janesville-Milton-Whitewater Sponsorship	10,423	0	0	0
Miscellaneous	<u>6,470</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Subtotal	563,648	588,150	571,136	539,022

Operating Assistance

Local Assistance	774,829	970,508	958,356	1,063,468
State Paratransit Operations	33,109	34,000	30,296	31,000
State Assistance	848,064	857,600	835,821	874,800
Federal Operating	<u>1,092,132</u>	<u>1,050,100</u>	<u>1,065,008</u>	<u>1,062,300</u>
Subtotal	2,748,134	2,912,208	2,889,481	3,031,568

Capital Assistance

Local Capital	106,092	897,000	0	1,491,700
Federal Capital	<u>4,861</u>	<u>3,588,000</u>	<u>0</u>	<u>5,966,900</u>
Subtotal	110,953	4,485,000	0	7,458,600

Total	<u>\$3,422,735</u>	<u>\$7,985,358</u>	<u>\$3,460,617</u>	<u>\$11,029,190</u>
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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 the City Services bill.

The leaf collection effort begins the first or second week in November and continues for two weeks. Accordingly, all citizens must rake their leaves to the curb prior to leaf collection. The intensive leaf collection effort is a highly visible activity, which requires a great deal of coordination and public information. New in 2017 will be the addition of a leaf vacuum truck that will be used to support the standard operations. The 2018 budget proposes the purchase of an additional leaf vacuum truck.

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

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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
<u>Leaf Collection</u>				
Miles	227	227	227	227
<u>Street Sweeping</u>				
Curb (Miles)	7,200	7,200	7,200	7,200
Residential Cycles (#)	5	5	5	5
Downtown Cycles (#)	7	6	7	7
<u>Storm Sewer Maintenance</u>				
Storm Sewer Cleaning (Feet)	10,000	12,000	10,000	12,000
Catch Basin Cleaning (#)	500	700	500	700
<u>Street Weed Spraying</u>				
Lane Miles	25	100	35	200
	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$60,476	\$68,135	\$61,404	\$58,450
Administration	<u>372,040</u>	<u>346,070</u>	<u>341,542</u>	<u>358,227</u>
Subtotal	432,516	414,205	402,946	416,677
Operations				
Street Cleaning	462,518	465,002	463,660	665,301
Storm Sewer Maintenance	1,238,722	1,879,689	1,724,902	1,720,736
Catch Basin Maintenance	204,863	314,112	275,736	322,335
Greenbelt/Drainageway Maintenance	269,542	348,810	247,727	291,429
Flood Control/Response	<u>0</u>	<u>0</u>	<u>1,300</u>	<u>0</u>
Subtotal	2,175,645	3,007,613	2,713,325	2,999,801
Debt Service	<u>455,964</u>	<u>516,375</u>	<u>516,375</u>	<u>493,204</u>
Total	<u>\$3,064,126</u>	<u>\$3,938,193</u>	<u>\$3,632,646</u>	<u>\$3,909,682</u>

BUDGET VARIANCES

\$64,139	Increase in personal services due to the creation of a Public Works Maintenance Worker position
<u>(10,980)</u>	Economic adjustments
53,159	TOTAL PERSONAL SERVICES
(10,940)	Decrease in audit & consulting for the Stormwater Utility Rate Analysis Study
(165,000)	Decrease in contractual services for the enhanced street rehabilitation program
7,900	Increase in vehicle operation and maintenance rates
<u>8,041</u>	Other
(159,999)	TOTAL CONTRACTUAL SERVICES
<u>(14,500)</u>	Reallocation of funds to contractual services for greenbelt maintenance
(14,500)	TOTAL SUPPLIES & MATERIALS
<u>(\$121,340)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$561,438	\$748,037	\$644,477	\$777,577	\$29,540
Overtime	41,111	36,400	37,700	36,400	0
Benefits	<u>224,653</u>	<u>330,987</u>	<u>287,800</u>	<u>354,606</u>	<u>23,619</u>
Subtotal	827,202	1,115,424	969,977	1,168,583	53,159
<u>CONTRACTUAL SERVICES</u>					
Professional Development	600	5,450	5,450	5,450	0
Audit & Consulting	41,629	26,050	19,150	15,110	(10,940)
Insurance	10,606	12,905	12,905	13,147	242
Building Rental	8,292	9,883	9,883	9,883	0
Computer Maintenance	22,133	22,906	22,906	30,705	7,799
Other Contractual Services	1,115,905	1,674,500	1,509,700	1,509,500	(165,000)
Licenses	8,000	8,000	8,000	8,000	0
Vehicle & Equipment	<u>411,426</u>	<u>448,000</u>	<u>453,400</u>	<u>455,900</u>	<u>7,900</u>
Subtotal	1,618,592	2,207,694	2,041,394	2,047,695	(159,999)
<u>SUPPLIES & MATERIALS</u>	128,947	74,200	63,900	59,700	(14,500)
Total Operations and Maintenance	2,574,741	3,397,318	3,075,271	3,275,978	(121,340)
Principal	410,000	462,000	462,000	448,500	(13,500)
Interest Expense	42,817	54,375	54,375	44,704	(9,671)
Debt Issuance Expense	3,147	0	0	0	0
Capital	0	24,500	41,000	140,500	116,000
Transfers	<u>33,420</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	3,064,126	3,938,193	3,632,646	3,909,682	(28,511)
Depreciation	<u>144,978</u>	<u>185,000</u>	<u>185,000</u>	<u>201,000</u>	<u>16,000</u>
GRAND TOTAL	<u>\$3,209,104</u>	<u>\$4,123,193</u>	<u>\$3,817,646</u>	<u>\$4,110,682</u>	<u>(\$12,511)</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 Area River Restoration (MARR)	<u>750,000</u>	<u>750,000</u>	-
Subtotal G.O Note/Assessments	\$ 750,000	\$ 750,000	\$ -

OPERATING BUDGET

Additional leaf vacuum truck	-	120,000	-
Street weed spraying UTV	-	16,000	-
Subtotal Operating Budget	\$ -	\$ 136,000	\$ -
Total	<u>\$ 750,000</u>	<u>\$ 886,000</u>	<u>\$ -</u>

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2017 was \$73.84 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 2018 is \$74.67 per ERU. The impact of this on the typical residential customer will be an increase \$0.21 per quarter.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

REVENUES:

User Fees				
Residential	\$1,242,040	\$1,483,000	\$1,483,000	\$1,487,000
Non-Residential	2,194,393	2,657,000	2,657,000	2,593,000
Non-Use Credit	(219,433)	(273,000)	(273,000)	(170,000)
Late Payment Charge	9,320	14,500	14,500	14,500
Interest Income	813	200	1,000	1,000
Total	<u>\$3,227,133</u>	<u>\$3,881,700</u>	<u>\$3,882,500</u>	<u>\$3,925,500</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: WASTEWATER UTILITY

GOAL:

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

OBJECTIVES:

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

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 2018, 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 and inspected by city staff and contractors 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 in place 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 traps the methane under the cover. The methane is captured and 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.

The City currently hires contractors to clean and televise the sanitary sewer collection system. The City has a televising truck that is used occasional when staff is available to operate. These are the same staff that is cleaning the sewers so when they are using this truck they are not cleaning sewers. We believe that hiring two new staff to operate the televising truck on a full time basis would provide better service to the city then hiring contractors and would be at a savings to the City. Cleaning sewers is done year round, cleaning and televising is activities that are done ahead of the street resurfacing program annually to determine if any repairs need to be made ahead of the street project. The cost of hiring the staff would be covered by the reduction of hiring contractors for this work resulting in no cost increase in the wastewater budget.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Administration (Hours)	11,440	11,544	11,544	11,544
Customer Accounts (#)	24,719	24,372	24,900	24,971
Collection System (Miles)	320	323	324	325
Treatment Plant Operation				
Gallons (Billion)	4.74	4.83	5.45	5.50
Suspd Solids (Pounds/Million)	7.19	7.50	7.60	7.50
BOD (Pounds/Million)	6.77	7.50	7.36	7.50
Laboratory Operations (#)				
Samples	6,188	6,509	6,406	6,454
Tests	18,854	19,657	19,239	19,510
Sludge Disposal				
Gallons (Million)	22.20	22.50	22.26	22.35

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
General Administration	\$945,105	\$826,552	\$795,125	\$895,776
Customer Accounts	223,014	330,102	214,749	200,064
Plant Oper/Maintenance	1,746,682	1,830,086	1,747,464	1,772,548
Laboratory Operations	233,143	232,552	229,555	237,029
Sludge Disposal	404,278	488,137	402,431	489,716
Collection Maintenance	1,398,751	1,152,036	1,179,855	1,156,686
Meter Maintenance	383,416	357,500	357,500	412,122
Pretreatment Facility	<u>82,738</u>	<u>90,147</u>	<u>96,371</u>	<u>90,681</u>
Total Operation & Maintenance	5,417,127	5,307,112	5,023,050	5,254,622
Depreciation	3,318,878	3,509,400	3,499,744	3,538,977
Interest Expense	645,583	632,176	632,176	588,362
Other Expenses	<u>44,818</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Total Expenses	9,426,406	9,513,688	9,219,970	9,446,961
Principal Payment	3,212,236	3,257,076	3,257,077	3,026,851
Capital	<u>1,555,117</u>	<u>989,500</u>	<u>1,061,000</u>	<u>1,432,000</u>
Grand Total	<u>\$14,193,759</u>	<u>\$13,760,264</u>	<u>\$13,538,047</u>	<u>\$13,905,812</u>

BUDGET VARIANCES

\$134,187	Increase .10 FTE Customer Service Rep (\$5,083) and 2.00 FTE Sewer Maintenance Workers (\$129,104)
(133,992)	Realignment of meter maintenance staff from Wastewater 2.00 FTE
<u>18,253</u>	Economic adjustments
18,448	TOTAL PERSONAL SERVICES
60,000	Increase due to hiring a consultant to prepare the report for DNR permit requirements
(160,000)	clean sanitary sewers
(55,000)	Scheduled maintenance on treatment plant components were completed in 2017
54,622	Increase in meter expense
<u>24,900</u>	Other
(75,478)	TOTAL CONTRACTUAL SERVICES
	Increase due to chemical and supplies cost increases for the Wastewater treatment operation
<u>4,540</u>	
4,540	TOTAL SUPPLIES AND MATERIALS
<u>(\$52,490)</u>	TOTAL DECREASE

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,557,811	\$1,736,951	\$1,556,799	\$1,733,952	(\$2,999)
Overtime	51,587	35,200	53,163	35,200	0
Benefits	617,503	698,112	621,877	719,559	21,447
Miscellaneous Benefits	<u>76,623</u>	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>	<u>0</u>
Subtotal	2,303,524	2,475,663	2,237,239	2,494,111	18,448
<u>CONTRACTUAL SERVICES</u>					
Utilities	621,933	594,955	604,468	595,155	200
Postage	26,957	22,000	21,404	22,000	0
Professional Development	8,212	12,469	12,500	15,271	2,802
Auditing/Consulting	31,130	27,247	28,884	26,180	(1,067)
Building Maintenance	22,154	30,211	31,000	30,211	0
Insurance	72,264	78,509	78,800	83,840	5,331
Computer Services	64,959	86,636	80,234	73,620	(13,016)
Other Contractual Services	64,261	88,000	88,000	148,000	60,000
Wastewater Testing	22,956	22,000	22,000	24,000	2,000
Sewer TV/Repair	867,924	656,000	656,000	521,000	(135,000)
Payment to Contractors	143,737	165,000	165,000	110,000	(55,000)
Landfill Fees	19,147	45,000	45,000	45,000	0
Vehicle Oper/Maintenance	248,107	188,000	185,829	191,650	3,650
Meter Expense	383,416	357,500	357,500	412,122	54,622
General Expenses - Pretreatment	<u>11,172</u>	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>	<u>0</u>
Subtotal	2,608,328	2,378,527	2,386,619	2,303,049	(75,478)
<u>SUPPLIES & MATERIALS</u>	<u>412,737</u>	<u>452,922</u>	<u>399,192</u>	<u>457,462</u>	<u>4,540</u>
Total Operations and Maintenance	<u>\$5,324,588</u>	<u>\$5,307,112</u>	<u>\$5,023,050</u>	<u>\$5,254,622</u>	<u>(\$52,490)</u>
Principal Payment	3,212,236	3,257,076	3,257,077	3,026,851	(230,225)
Interest on Debt	645,583	632,176	632,176	588,362	(43,814)
Debt Issuance Expense	(6,643)	15,000	15,000	15,000	0
Cost of Laterals/Merchandise	123	0	0	0	0
Service Charge	51,338	50,000	50,000	50,000	0
Transfer	92,539	0	0	0	0
Capital (User Fees & Direct Pay)	<u>38,504</u>	<u>7,000</u>	<u>7,000</u>	<u>187,000</u>	<u>180,000</u>
Subtotal	9,358,269	9,268,364	8,984,303	9,121,835	(146,529)
Depreciation	3,318,878	3,509,400	3,499,744	3,538,977	29,577
Capital (Debt Funded)	1,495,069	982,500	1,054,000	1,245,000	262,500
Capital (Replacement)	<u>21,544</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$14,193,759</u>	<u>\$13,760,264</u>	<u>\$13,538,047</u>	<u>\$13,905,812</u>	<u>\$145,548</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 (\$1,245,000). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$187,000).

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining	\$ 800,000
Inflow/Infiltration Reduction Program	300,000
IT Strategic Plan	100,000
Beloit Ave Lift Station Rehab	<u>45,000</u>
Subtotal	<u>\$ 1,245,000</u>

USER FEES/REPLACEMENT FUNDS

Computer Equipment	\$ 7,500
Dry Hauler Trailer	\$ 80,000
Laboratory Equipment	\$ 5,000
Safety Equipment	\$ 2,000
Easement Jetting Machine	\$ 63,000
Utility Cart (2WD)	\$ 10,500
Lawnmower	<u>19,000</u>
Subtotal	<u>\$ 187,000</u>
Total	<u><u>\$ 1,432,000</u></u>

REVENUE COMMENT:

No rate increase is proposed for 2018.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUES:				
Residential	\$6,403,332	\$6,643,900	\$6,732,000	\$6,741,300
Commercial	1,551,428	1,634,900	1,627,400	1,630,800
Industrial	549,792	523,400	541,300	541,300
Public Authority	232,985	239,400	202,900	202,900
Surcharge	210,551	407,200	222,200	222,200
Pretreat/Reserve	35,185	36,000	40,000	36,000
Forfeited	52,274	56,000	60,000	56,000
Electricity Generation	197,436	215,000	158,216	215,000
Conde Street Facility	15,001	15,000	23,000	15,000
Misc. Revenue	<u>105,640</u>	<u>120,000</u>	<u>83,483</u>	<u>120,000</u>
Subtotal	9,353,624	9,890,800	9,690,499	9,780,500
Interest Income	50,144	30,000	35,000	30,000
Operating Transfer In	0	0	0	0
Capital Contributions	<u>121,138</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$9,524,906</u>	<u>\$9,920,800</u>	<u>\$9,725,499</u>	<u>\$9,810,500</u>
Operating Cash 12/31	1,558,937	\$1,648,467	\$1,615,083	\$1,630,083
Debt Service Cash 12/31	1,596,984	\$1,358,822	\$1,236,641	\$1,401,306

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, valves, 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 City services bill including water, wastewater, stormwater along with other services. The amount of consumption is determined on the basis of readings obtained through field reading of water meters. The meter reading process is improving each year as the older manually read devices are replaced with radio read devices.

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 use water outdoors for various reasons. The City has sufficient capacity to meet the normal non-peak periods with four of the eight production wells. Prior to distribution, the water supply is treated with chlorine and 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.

The Utility has been aggressive with the removal of lead water services on the public side for years but has recently promoted the removal of private side lead water services resulting from a DNR grant of \$500,000.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Administration (Hours)	10,650	10,681	10,681	10,681
Customer Accounts (#)	24,975	24,505	25,079	25,150
Pumping				
Gallons (Billion)	3.17	3.40	3.19	3.20
Water Treatment (#)				
Samples	1,003	1,003	1,003	1,100
Tests	2,200	2,200	2,200	2,400
Distribution (#)				
Main Repairs	85	100	100	100
Service Repairs	48	70	70	70
Valves Operated	2,056	1,400	1,400	1,400
Meters Tested	1,405	1,200	1,200	1,000
Hydrants Flushed	2,655	2,655	2,710	2,710
ELEMENT COST:				
Pumping	\$959,371	\$939,562	\$930,217	\$1,012,224
Water Treatment	70,644	104,313	68,840	104,638
Distribution	1,129,460	1,101,422	1,221,000	1,340,705
Customer Accounts	242,541	329,388	216,014	306,518
Administration	<u>861,291</u>	<u>793,079</u>	<u>798,012</u>	<u>873,991</u>
Total Operation & Maintenance	3,263,307	3,267,764	3,234,083	3,638,076
Depreciation	1,823,580	1,806,275	1,944,314	1,881,667
Taxes	1,548,722	1,657,969	1,626,874	1,725,350
Transfer to Health Insurance	94,650	0	0	0
Interest Expense	299,293	366,631	366,631	411,719
Other Expenses	<u>20,950</u>	<u>20,756</u>	<u>18,765</u>	<u>20,829</u>
Total Expenses	7,050,502	7,119,395	7,190,667	7,677,641
Principal Repayment	2,709,277	2,452,896	2,452,896	2,894,772
Capital	<u>6,842,386</u>	<u>5,800,071</u>	<u>4,540,571</u>	<u>5,293,407</u>
Grand Total	<u>\$16,602,165</u>	<u>\$15,372,362</u>	<u>\$14,184,134</u>	<u>\$15,865,820</u>

BUDGET VARIANCES

\$137,125	Realignment of meter maintenance staff from Wastewater 2.00 FTE
81,540	Increase .10 FTE Customer Service Rep (\$5,083) and 1.41 FTE erroneously omitted from 2017 budget (\$76,457)
<u>65,237</u>	Increase due to annual economic adjustments and \$36,240 for retiree benefits
283,902	TOTAL PERSONAL SERVICES
11,390	Increase in utility expenses
(19,700)	Decrease in auditing and consulting due to projects being completed
43,290	Increase due to computer upgrades to Windows 10, support increases and VFD software upgrades
(39,800)	Decrease in other contractual services due to completion of prior projects
64,200	Increase due to booster pump maintenance program and VOM cost
<u>2,973</u>	Other
62,353	TOTAL CONTRACTUAL SERVICES
<u>24,057</u>	Increase in chemical cost, water testing requirements, and main repair costs
24,057	TOTAL SUPPLIES AND MATERIALS
<u>\$370,312</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,362,717	\$1,348,054	\$1,319,112	\$1,526,514	\$178,460
Overtime	94,888	101,250	87,608	101,250	0
Benefits	487,499	500,432	526,335	605,874	105,442
Miscellaneous Benefits	<u>95,404</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>0</u>
Subtotal	2,040,508	1,953,936	1,937,255	2,237,838	283,902
<u>CONTRACTUAL SERVICES</u>					
Utilities	528,390	513,770	522,481	525,160	11,390
Postage	30,141	27,400	22,838	27,400	0
Professional Development	8,757	17,332	16,980	18,064	732
Auditing/Consulting	32,057	65,435	74,080	45,735	(19,700)
Building Expense	34,233	33,577	33,240	35,077	1,500
Insurance	52,074	56,020	56,260	56,261	241
Uniform and Tool Expense	6,310	5,750	5,750	6,250	500
Computer Services	95,027	81,004	80,531	124,294	43,290
Other Contractual Services	27,844	50,925	34,845	11,125	(39,800)
Vehicle Oper/Maintenance	<u>143,076</u>	<u>143,300</u>	<u>151,148</u>	<u>207,500</u>	<u>64,200</u>
Subtotal	957,909	994,513	998,153	1,056,866	62,353
<u>SUPPLIES & MATERIALS</u>	<u>264,890</u>	<u>319,315</u>	<u>298,675</u>	<u>343,372</u>	<u>24,057</u>
Total Oper/Maintenance	3,263,307	3,267,764	3,234,083	3,638,076	370,312
Principal Repayment	2,709,277	2,452,896	2,452,896	2,894,772	441,876
Interest Expense	299,293	366,631	366,631	411,719	45,088
Debt Issuance Expense	2,820	20,000	20,000	20,000	0
Cost Merchandise & Jobbing	18,130	756	(1,235)	829	73
Taxes	1,548,722	1,657,969	1,626,874	1,725,350	67,381
Transfer to Health Insurance	94,650	0	0	0	
Capital (User Fees & Developer Pay)	<u>1,971,321</u>	<u>555,571</u>	<u>555,571</u>	<u>641,407</u>	<u>85,836</u>
Subtotal	9,907,520	8,321,587	8,254,820	9,332,153	1,010,566
Depreciation	1,823,580	1,806,275	1,944,314	1,881,667	75,392
Capital (G.O. Note/Revenue Bond)	<u>4,871,065</u>	<u>5,244,500</u>	<u>3,985,000</u>	<u>4,652,000</u>	<u>(592,500)</u>
GRAND TOTAL	<u>\$16,602,165</u>	<u>\$15,372,362</u>	<u>\$14,184,134</u>	<u>\$15,865,820</u>	<u>\$493,458</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 (\$4,652,000). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, and other smaller Utility capital items will be funded through User Fees (\$641,407).

G.O. NOTE

Main Replacement	\$ 3,600,000
Public Side Lead Service Replacement only	332,000
Valve & Manhole rehab/replacement	120,000
Water Main Lining	600,000
Subtotal	<u>\$ 4,652,000</u>

USER FEES/CONTRIBUTIONS

Network Computers	\$ 6,400
Information Technology Projects	51,000
Meter Replacement	375,000
Hydrant Replacement	60,000
D.O.T project 5569-00-71 water utility adjustments	38,000
D.O.T project 1005-10-77 water utility adjustments	8,223
D.O.T project 1005-10-87 water utility adjustments	4,784
Obtain land options for tower site	50,000
Excavation Safety Equipment	5,000
3/4 ton large cargo van Ford Transit long low roof w/ CNG	43,000
Subtotal	<u>\$ 641,407</u>
Total	<u><u>\$ 5,293,407</u></u>

REVENUE COMMENT:

This budget includes a proposed 3% Simplified Rate Case increase effective August 8, 2018. This inflationary rate increase is necessary to maintain the financial condition of the Water Utility. The impact of this increase of the average quarterly residential customer totals \$1.86.

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 4.80% in 2016 and is estimated to be 4.42% in 2017. The rate of return for 2018 is projected to be 4.42%.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUES:				
Residential	\$3,425,172	\$3,773,000	\$3,607,792	\$4,069,000
Multi Family Residential	\$298,243	\$337,600	\$331,061	\$342,700
Commercial	1,033,989	1,072,200	1,053,718	1,089,800
Industrial	1,579,639	1,292,900	1,487,333	1,539,400
Public Authority	205,833	278,000	271,849	280,900
Private Fire Protection	54,505	57,400	56,600	58,000
Public Fire Protection	1,150,252	1,295,300	1,198,300	1,227,100
Forfeited	34,164	65,000	63,237	65,000
Equipment Rental	21,236	48,000	7,804	48,000
Merchandise & Jobbing	18,322	30,000	53,000	30,000
Miscellaneous Revenue	<u>101,640</u>	<u>80,700</u>	<u>133,028</u>	<u>80,700</u>
Subtotal	7,922,994	8,330,100	8,263,722	8,830,600
Interest Income	18,089	9,000	3,400	9,000
Transfers In				
Capital Contributions	<u>1,150,127</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$9,091,210</u>	<u>\$8,339,100</u>	<u>\$8,267,122</u>	<u>\$8,839,600</u>
Rate of Return	4.80%	5.70%	4.42%	4.42%
Operating Cash 12/31	(\$808,799)	(\$984,879)	(\$796,497)	(\$1,289,050)
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.

2016 Actual	2017 Budget	2017 Estimate	2018 Budget
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PERFORMANCE MEASURES:

Workload Measures (#)

Rounds Played

Riverside	33,282	34,327	33,592	33,900
Blackhawk	<u>20,277</u>	<u>21,522</u>	<u>20,676</u>	<u>21,095</u>
Total Rounds Played	53,559	55,849	54,268	54,995

Season Passes Sold	340	394	321	330
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Efficiency Measures

Cost Per Round

Riverside	\$31.73	\$26.50	\$26.36	\$26.64
Blackhawk	\$9.97	\$15.75	\$15.98	\$15.69

Revenue Per 9 Hole Round

Riverside	\$13.47	\$11.91	\$11.69	\$12.04
Blackhawk	\$3.80	\$4.19	\$4.33	\$4.23

2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ELEMENT COST:

Riverside Golf Course	\$1,056,002	\$909,585	\$885,467	\$903,192
Blackhawk Golf Course	<u>202,120</u>	<u>339,068</u>	<u>330,407</u>	<u>330,879</u>
Total	<u>\$1,258,121</u>	<u>\$1,248,653</u>	<u>\$1,215,874</u>	<u>\$1,234,071</u>

BUDGET VARIANCES

<u>\$92</u>	Economic Adjustments
92	TOTAL PERSONAL SERVICES
2,500	Irrigation software for Riverside Golf Course
(16,277)	Decrease in KemperSports' operating budget due to the hiring of a new General Manager
<u>103</u>	Other
(13,674)	TOTAL CONTRACTUAL SERVICES
<u>(1,000)</u>	Decrease in the golf cart debt service payment
(1,000)	TOTAL SUPPLIES & MATERIALS
<u>(\$14,582)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$6,221	\$3,403	\$3,403	\$3,481	\$78
Benefits	<u>2,361</u>	<u>1,146</u>	<u>1,146</u>	<u>1,160</u>	<u>14</u>
Subtotal	8,582	4,549	4,549	4,641	92
CONTRACTUAL SERVICES					
Utilities	2,620	3,150	3,150	3,150	0
Insurance	1,156	1,104	1,104	1,207	103
Computer Maintenance	0	2,100	2,100	4,600	2,500
Other Contractual Services	1,245,429	1,182,000	1,147,817	1,165,723	(16,277)
Vehicle & Equipment	<u>90</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	1,249,294	1,188,354	1,154,171	1,174,680	(13,674)
SUPPLIES & MATERIALS					
	245	0	0	0	0
TRANSFERS					
	<u>0</u>	<u>55,750</u>	<u>57,154</u>	<u>54,750</u>	<u>(1,000)</u>
GRAND TOTAL					
	<u>\$1,258,121</u>	<u>\$1,248,653</u>	<u>\$1,215,874</u>	<u>\$1,234,071</u>	(\$14,582)
Revenues					
	\$1,255,458	\$1,245,689	\$1,213,709	\$1,247,001	<u>\$1,312</u>

Revenue projections were provided by KemperSports. Several fee increases are proposed for 2018. Projected revenue associated with these increases is approximately \$7,800. Fee increases have been approved by the Golf Course Advisory Committee.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
RECEIPTS:				
Green Fees	667,570	626,894	593,338	612,512
Cart Rentals	257,456	272,433	276,080	282,008
Beer/Food/Beverages	208,143	228,157	221,303	227,740
Pro Shop	113,275	111,396	115,441	117,095
Range	6,729	6,489	7,260	7,360
Miscellaneous	<u>2,285</u>	<u>320</u>	<u>287</u>	<u>286</u>
Total from Operations	<u>\$1,255,458</u>	<u>\$1,245,689</u>	<u>\$1,213,709</u>	<u>\$1,247,001</u>
Total Riverside	<u>\$979,476</u>	<u>\$916,240</u>	<u>\$891,250</u>	<u>\$916,715</u>
Total Blackhawk	<u>\$275,982</u>	<u>\$329,449</u>	<u>\$322,459</u>	<u>\$330,286</u>

FUND BALANCE:

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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$58,159	\$60,133	\$55,496	\$53,331
Revenue	1,255,458	1,245,689	1,213,709	1,247,001
Expense	<u>1,258,121</u>	<u>1,248,653</u>	<u>1,215,874</u>	<u>1,234,071</u>
Total Fund Balance at December 31	<u>\$55,496</u>	<u>\$57,169</u>	<u>\$53,331</u>	<u>\$66,261</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ACTIVITIES:

Number of Burials (includes cremations)	107	105	95	105
Number of Lot Sales	74	75	50	75

BUDGET VARIANCES

(\$46,190)	Decrease in personal services due to the elimination of a Cemetery Caretaker position
5,050	Increase in personal services due to an increase of 0.20 FTE of Parks seasonal staff
<u>2,152</u>	Economic adjustments
(38,988)	TOTAL PERSONAL SERVICES
3,308	TOTAL CONTRACTUAL SERVICES
3,050	TOTAL SUPPLIES & MATERIALS
<u>(\$32,630)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$126,962	\$113,867	\$121,794	\$85,489	(\$28,378)
Overtime	3,731	4,200	2,163	4,200	0
Benefits	<u>42,709</u>	<u>37,360</u>	<u>39,756</u>	<u>26,750</u>	<u>(10,610)</u>
Subtotal	173,402	155,427	163,713	116,439	(38,988)
CONTRACTUAL SERVICES					
Utilities	11,376	12,789	12,714	12,776	(13)
Postage	19	50	50	50	0
Building Expense	0	1,000	1,000	1,000	0
Insurance	4,240	4,538	4,538	5,034	496
Other Contractual Services	585	500	960	960	460
Advertising	150	500	500	500	0
Vehicle & Equipment	<u>49,521</u>	<u>47,500</u>	<u>47,500</u>	<u>49,865</u>	<u>2,365</u>
Subtotal	65,891	66,877	67,262	70,185	3,308
SUPPLIES & MATERIALS	7,846	9,200	10,250	12,250	3,050
GRAND TOTAL	<u>\$247,140</u>	<u>\$231,504</u>	<u>\$241,225</u>	<u>\$198,874</u>	<u>(\$32,630)</u>

REVENUE COMMENT:

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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUE:				
Burials	\$116,608	\$113,050	\$110,000	\$123,000
Grave Sales	69,180	72,000	50,000	60,000
Interest Income	0	5,000	0	0
Transfer - General Fund Subsidy	<u>74,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$259,788</u>	<u>\$190,050</u>	<u>\$160,000</u>	<u>\$183,000</u>

It is estimated the Cemetery will have a remaining fund balance of \$99,284 as of December 31, 2017, and a balance of \$83,410 at December 31, 2018.

FUND BALANCE:	2016	2017	2018
	Actual	Estimated	Budget
Beginning Balance at January 1	\$167,861	\$180,509	\$99,284
Revenue	259,788	160,000	183,000
Expense	<u>247,140</u>	<u>241,225</u>	<u>198,874</u>
Total Fund Balance at December 31	<u>\$180,509</u>	<u>\$99,284</u>	<u>\$83,410</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

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

OBJECTIVES:

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

PROGRAM ACTIVITY STATEMENT:

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

- Assisting individuals and local businesses by answering a wide variety of questions
- Working with local schools to provide resources, programming assistance, and computer training
- Offering a wide variety of children's and adult programs that provide information and promote reading at all levels
- Providing community outreach services, such as cooperating with other agencies to meet their information needs, and the delivery of materials to nursing homes and homebound individuals
- Working with local businesses and non-profit groups to provide programs and services that benefit the community
- A commitment to being a place in which the public can stay informed not only about library services but about City/local services as well
- Offering a range of computer training classes for those at various skill levels.
- 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.

In 2018 the library will be joining the SHARE consortium. Through this consortium we will also be partners with Racine, Kenosha and Walworth Counties for circulation of materials. This move changed the structure of some of the things we have offered in the past as the Resource Library for the Arrowhead Library System. As a member of SHARE our costs will drop \$42,745. As a result, the Resource Contract was adjusted to reflect this change in service provided (drop to \$40,000).

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 frequently visited by people who live in townships surrounding the Janesville community. Revenue received from Rock County is formula-driven based on this circulation from township residents and in 2016, 13.2% of the circulation of materials was to township residents.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Circulation of Materials	896,973	930,000	825,215	805,000
Electronic Circulation, Database Usage	253,088	250,000	254,500	260,000
Total Attendance	487,911	565,000	500,000	500,000
Volunteer Hours	8,677	8,000	8,250	8,250
Programs, Group Visits, Classes, Etc.	1,023	1,100	1,085	1,100
Participants in All Group Contacts	41,618	48,000	42,000	42,500

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Administration	\$620,359	\$610,241	\$611,880	\$603,450
Programming and Outreach	163,989	201,565	201,090	179,941
Operations	431,593	454,784	440,836	459,713
Public Services	1,031,257	1,066,154	1,065,974	1,123,676
Computer Systems	292,288	316,106	314,985	281,597
Technical Services	758,949	763,836	761,520	739,038
Youth Services	<u>442,599</u>	<u>524,564</u>	<u>525,409</u>	<u>543,752</u>
Operations Subtotal	3,741,033	3,937,250	3,921,694	3,931,167
Transfer to Library Capital Fund	150,000	0	150,000	0
Debt Service	<u>155,290</u>	<u>83,455</u>	<u>83,455</u>	<u>82,789</u>
Total	<u>\$4,046,323</u>	<u>\$4,020,705</u>	<u>\$4,155,149</u>	<u>\$4,013,956</u>

BUDGET VARIANCES

<u>\$58,166</u>	Economic adjustments
58,166	TOTAL PERSONAL SERVICES
5,725	Increase in utilities based on historic actuals
(5,907)	Decrease in building expenses based on historic actuals
(43,775)	Decrease in computer maintenance for ALS/RockCat automation consortium costs
(9,299)	Decrease in vehicle & equipment cost based on historic actuals
<u>(5,963)</u>	Other
(59,219)	TOTAL CONTRACTUAL SERVICES
<u>2,297</u>	TOTAL SUPPLIES & MATERIALS
<u>(666)</u>	TOTAL TRANSFERS
<u>(7,327)</u>	TOTAL CAPITAL OUTLAY
<u>(\$6,749)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
PERSONAL SERVICES					
Wages	\$2,111,592	\$2,249,943	\$2,249,943	\$2,300,091	\$50,148
Benefits	<u>544,469</u>	<u>621,921</u>	<u>621,921</u>	<u>629,939</u>	<u>8,018</u>
Subtotal	2,656,113	2,871,864	2,871,864	2,930,030	58,166
CONTRACTUAL SERVICES					
Utilities	110,190	111,930	114,570	117,655	5,725
Postage	6,056	8,800	6,500	6,500	(2,300)
Professional Development	21,494	28,872	28,191	26,015	(2,857)
Audit & Consulting	12,056	12,980	11,980	13,060	80
Building Expenses	60,387	66,512	60,552	60,605	(5,907)
Insurance	28,382	30,247	30,247	30,528	281
Computer Maintenance	193,874	186,900	203,127	143,125	(43,775)
Other Contractual Services	44,072	67,531	66,670	66,364	(1,167)
Advertising	6,708	3,500	3,590	3,500	0
Vehicle & Equipment	<u>63,786</u>	<u>82,103</u>	<u>75,770</u>	<u>72,804</u>	<u>(9,299)</u>
Subtotal	547,004	599,375	601,197	540,156	(59,219)
SUPPLIES & MATERIALS	69,357	61,103	58,905	63,400	2,297
TRANSFERS	<u>366,764</u>	<u>83,455</u>	<u>233,455</u>	<u>82,789</u>	<u>(666)</u>
CAPITAL OUTLAY	<u>407,085</u>	<u>404,908</u>	<u>389,728</u>	<u>397,581</u>	<u>(7,327)</u>
GRAND TOTAL	<u>\$4,046,323</u>	<u>\$4,020,705</u>	<u>\$4,155,149</u>	<u>\$4,013,956</u>	<u>(\$6,749)</u>

REVENUE COMMENT:

The tax levy for 2018 will increase by \$62,639, which will offset increases in personnel cost. Revenue received by Rock County will increase by \$4,812. Income from Arrowhead Library System dropped due to a change in services provided by the new partnership with the SHARE consortium.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

REVENUES:

Tax Levy:

Operations	\$3,093,019	\$3,189,131	\$3,189,131	\$3,250,226
Debt Service	<u>155,290</u>	<u>83,455</u>	<u>83,455</u>	<u>82,789</u>
Subtotal	3,248,309	3,272,586	3,272,586	3,333,015
State Exempt Computer Aid	13,525	15,000	19,769	20,060
Fines & Fees	92,286	110,000	90,000	90,000
Rock County & Non-Resident	436,502	469,169	469,169	473,981
Arrowhead Library System	100,000	85,000	85,000	40,000
Miscellaneous	<u>47,161</u>	<u>68,950</u>	<u>56,900</u>	<u>56,900</u>
Total	<u>\$3,937,783</u>	<u>\$4,020,705</u>	<u>\$3,993,424</u>	<u>\$4,013,956</u>

	2016	2017	2018
	Actual	Estimated	Budget

FUND BALANCE:

Undesignated Beginning Balance at January 1	\$757,593	\$649,053	\$487,328
Add: Revenue (Without Applied Fund Balance)	3,937,783	3,993,424	4,013,956
Less: Expenses	<u>4,046,323</u>	<u>4,155,149</u>	<u>4,013,956</u>
Total Fund Balance at December 31	<u>\$649,053</u>	<u>\$487,328</u>	<u>\$487,328</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.

	2016	2017	2017	2018
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Programming Hours Broadcast Total

JATV Produced	3,835	3,700	3,863	3,700
Locally Produced	796	750	797	750
Imported Content	2,306	2,400	2,215	2,400
City of Janesville/Government	457	650	545	650
PSA & Community Calendar	1,390	1,260	1,340	1,260
Videos uploaded for Internet Viewing*	156	175	175	180
Number of online YouTube views	122,945	130,000	116,453	130,000
Number of online Granicus views	50,422	55,000	71,015	55,000
Total number of online views	173,367	185,000	187,468	185,000

BUDGET VARIANCES

<u>\$3,307</u>	Economic adjustments
3,307	TOTAL PERSONAL SERVICES
(375)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
25,222	TOTAL CAPITAL OUTLAY
<u>\$28,154</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$115,530	\$136,855	\$136,855	\$139,159	\$2,304
Benefits	<u>21,501</u>	<u>25,867</u>	<u>25,867</u>	<u>26,870</u>	<u>1,003</u>
Subtotal	137,031	162,722	162,722	166,029	3,307
<u>CONTRACTUAL SERVICES</u>					
Postage	24	50	25	25	(25)
Professional Development	1,757	2,400	2,075	2,300	(100)
Insurance	0	1,000	1,000	1,000	0
Advertising	582	1,000	750	750	(250)
Vehicle & Equipment	<u>2,109</u>	<u>1,500</u>	<u>1,450</u>	<u>1,500</u>	<u>0</u>
Subtotal	4,472	5,950	5,300	5,575	(375)
<u>SUPPLIES & MATERIALS</u>					
	4,258	3,100	3,100	3,100	0
Total Operations and Maintenance	145,761	171,772	171,122	174,704	2,932
<u>CAPITAL OUTLAY</u>					
	<u>25,854</u>	<u>24,700</u>	<u>24,700</u>	<u>49,922</u>	<u>25,222</u>
GRAND TOTAL	<u>\$171,615</u>	<u>\$196,472</u>	<u>\$195,822</u>	<u>\$224,626</u>	<u>\$28,154</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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUES:				
Operating Funds	\$174,708	\$189,760	\$190,460	\$190,460
Tape Sales/Fees	19	200	50	100
Grants & Gifts	<u>1,775</u>	<u>500</u>	<u>100</u>	<u>200</u>
Total	<u>\$176,502</u>	<u>\$190,460</u>	<u>\$190,610</u>	<u>\$190,760</u>

	2016 Actual	2017 Estimated	2018 Budget
FUND BALANCE:			
Beginning Undesignated Balance at January 1	300,615	\$331,356	\$350,844
Add: Revenue	176,502	190,610	190,760
Less: Expenses	171,615	195,822	224,626
Change in Designated Fund Balance	<u>25,854</u>	<u>24,700</u>	<u>47,730</u>
Undesignated Fund Balance at December 31	331,356	350,844	364,708
Designated for Capital Expenditures	<u>72,430</u>	<u>47,730</u>	<u>0</u>
Designated Fund Balance	<u>72,430</u>	<u>47,730</u>	<u>0</u>
Total Fund Balance at December 31	<u>\$403,786</u>	<u>\$398,574</u>	<u>\$364,708</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING SERVICES

PROGRAM: RENT ASSISTANCE

GOAL:

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

OBJECTIVES:

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

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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ACTIVITIES:

Households Assisted (monthly average)	502	543	517	515
HQS Inspections - Initial/Annual	318	500	340	340
HQS Inspections - Reinspections	169	196	180	180

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ELEMENT COST:

Administration	\$302,538	\$305,302	\$327,085	\$313,662
Rent Assistance	2,446,978	2,605,000	2,808,095	2,706,505
Depreciation Expense	<u>3,292</u>	<u>3,250</u>	<u>3,250</u>	<u>3,050</u>
Total	<u>\$2,752,808</u>	<u>\$2,913,552</u>	<u>\$3,138,430</u>	<u>\$3,023,217</u>

BUDGET VARIANCES

(\$24,388)	Decrease in personal services due to the reallocation of 0.17 FTE of the Neighborhood & Community Services Director to other programs
10,706	Increase in personal services due to the reallocation of 0.09 FTE of the Housing Services Director from other programs
(2,000)	Elimination of overtime
<u>(9,155)</u>	Economic adjustments
(24,837)	TOTAL PERSONAL SERVICES
(3,857)	Decrease in training
\$110	Increase in audit expense
101,505	Increase in housing payments using HUD held reserves from 2017
35,114	Increase in portability payments (previously included in Housing Payments)
1,141	Increase to annual maintenance and software license charges (no planned upgrades)
<u>689</u>	Other
134,702	TOTAL CONTRACTUAL SERVICES
(200)	TOTAL DEPRECIATION
<u>\$109,665</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$176,286	\$175,398	\$173,344	\$161,072	(\$14,326)
Overtime	317	2,000	0	0	(2,000)
Benefits	<u>80,086</u>	<u>82,583</u>	<u>75,728</u>	<u>74,072</u>	<u>(8,511)</u>
Subtotal	256,688	259,981	249,072	235,144	(24,837)
<u>CONTRACTUAL SERVICES</u>					
Utilities	713	800	816	1,100	300
Postage	4,014	3,900	3,817	4,000	100
Professional Development	7,793	5,809	4,496	1,952	(3,857)
Audit & Consulting	5,985	5,920	5,920	6,030	110
Building Expense	8,321	9,396	9,396	9,396	0
Insurance	1,922	2,138	2,138	2,127	(11)
Computer Maintenance	10,507	10,718	10,718	11,859	1,141
Other Contractual Services	2,855	4,040	38,087	39,154	35,114
Housing Payments	2,446,978	2,605,000	2,808,095	2,706,505	101,505
Advertising	300	650	325	650	0
Vehicle & Equipment	<u>486</u>	<u>400</u>	<u>700</u>	<u>700</u>	<u>300</u>
Subtotal	2,489,874	2,648,771	2,884,508	2,783,473	134,702
<u>SUPPLIES & MATERIALS</u>					
	2,953	1,550	1,600	1,550	0
<u>DEPRECIATION</u>					
	3,292	3,250	3,250	3,050	(200)
TOTAL	<u>\$2,752,808</u>	<u>\$2,913,552</u>	<u>\$3,138,430</u>	<u>\$3,023,217</u>	<u>\$109,665</u>

REVENUE COMMENT:

It is anticipated that HUD will provide only 77% of our eligible Administrative fees in 2018. This level of funding resulted in staff reallocations to other programs in 2018 (.08 FTE), and will negatively impact program administration without additional funding. Funding for housing assistance payments by HUD are anticipated to remain relatively constant with the City using some HUD held reserves in 2018.

Administrative fees of \$321,008 support administrative and depreciation expenses of \$316,712. Housing Assistance Payments, including \$2,706,505 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUE:				
Administrative Fees	308,095	318,000	321,888	321,008
Housing Assistance Payments	<u>2,257,445</u>	<u>2,605,000</u>	<u>2,948,833</u>	<u>2,706,505</u>
Total Revenue	2,565,540	2,923,000	3,270,721	3,027,513
Operating Res.Use (Increase)	<u>187,268</u>	<u>(9,448)</u>	<u>(132,291)</u>	<u>(4,296)</u>
Total Resources	<u>\$2,752,808</u>	<u>\$2,913,552</u>	<u>\$3,138,430</u>	<u>\$3,023,217</u>
FUND EQUITY:				
Administrative Fee Equity*	\$129,037	\$72,969	\$120,590	\$124,886
Housing Assistance Payments Equity	<u>(140,738)</u>	<u>114,007</u>	<u>0</u>	<u>0</u>
Total Fund Equity at December 31	<u>(\$11,701)</u>	<u>\$186,976</u>	<u>\$120,590</u>	<u>\$124,886</u>

*The Administrative Equity Includes Investment in Capital Assets of \$24,130 at 12/31/16.

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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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ACTIVITIES:

Owner Rehabilitation Projects	4	21	12	19
Rental Rehabilitation Units	2	7	2	4
Home Buyer Workshop Participants	119	140	140	140
Home Ownership Down Payment Asst.	28	28	28	30
Home Ownership Rehabilitation	13	11	12	7
Neighborhood Stabilization Projects	1	0	2	2
Lead Hazard Reduc/Healthy Homes Projects	12	5	7	0
Pro Active Property Maintenance Inspections	1,862	2,300	1,564	2,364
Blight Elimination Projects	1	6	0	5
Home Buyer Development	0	6	3	7
Rental Development (units)	2	4	4	0

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Administration*				
General Administration	\$149,506	\$145,773	\$122,076	\$166,677
Neighborhood Development	18,838	13,387	13,989	14,495
Lead Hazard 2013-2016	<u>13,124</u>	<u>0</u>	<u>24,898</u>	<u>0</u>
Subtotal	181,469	159,160	160,963	181,172
Program Services				
Neighborhood	46,866	60,316	51,832	96,200
Housing	736,857	1,543,385	871,208	1,308,104
Lead Hazard 2013-2016	215,979	78,000	117,717	0
Public Service**	<u>85,616</u>	<u>86,400</u>	<u>96,453</u>	<u>110,000</u>
Subtotal	1,085,317	1,768,101	1,137,210	1,514,304
Total	<u>\$1,266,786</u>	<u>\$1,927,261</u>	<u>\$1,298,173</u>	<u>\$1,695,476</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 increases \$22,012 primarily due to the inclusion of funding for hiring a consultant to assist in developing an Affirmatively Furthering Fair Housing Plan (\$20,000).

BUDGET VARIANCES: ADMINISTRATION

(\$13,769)	Reallocation of .05 FTE Administrative Assistant (\$3,872) and .09 FTE Housing Director (\$9,897)
<u>14,821</u>	Economic adjustments
1,052	TOTAL PERSONAL SERVICES
20,080	Increase in auditing expense and AFFH consultant expense
<u>480</u>	Other
20,560	TOTAL CONTRACTUAL SERVICES
400	TOTAL SUPPLIES & MATERIAL
<u>\$22,012</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: ADMINISTRATION

	2016	2017	2017	2018	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$112,727	\$96,310	\$102,075	\$97,696	\$1,386
Benefits	<u>44,349</u>	<u>38,598</u>	<u>37,137</u>	<u>38,264</u>	<u>(334)</u>
Subtotal	157,076	134,908	139,212	135,960	1,052
<u>CONTRACTUAL SERVICES</u>					
Utilities	287	350	350	650	300
Postage	910	880	405	425	(455)
Professional Development	1,664	3,865	1,008	3,908	43
Auditing/Consulting	3,713	3,670	3,670	23,750	20,080
Building Rental	12,313	11,089	11,089	11,500	411
Insurance	1,342	1,317	1,318	1,208	(109)
Computer Maintenance	2,167	1,781	1,781	2,071	290
Other Contractual Services	65	0	150	0	0
Advertising/Promotions	<u>219</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>0</u>
Subtotal	22,680	23,152	19,971	43,712	20,560
<u>SUPPLIES & MATERIALS</u>	1,713	1,100	1,500	1,500	400
<u>CAPITAL OUTLAY</u>	0	0	280	0	0
ADMINISTRATION TOTAL	<u>\$181,469</u>	<u>\$159,160</u>	<u>\$160,963</u>	<u>\$181,172</u>	<u>\$22,012</u>

Program Services

The budget for Program Services has a net decrease of \$253,797. It provides increased funding for pro-active code enforcement to increase staffing from .63 to 1 FTE and public service activities. Overall there are reductions in all other areas, including: demolition assistance grants, owner rehabilitation, rental rehabilitation, rehabilitation service delivery, homeownership and lead hazard reduction. A total of \$50,000 is included for potential financial support to a larger scale affordable housing project.

BUDGET VARIANCES: PROGRAM SERVICES

\$40,884	Increase Property Maintenance Inspector from .63 to 1 FTE
<u>(5,000)</u>	Demolition assistance grants
35,884	TOTAL NEIGHBORHOOD
(89,930)	Owner Rehabilitation
(95,311)	Rental Rehabilitation
(35,563)	Home Ownership
(13,477)	Housing Service Delivery
<u>(78,000)</u>	Lead Hazard Reduction/Healthy Homes
(313,281)	TOTAL HOUSING
6,000	Community Action - Fatherhood Initiative
2,000	ECHO - Emergency rent assistance program
13,600	HealthNet of Rock County - Medical care for the uninsured
<u>2,000</u>	Boy's and Girl's Club - HVAC Improvements
23,600	TOTAL OTHER CDA ALLOCATIONS
<u>(\$253,797)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: PROGRAM SERVICES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>Neighborhood</u>					
Code Enforcement	\$45,941	\$50,316	\$51,832	\$91,200	\$40,884
Blight Elimination	<u>925</u>	<u>10,000</u>	<u>0</u>	<u>5,000</u>	<u>(5,000)</u>
Subtotal	46,866	60,316	51,832	96,200	35,884
<u>Housing</u>					
Owner Rehabilitation	232,889	489,075	196,134	399,145	(89,930)
Rental Rehabilitation	70,518	206,197	65,900	110,886	(95,311)
Home Ownership	290,936	677,800	465,915	642,237	(35,563)
CDBG Housing Service Delivery	127,823	166,313	141,459	152,836	(13,477)
Neighborhood Stabilization Program	14,691	4,000	1,800	3,000	(1,000)
Lead Hazard 2013-2016	<u>215,979</u>	<u>78,000</u>	<u>117,717</u>	<u>0</u>	<u>(78,000)</u>
Subtotal	952,835	1,621,385	988,925	1,308,104	(313,281)
<u>Public Service Allocations (1)</u>					
Boys & Girls Club	0	0	0	2,000	2,000
Community Action	3,250	0	0	6,000	6,000
ECHO Emergency Rent	44,500	50,000	56,718	52,000	2,000
Healthnet	33,866	36,400	39,735	50,000	13,600
The Literacy Connection	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	85,616	86,400	96,453	110,000	23,600
PROGRAM TOTAL	<u>\$1,085,317</u>	<u>\$1,768,101</u>	<u>\$1,137,210</u>	<u>\$1,514,304</u>	<u>(\$253,797)</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 2018 is anticipated to come from our 2018 allocation (\$352,863), prior year's grant (\$159,713), and 2018 program income (\$142,000).

Overall funding under the Neighborhood Stabilization Programs (NSP) is estimated to be minimal (\$3,000) with minor grant activity related to land-banked properties continuing in 2018.

New HOME Investment Partnership (HOME) revenue for 2018 is anticipated to come from our 2018 allocation (\$121,339), prior year's grants (\$319,679), and 2018 program income (\$100,000).

There are no current year grants, under other State and Federal Grant Programs in 2018. Program income consists of estimated owner's match under the Housing Improvement Programs.

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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUES:				
<u>CDBG</u>				
Formula Allocation	\$471,366	\$552,632	\$387,131	\$512,576
Program Income	<u>153,151</u>	<u>96,000</u>	<u>267,000</u>	<u>142,000</u>
Subtotal	624,517	648,632	654,131	654,576
 <u>NSP</u>				
Formula Allocation	\$19,110	\$6,386	\$3,695	\$3,000
Program Income	<u>1,000</u>	<u>0</u>	<u>600</u>	<u>0</u>
Subtotal	20,110	6,386	4,295	3,000
 <u>HOME Consortium</u>				
Formula Allocation	166,990	656,348	404,643	441,018
Program Income	<u>159,121</u>	<u>132,000</u>	<u>167,500</u>	<u>100,000</u>
Subtotal	326,111	788,348	572,143	541,018
 <u>Other State & Federal Grants</u>				
Current Year	229,227	78,000	134,634	0
Program Income	<u>88,659</u>	<u>7,000</u>	<u>24,500</u>	<u>7,000</u>
Subtotal	317,886	85,000	159,134	7,000
 Total	 <u>\$1,288,624</u>	 <u>\$1,528,366</u>	 <u>\$1,389,703</u>	 <u>\$1,205,594</u>

DEPARTMENT: NEIGHBORHOOD & COMMUNITY SERVICES

DIVISION: HOUSING SERVICES

PROGRAM: VACANT BUILDING REGISTRATION PROGRAM

GOAL:

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

OBJECTIVES:

- To reduce risk to public health, safety, prosperity, and general welfare.
- To reduce public and private nuisances and potential fire hazards.
- To promote neighborhood stability and occupancy by preserving the condition and appearance of properties.
- To maintain property values and assessments

PROGRAM ACTIVITY STATEMENT:

The program is intended to facilitate the identification, registration, inspection and standard maintenance of vacant buildings in the City of Janesville through communication, education, inspection, and re-inspections.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
Vacant Property Inspections	0	0	0	1,300
Vacant Buildings-Identified/Registered	0	0	0	350
Vacant Buildings-Identified/Exempt	0	0	0	100

ACTIVITIES:

BUDGET VARIANCES

\$17,844	Increase in personal services due to the reallocation of 0.15 FTE of the Housing Services Director from other programs
<u>65,773</u>	Increase in personal services due to the creation of a Vacant Building Coordinator position
83,617	TOTAL PERSONAL SERVICES
<u>2,950</u>	Operating expenses for the Vacant Building Registration Program
2,950	TOTAL CONTRACTUAL SERVICES
<u>500</u>	Supplies and materials for the Vacant Building Registration Program
500	TOTAL SUPPLIES & MATERIAL
<u>\$87,067</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$0	\$0	\$0	\$52,460	\$52,460
Benefits	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,157</u>	<u>31,157</u>
Subtotal	0	0	0	83,617	83,617
<u>CONTRACTUAL SERVICES</u>					
Postage	0	0	0	400	400
Professional Development	0	0	0	400	400
Other Contractual Services	0	0	0	1,400	1,400
Vehicle & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>750</u>	<u>750</u>
Subtotal	0	0	0	2,950	2,950
<u>SUPPLIES & MATERIALS</u>					
	0	0	0	500	500
GRAND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$87,067</u>	<u>\$87,067</u>

2016 Actual	2017 Budget	2017 Estimated	2018 Budget
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Revenues	\$ -	\$ -	\$ -	\$ 88,000	<u>\$88,000</u>
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REVENUE COMMENT: This budget includes registration fees assessed to property owners of vacant buildings, as well as re-inspection fees for properties that are not in compliance at the time of a second inspection.

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.

2016	2017	2017	2018
Actual	Budget	Estimated	Budget

ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	11.5	12.2	11.1	11.1
Reconstruction	0.8	0.4	0.9	0.9

2016	2017	2017	2018
Actual	Budget	Estimated	Budget

ELEMENT COST:

Resurfacing/Reconstruction	<u>963,000</u>	<u>963,000</u>	<u>963,000</u>	<u>963,000</u>
Total	<u>\$963,000</u>	<u>\$963,000</u>	<u>\$963,000</u>	<u>\$963,000</u>

WHEEL TAX POLICY:

In 2012, in accordance with Wisconsin Statutes 341.35, the City of Janesville imposed a wheel tax per File Ordinance No. 2011-503 in the amount of \$10 per motor vehicle. The net revenues (\$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 File 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: SUPERFUND LANDFILLS

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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Gas System Operation	\$5,069	\$7,693	\$8,989	\$7,911
Maintenance	26,229	20,000	24,545	24,000
Construction Administration	1,466	3,912	3,912	4,628
Leachate Disposal	3,683	1,513	2,728	2,513
Legal	<u>0</u>	<u>3,500</u>	<u>0</u>	<u>3,500</u>
Total	<u>\$36,447</u>	<u>\$36,618</u>	<u>\$40,174</u>	<u>\$42,552</u>

BUDGET VARIANCES

<u>\$868</u>	Economic adjustments
868	TOTAL PERSONAL SERVICES
4,000	Increase in contractual services for groundwater monitoring
<u>1,066</u>	Other
5,066	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>\$5,934</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$4,593	\$7,269	\$6,199	\$7,492	\$223
Overtime	83	0	2,755	0	0
Benefits	<u>1,689</u>	<u>2,626</u>	<u>2,778</u>	<u>3,271</u>	<u>645</u>
Subtotal	6,365	9,895	11,732	10,763	868
<u>CONTRACTUAL SERVICES</u>					
Utilities	3,484	3,013	4,000	4,013	1,000
Professional Development	0	0	0	0	0
Audit & Consulting	0	3,500	0	3,500	0
Insurance	110	110	110	76	(34)
Other Contractual Services	25,708	20,000	24,000	24,000	4,000
Vehicle & Equipment	<u>532</u>	<u>100</u>	<u>320</u>	<u>200</u>	<u>100</u>
Subtotal	29,834	26,723	28,430	31,789	5,066
<u>SUPPLIES & MATERIALS</u>					
	249	0	12	0	0
GRAND TOTAL	<u>\$36,447</u>	<u>\$36,618</u>	<u>\$40,174</u>	<u>\$42,552</u>	<u>\$5,934</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	
<u>REVENUE</u>					
Transfer from Sanitation Fund	38,271	36,618	40,174	42,552	
GRAND TOTAL	<u>\$38,271</u>	<u>\$36,618</u>	<u>\$40,174</u>	<u>\$42,552</u>	<u>\$5,934</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 24,075 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 24,075 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	161,580	154,500	174,200	172,300
Waste Collection and Recycling Programs				
Billable Units	24,087	24,150	24,075	24,175
Unit Cost Collection/Disposal/Recycling	\$ 103.24	\$ 107.32	\$ 107.32	\$ 106.44
Temporary Sanitary Landfill Surcharge	\$ 21.32	\$ 21.12	\$ 21.12	\$ 21.10
Amount Billed/Unit/Year	\$ 124.56	\$ 128.44	\$ 128.44	\$ 127.54
Tire Recycling				
Tons	174	180	180	146
Contract Processing Cost (per ton)	\$150.00	\$150.00	\$185.00	\$185.00
Appliance Recycling				
Tons	356	300	350	350
Net Operating Cost (per ton)	(\$117.46)	(\$112.00)	(\$133.14)	(\$128.57)

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Solid Waste Collection	\$1,666,252	\$1,684,371	\$1,692,020	\$1,684,413
Solid Waste Disposal	3,630,985	4,108,822	4,318,502	4,363,210
Recycling Program	848,707	906,789	910,214	938,015
Industrial Waste Funding	<u>38,271</u>	<u>36,618</u>	<u>40,174</u>	<u>42,552</u>
Subtotal	<u>6,184,215</u>	<u>6,736,600</u>	<u>6,960,910</u>	<u>7,028,190</u>
Debt Retirement - Landfill	1,279,398	1,079,899	823,124	1,185,113
Debt Retirement - Automated Collection	<u>288,750</u>	<u>288,600</u>	<u>288,600</u>	<u>283,400</u>
Subtotal	<u>1,568,148</u>	<u>1,368,499</u>	<u>1,111,724</u>	<u>1,468,513</u>
General Fund Debt Subsidy	(250,000)	(250,000)	(250,000)	(250,000)
Transfer for Long Term Care Escrow	294,495	226,000	226,000	226,000
Health Insurance Transfer	<u>82,417</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	<u>1,695,060</u>	<u>1,344,499</u>	<u>1,087,724</u>	<u>1,444,513</u>
Total	<u>\$7,879,275</u>	<u>\$8,081,099</u>	<u>\$8,048,634</u>	<u>\$8,472,703</u>

BUDGET VARIANCES

<u>\$12,970</u>	Economic adjustments
12,970	TOTAL PERSONAL SERVICES
7,475	Increase in utility expenses
(16,485)	Decrease due to lower fees for processing recyclable materials
5,934	Increase in industrial waste disposal costs
211,650	Increase due to higher landfill tons and associated DNR tonnage fees
89,004	Increase in vehicle operation and maintenance rates
<u>6,042</u>	Other
303,620	TOTAL CONTRACTUAL SERVICES
<u>(25,000)</u>	Decrease in operating capital expenses
(25,000)	TOTAL CAPITAL OUTLAY
<u>100,014</u>	Increase in debt service payment
100,014	TOTAL TRANSFERS
<u>\$391,604</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$1,070,030	\$1,142,605	\$1,162,479	\$1,159,067	\$16,462
Overtime	102,611	66,200	72,910	66,200	0
Benefits	507,775	537,581	541,566	534,089	(3,492)
Miscellaneous Benefits	<u>4,200</u>	<u>4,200</u>	<u>4,395</u>	<u>4,200</u>	<u>0</u>
Subtotal	1,684,616	1,750,586	1,781,350	1,763,556	12,970
<u>CONTRACTUAL SERVICES</u>					
Utilities	61,078	131,031	131,031	138,506	7,475
Postage	84	0	62	0	0
Professional Development	2,618	2,235	2,933	2,389	154
Audit & Consulting	3,100	30,000	31,620	30,000	0
Building Expense	5,895	4,000	4,000	4,000	0
Insurance	28,930	28,926	28,933	32,924	3,998
Uniform and Tools	1,073	1,000	1,000	1,000	0
Computer Maintenance	22,823	28,114	28,114	30,004	1,890
Other Contractual Services	1,034,917	1,044,540	1,095,440	1,028,055	(16,485)
Industrial Waste Disposal	38,271	36,618	40,174	42,552	5,934
Debt Issuance Expense	7,087	0	0	0	0
Licenses	1,748,455	2,051,250	2,185,976	2,262,900	211,650
Vehicle & Equipment	<u>1,441,735</u>	<u>1,528,700</u>	<u>1,528,950</u>	<u>1,617,704</u>	<u>89,004</u>
Subtotal	4,396,066	4,886,414	5,078,233	5,190,034	303,620
<u>SUPPLIES & MATERIALS</u>	84,939	74,600	76,327	74,600	0
<u>CAPITAL OUTLAY</u>	<u>18,594</u>	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>(25,000)</u>
Operation and Maintenance Expenditures	6,184,215	6,736,600	6,960,910	7,028,190	291,590
<u>TRANSFERS</u>					
Debt Retirement	1,568,148	1,368,499	1,111,724	1,468,513	100,014
General Fund Debt Contribution	(250,000)	(250,000)	(250,000)	(250,000)	0
Long Term Care Escrow	294,495	226,000	226,000	226,000	0
Health Insurance Transfer	<u>82,417</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	1,695,060	1,344,499	1,087,724	1,444,513	100,014
GRAND TOTAL	<u>\$7,879,275</u>	<u>\$8,081,099</u>	<u>\$8,048,634</u>	<u>\$8,472,703</u>	<u>\$391,604</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Programs budget contains borrowing of \$2,035,000 for construction of Cell 5 at the Sanitary Landfill, \$250,000 for the purchase of clay for Cell construction at the Sanitary Landfill, \$300,000 for consultant services related to the landfill expansion process, \$100,000 to pave the yard waste drop off site at the Compost facility, and \$150,000 for a remediation project at the Superfund Site.

REVENUE COMMENT:

This budget proposes a decrease of \$0.88 in the base resident solid waste management user fee per year, for an annual rate of \$106.44 per billable unit per year in 2018. The decrease is primarily due to a reduction in processing costs for recyclable materials. The temporary sanitary landfill surcharge decreases by \$.02, to \$21.10 per year per billable unit. This brings the total user fee for 2018 to \$127.54 per billable unit.

Total Sanitation revenue is expected to increase \$588,296 from the 2017 budget due to an increase in the expected residential and commercial waste tonnage and increased disposal rates for certain waste haulers, as outlined in existing waste disposal contracts. There is a projected increase of 17,800 tons of waste disposed compared to the 2017 budget. This budget does not propose an 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 2014 was a negative \$259,812. Sanitation Fund balance by the end of 2018 is projected to be a positive \$4,156,549 due to revenue associated with the additional waste tons secured through disposal contracts and due to the temporary landfill surcharge.

The Temporary Sanitary Landfill Surcharge was established by City Ordinance and became effective in 2015. The Surcharge is expected to recover \$6,635,995 over an approximate 13-year period (\$510,000 annually through 2027). By the end of 2018, the surcharge will have recovered approximately \$2,040,000.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
REVENUES:				
Sanitary Landfill				
Advance Disposal	\$ 130,478	\$ 90,000	\$ 324,000	\$ 324,000
Green County	202,074	257,000	319,000	295,000
Janesville Residential Waste	619,902	612,000	637,000	641,000
John's Hauling	694,130	676,000	690,000	663,000
Rock Disposal	58	0	0	0
Waste Management	1,250,975	1,121,000	1,337,000	1,212,000
Nieuwenhuis Disposal	88,439	342,000	299,000	305,000
City of Beloit	567,295	399,000	371,000	377,000
Lenorud Services	393,684	325,000	406,000	413,000
All Other Accounts	1,155,121	1,050,000	1,075,000	1,180,000
Wastes Used as Daily Cover	272,857	361,000	496,000	291,000
Landfill Gas Agreement	<u>49,515</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	5,424,528	5,283,000	6,004,000	5,751,000
Demolition Landfill	112,960	75,000	95,000	75,000
Recycling Program				
State Recycling Grant	215,379	225,000	225,608	225,000
Curbside Collection	106,332	0	58,795	40,000
Appliance/Metal Recycling	44,826	35,000	48,000	45,000
Tire Recycling	28,843	25,000	25,000	25,000
Bins Sales/Cart Service Fees	<u>4,030</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	399,410	288,000	360,403	338,000
Resident Waste Management Fee	<u>3,062,337</u>	<u>3,087,000</u>	<u>3,067,581</u>	<u>3,157,296</u>
Total Revenue - Sanitation Fund	<u>\$8,999,235</u>	<u>\$8,733,000</u>	<u>\$9,526,984</u>	<u>\$9,321,296</u>

INCOME STATEMENT:

The Income Statement shows expenditures and revenue for the Sanitation Fund from 2014 through 2018 Proposed.

	Actual 2014	Actual 2015	Actual 2016	2017 Budget	Estimated 2017	Proposed 2018
Revenues						
Solid Waste Disposal- User Fees	\$ 3,562,316	\$ 4,099,618	\$ 5,537,488	\$ 5,358,000	\$ 6,099,000	\$ 5,826,000
Solid Waste Collection- User Fees	2,292,754	2,878,329	3,062,337	3,087,000	3,067,581	3,157,296
Recycling-Material Sales/User Fees	191,070	165,300	184,031	63,000	134,795	113,000
Recycling-State Grant	226,645	226,614	215,379	225,000	225,608	225,000
Total Revenue	\$ 6,272,785	\$ 7,369,861	\$ 8,999,235	\$ 8,733,000	\$ 9,526,984	\$ 9,321,296
Expenditures						
Solid Waste Collection	\$ 1,606,434	\$ 1,605,738	\$ 1,666,251	\$ 1,684,371	\$ 1,692,020	\$ 1,684,413
Solid Waste Disposal	2,993,805	2,831,980	3,630,985	4,108,822	4,318,502	4,363,210
Recycling	798,853	792,279	848,707	906,789	910,214	938,015
Total Expenditures	\$ 5,399,092	\$ 5,229,997	\$ 6,145,943	\$ 6,699,982	\$ 6,920,736	\$ 6,985,638
Net Operating Income (Loss)	\$ 873,693	\$ 2,139,864	\$ 2,853,292	\$ 2,033,018	\$ 2,606,248	\$ 2,335,658
Transfers						
Transfer for DNR Escrow Site 3939	(68,495)	(226,000)	(294,495)	(226,000)	(226,000)	(226,000)
Transfer to Superfund (from reserve)	0	(56,464)	(38,271)	(36,618)	(40,174)	(42,552)
Transfer for Debt Service - Landfill	(1,054,927)	(845,368)	(1,279,398)	(1,079,899)	(823,124)	(1,185,113)
Transfer for Debt Service - Auto Coll.	(295,125)	(292,575)	(288,750)	(288,600)	(288,600)	(283,400)
Transfer to Health Insurance Fund	0	0	(82,417)	0	0	0
Transfer from/to G/F	0	250,000	250,000	250,000	250,000	250,000
Total Transfers	\$ (1,418,547)	\$ (1,170,407)	\$ (1,733,331)	\$ (1,381,117)	\$ (1,127,898)	\$ (1,487,065)
Revenues over Expenditures (deficit)	\$ (544,854)	\$ 969,457	\$ 1,119,961	\$ 651,901	\$ 1,478,350	\$ 848,593
Fund Balance January 1	\$ 285,042	\$ (259,812)	\$ 709,645	\$ 336,033	\$ 1,829,606	\$ 3,307,956
Fund Balance December 31	\$ (259,812)	\$ 709,645	\$ 1,829,606	\$ 987,934	\$ 3,307,956	\$ 4,156,549

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 Municipal Property Insurance Company (MPIC). Such property is insured for its replacement value with a deductible provision.

In 2005, the City consolidated three (3) health plans (two HMO's and a self-funded plan) into a single self-funded plan with Dean Health Systems as the City's exclusive provider for an initial five year period 2005-2010, which has been extended to 2018. 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 Choice (freedom of choice) plan. Each provides different levels of coverage, deductibles and participant co-pays.

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

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
Risk Management	\$131,979	\$141,305	\$125,595	\$140,942
Liability Insurance	577,111	319,500	453,206	345,700
Workers' Compensation	191,884	551,000	500,232	558,000
Property/Other Insurance	201,361	178,607	191,833	211,000
Health, Dental & Vision Insurance	11,080,825	9,586,450	9,494,580	10,089,718
Flex Benefits	<u>176,289</u>	<u>170,000</u>	<u>180,000</u>	<u>170,000</u>
Total	<u>\$12,359,449</u>	<u>\$10,946,862</u>	<u>\$10,945,446</u>	<u>\$11,515,360</u>

BUDGET VARIANCES

<u>(\$363)</u>	Economic adjustments
(363)	TOTAL PERSONAL SERVICES
7,000	Increase in worker's compensation claims costs
26,200	Increase in liability insurance premiums
32,393	Increase in property/other insurance premiums
208,500	Increase in retiree health insurance costs
196,780	Increase in health insurance costs for additional employee health insurance plans
63,960	Increase in health insurance costs due to budgeted rate changes
35,000	Increase in dental insurance budget to better align budget with expenses
670,000	Increase in insurance to better align the health insurance budget with expenses
(670,000)	Decrease in contractual services to better align the health insurance budget with expenses
<u>9,028</u>	Other
578,861	TOTAL CONTRACTUAL SERVICES
<u>(10,000)</u>	Decrease in supplies and materials based on historic actuals
(10,000)	TOTAL SUPPLIES & MATERIAL
0	TRANSFERS
<u>\$568,498</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$113,630	\$82,176	\$83,252	\$88,663	\$6,487
Benefits	<u>\$36,240</u>	<u>\$29,510</u>	<u>\$22,416</u>	<u>\$22,660</u>	<u>(6,850)</u>
Subtotal	149,870	111,686	105,668	111,323	(363)
<u>CONTRACTUAL SERVICES</u>					
Utilities	214	250	228	250	0
Postage	586	10	600	10	0
Professional Development	0	1,810	0	1,810	0
Audit & Consulting	243,962	105,950	151,250	105,950	0
Building Expense	6,772	6,774	6,774	6,774	0
Insurance	11,882,305	10,018,607	10,613,251	11,257,835	1,239,228
Taxes	50,558	0	50,000	0	0
Other Contractual Services	7,602	680,000	7,000	19,633	(660,367)
Recruiting Expense	9,382	10,000	9,500	10,000	0
Vehicle and Equipment	<u>851</u>	<u>0</u>	<u>75</u>	<u>0</u>	<u>0</u>
Subtotal	12,202,233	10,823,401	10,838,678	11,402,262	578,861
<u>SUPPLIES & MATERIALS</u>	7,346	11,775	1,100	1,775	(10,000)
Subtotal	12,359,449	10,946,862	10,945,446	11,515,360	568,498
GRAND TOTAL	<u>\$12,359,449</u>	<u>\$10,946,862</u>	<u>\$10,945,446</u>	<u>\$11,515,360</u>	<u>\$568,498</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 departments. 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.

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ACTIVITIES:				
General Administration (Hours)	7,999	8,100	8,100	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	631	700	650	700
Unscheduled Work Orders (Repairs)	<u>1,836</u>	<u>2,100</u>	<u>1,900</u>	<u>2,100</u>
Subtotal	2,467	2,800	2,080	2,800
Direct Labor (Hours)	7,082	7,800	7,600	7,800
Indirect Labor (Hours)	<u>5,765</u>	<u>4,500</u>	<u>5,000</u>	<u>4,500</u>
Subtotal	12,847	12,300	12,600	12,300
Facility Maintenance (Hours)	392	750	600	750
Support Programs (Hours)	<u>2,152</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
Total Hours	<u>23,390</u>	<u>23,250</u>	<u>23,400</u>	<u>23,250</u>

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget
ELEMENT COST:				
General Administration	\$457,396	\$502,708	\$502,715	\$495,858
Vehicle Maintenance	2,104,254	2,211,154	2,059,639	2,293,877
Facility Maintenance	168,222	174,514	179,530	179,057
Support Programs	<u>108,927</u>	<u>89,139</u>	<u>89,215</u>	<u>90,054</u>
Subtotal Operating	2,838,798	2,977,515	2,831,099	3,058,846
Capital	<u>1,053,585</u>	<u>1,297,000</u>	<u>1,160,195</u>	<u>1,114,600</u>
Total	<u>\$3,892,383</u>	<u>\$4,274,515</u>	<u>\$3,991,294</u>	<u>\$4,173,446</u>

BUDGET VARIANCES

<u>\$40,564</u>	Economic adjustments
40,564	TOTAL PERSONAL SERVICES
(60,000)	Decrease in audit and consulting for VOM business plan
26,664	Increase in insurance allocation
<u>(1,297)</u>	Other
(34,633)	TOTAL CONTRACTUAL SERVICES
<u>75,400</u>	Increase in vehicle repair parts, supplies & misc. small tools/hardware
75,400	TOTAL SUPPLIES & MATERIAL
<u>(182,400)</u>	Reduction in vehicle and equipment replacement costs
(182,400)	TOTAL CAPITAL OUTLAY
<u>(\$101,069)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2016 Actual	2017 Budget	2017 Estimated	2018 Budget	Budget to Budget Incr / (Decr)
<u>PERSONAL SERVICES</u>					
Wages	\$653,144	\$644,652	\$644,814	\$660,942	\$16,290
Overtime	41,755	25,100	25,100	25,100	0
Benefits	<u>267,926</u>	<u>270,731</u>	<u>271,087</u>	<u>295,005</u>	<u>24,274</u>
Subtotal	962,826	940,483	941,001	981,047	40,564
<u>CONTRACTUAL SERVICES</u>					
Utilities	52,169	50,400	50,400	55,484	5,084
Professional Development	1,765	6,500	6,500	6,500	0
Audit & Consulting	13,340	60,000	60,000	0	(60,000)
Building Expense	85,122	90,000	90,000	90,000	0
Insurance	78,554	78,554	78,555	105,218	26,664
Uniform and Tool Expense	17,757	15,750	20,050	15,750	0
Computer Maintenance	21,695	23,228	23,230	25,697	2,469
Other Contractual Services	22,311	19,000	22,000	17,550	(1,450)
Vehicle & Equipment	<u>108,314</u>	<u>140,300</u>	<u>115,563</u>	<u>132,900</u>	<u>(7,400)</u>
Subtotal	401,027	483,732	466,298	449,099	(34,633)
<u>SUPPLIES & MATERIALS</u>	1,434,681	1,553,300	1,423,800	1,628,700	75,400
<u>TRANSFERS</u>	1,093,849	1,297,000	1,160,195	1,114,600	(182,400)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$3,892,383</u>	<u>\$4,274,515</u>	<u>\$3,991,294</u>	<u>\$4,173,446</u>	<u>(\$101,069)</u>

Historical Fuel Purchases and Costs

		2014	2015	2016	2017 Budget	2018 Budget
Diesel	Gallons	163,666	176,358	177,564	175,000	180,000
	Total Cost	\$ 559,117	\$ 368,672	\$ 306,102	\$ 437,500	\$ 468,000
	Avg. Cost/Gallon	\$ 3.42	\$ 2.09	\$ 1.72	\$ 2.50	\$ 2.60
Gasoline	Gallons	99,034	102,645	98,938	106,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 321,894	\$ 225,243	\$ 188,178	\$ 238,500	\$ 254,400
	Avg. Cost/Gallon	\$ 3.25	\$ 2.19	\$ 1.90	\$ 2.25	\$ 2.40

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.

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2018

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
2006	302	Sedan Compact 4-Door	\$ 17,000	12
2006	303	Sedan Compact 4-Door	17,000	12
2012	561	Laser Survey w/GPS (Engineering tool)	27,000	6
1995	4004	Pickup 4WD 1 Ton w/Liftgate - Aux Fuel	30,000	23
2006	4038	Dump Truck Single Axle	163,000	12
2006	4039	Dump Truck Single Axle	163,000	12
2006	4040	Dump Truck Single Axle	163,000	12
2003	4216	Paint Machine Self-Propelled	80,000	15
2011	4395	Refuse Truck Side Loading	260,000	7
2010	8064	Mower 52" Deck Zero Turn	12,800	8
2010	8065	Mower 52" Deck Zero Turn	12,800	8
1993	4603	Sweeper - Garage	25,000	25
		Plows, salt spreaders and other attachments	84,000	
		Miscellaneous small equipment	60,000	
		SUBTOTAL CAPITAL OUTLAY	\$ 1,114,600	
		CAPITAL CARRYOVER FROM 2017	\$ -	
		TOTAL CAPITAL CARRYOVER	\$ -	
		TOTAL CAPITAL OUTLAY	\$ 1,114,600	
		ELIMINATED FROM FLEET		
2000	4114	Lowboy semi-trailer	\$ 48,500	
1992	4115	Semi-tractor	\$ 53,000	
2008	4423	Crack sealer	\$ 31,300	
			\$ 132,800	

2016	2017	2017	2018
Actual	Budget	Estimated	Budget

REVENUE:

Vehicle Repair	\$673,185	\$725,000	\$675,000	\$725,000
Equipment Rental - Operations	1,643,186	1,700,000	1,645,000	1,700,000
Replacement - Capital	1,550,000	1,650,000	1,550,000	1,650,000
Miscellaneous	<u>25,554</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$3,891,925</u>	<u>\$4,100,000</u>	<u>\$3,895,000</u>	<u>\$4,100,000</u>

	2016 Actual	2017 Estimated	2018 Budget
OPERATING CASH:			
Beginning Cash Balance	\$167,728	\$231,192	\$231,093
Operating Revenue	2,838,340	2,831,000	3,059,000
O & M Expenditures	2,838,798	2,831,099	3,058,846
Adjust for Changes	<u>63,922</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$231,192	\$231,093	\$231,247
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$588,756	\$87,225	(\$8,970)
Replacement Revenue	1,096,905	1,064,000	1,041,000
Capital Outlay	<u>1,598,436</u>	<u>1,160,195</u>	<u>1,114,600</u>
Cash Balance Capital Replacement	\$87,225	(\$8,970)	(\$82,570)
TOTAL CASH	<u>\$318,417</u>	<u>\$222,123</u>	<u>\$148,677</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
2018 Capital Improvement Plan**

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Capital Equipment	\$2,487,940	\$4,000,000	\$ 885,000	\$ 7,372,940
Accessible Pedestrian Traffic Signal Installation	15,000	-	-	15,000
Annunciation/GPS System and Real Time Bus Locator App	277,650	-	-	277,650
Complete Deployments of Govern and New World	185,000	-	-	185,000
Extend Metropolitan Area Network (MAN)	85,000	-	165,000	250,000
Fire Department Vehicle Replacement	495,000	-	-	495,000
Ice Arena Infrared Heater Replacement	75,000	-	-	75,000
Implement Mobile Workforce	60,000	-	-	60,000
Information Technology Improvements	198,000	-	100,000	298,000
Public Works/Transit Two-Way Radio System Update	500,000	-	-	500,000
Purchase Leaf Vacuum Truck	-	-	120,000	120,000
Replace Five JTS Buses - Grant Application Forthcoming	500,000	2,000,000	-	2,500,000
Replace Five JTS buses - Grant Application Under Review	-	2,000,000	500,000	2,500,000
Replace Sign Shop Technology	25,000	-	-	25,000
Shared Services with Other Government Entities	5,000	-	-	5,000
Traffic Signal & Street Light Infrastructure Replacement	50,000	-	-	50,000
Vote Cast and Public Display in Council Chambers	17,290	-	-	17,290
Construct and Improve Streets	\$4,245,000	\$3,126,400	\$ 3,939,600	\$11,311,000
ARISE - Milwaukee Street Bridge Rehabilitation	-	3,126,400	781,600	3,908,000
ARISE - Construct Court Street Two-Way Conversion	-	-	380,000	380,000
ARISE - Design River Street as Festival Street	-	-	150,000	150,000
ARISE - Construct River Street as Festival Street	-	-	1,350,000	1,350,000
Concrete Joint Repair	75,000	-	-	75,000
Curb & Gutter Replacement	1,850,000	-	-	1,850,000
New and Replacement Sidewalks	250,000	-	250,000	500,000
Ruger Avenue Reconstruction	40,000	-	-	40,000
Street Rehabilitation Program	2,030,000	-	1,028,000	3,058,000
Economic Development	\$ -	\$ -	\$ 5,000	\$ 5,000
ARISE - Well Removal at Old Jail Site	-	-	5,000	5,000

Landfill	\$ -	\$ -	\$ 2,735,000	\$ 2,735,000
Landfill Expansion Permitting Process	-	-	300,000	300,000
Landfill Phase 5 - Construction	-	-	2,035,000	2,035,000
Procurement of Clay and Other Soils for Landfill	-	-	250,000	250,000
Superfund Site Remediation	-	-	150,000	150,000
Parks and Public Grounds	\$ 480,000	\$ 524,000	\$ 381,000	\$ 1,385,000
ARISE - Construct West Side of Town Square	-	524,000	261,000	785,000
Bike Trail Repair/Replacement	90,000	-	-	90,000
Downtown Wayfinding Signage	-	-	70,000	70,000
Northeast Regional Trail Extension - Sandhill to Rotamer	70,000	-	-	70,000
Pickleball Courts	85,000	-	30,000	115,000
Playground Replacement	80,000	-	-	80,000
Property Acquisitions (Neighborhood and Downtown)	50,000	-	-	50,000
Sandstone Drive Park	60,000	-	-	60,000
Traxler Park Bleachers	45,000	-	20,000	65,000
Public Buildings and Grounds	\$ 1,054,690	\$ -	\$ 625,000	\$ 1,679,690
Caulking & Painting of Aquatic Vessels	60,000	-	-	60,000
City Hall Renovation & Roof Replacement	764,690	-	-	764,690
Dawson Softball Complex Electrical Upgrades	100,000	-	-	100,000
Feasibility Study for an Indoor Sports Complex	25,000	-	25,000	50,000
Hedberg Public Library Renovation	-	-	600,000	600,000
Miscellaneous Public Buildings Improvements	50,000	-	-	50,000
Parking Ramp Maintenance	30,000	-	-	30,000
Roof Replacements at Palmer Park Upper and Lower Pavilions	25,000	-	-	25,000
Stormwater Improvements	\$ -	\$ -	\$ 2,540,000	\$ 2,540,000
Monterey Area River Restoration (MARR)	-	-	1,150,000	1,150,000
Storm Sewer Cleaning & Televising	-	-	150,000	150,000
Storm Sewer Lining & Point Repairs	-	-	300,000	300,000
Storm Structure/Inlet Maintenance	-	-	940,000	940,000
Wastewater	\$ -	\$ -	\$ 1,705,000	\$ 1,705,000
Collection System Expansion	-	-	100,000	100,000
Collection System Reinforcement	-	-	100,000	100,000
Inflow/Infiltration Reduction Program	-	-	300,000	300,000
Sanitary Sewer Cleaning & Televising	-	-	40,000	40,000
Sanitary Sewer Lining & Point Repairs	-	-	800,000	800,000
Sanitary Sewer Structure Maintenance	-	-	365,000	365,000
Water	\$ -	\$ 43,056	\$ 4,739,784	\$ 4,782,840
Beloit Ave. Lift Station Rehabilitation	-	-	45,000	45,000
Interstate 1005-10-87 DOT Hwy 14 utility adjustments	-	43,056	4,784	47,840
Interstate 5569-00-71 DOT hwy 14 utility adjustments	-	-	38,000	38,000
Public Side Lead Water Service Replacement	-	-	332,000	332,000
Water Main Improvements/Replacements	-	-	3,600,000	3,600,000
Water Main Lining Project	-	-	600,000	600,000
Water Structure Replacement	-	-	120,000	120,000
Total	\$ 8,267,630	\$ 7,693,456	\$ 17,555,384	\$ 33,516,470

PROJECT DESCRIPTIONS:

Acquire Capital Equipment - \$7,372,940

- (a) Accessible Pedestrian Traffic Signal Installation - \$15,000
The City's Accessible Pedestrian Signals (APS) Recommendation Committee (formed in 2013) reviews citizen requests for APS devices, which provide audible and tactile information to handicapped pedestrians to help them cross at a signalized intersection. The Committee meets annually to review formal requests for APS device installation with the intent to recommend a maximum of one location per year, pending City Council funding approval. The Committee has recommended that the City install APS on all four legs of the Center Avenue/Conde Street intersection in 2018.
- (b) Annunciation/GPS System and Real Time Bus Locator App - \$277,650
In 2018, the City intends to borrow \$277,650 in the General Fund to purchase an annunciation/GPS system for the City bus fleet and real time bus locator app. An annunciation system will allow for automatic, real-time visual and audible announcement of transfer points, points of interest and bus stops along each bus route, while improving our compliance with the Americans with Disabilities Act. The City will use the GPS necessary for the annunciation system to implement a smart phone application and webpage for the public to know the location of each bus in service, improving the onboard experience and making JTS services more accessible to the public.
- (c) Complete Deployments of Govern and New World - \$185,000
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 \$400,800 with \$185,000 proposed borrowing in 2018. The 2018 portion of the project will start the design and fund the start of deployment for this project.
- (d) Extend Metropolitan Area Network (MAN) - \$250,000
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 \$1,301,347 with \$250,000 (General Fund - \$85,000 and Wastewater - \$165,000) to be borrowed in 2018. The extension of our fiber to the Wastewater Utility and Fire Station 2 would be constructed in 2018.
- (e) Fire Department Vehicle Replacement - \$495,000
In 2018, a 2003 Medtec Ambulance and a 2011 Medtec Ambulance are scheduled for replacement. These vehicles are beyond their estimated service life and require excessive maintenance.
- (f) Ice Arena Infrared Heater Replacement - \$75,000
The infrared bleacher heating system at the Ice Arena is deficient and will likely fail in the next year. In order to maintain heat for the patrons at the Ice Arena, the City intends to borrow approximately \$75,000 to replace the infrared heaters.
- (g) Implement Mobile Workforce - \$60,000
This project will provide communications capability and devices like tablets and laptops for field workers to complete work that updates with City data systems. The project is projected to cost \$140,000 with \$60,000 in funding programmed for 2018. The 2018 funding would be used to change orders for the Govern mobile deployment software.

- (h) Information Technology Improvements - \$298,000
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 (\$198,000) and Wastewater Utility (\$100,000) 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.
- (i) Public Works/Transit Two-Way Radio System Update - \$500,000
The decades old existing Public Works and Transit radio systems are outdated, causing communication problems and operational and worker safety issues. Updating to a digital system will address these concerns and also provides for interoperability with other agencies. The project is expected to cost approximately \$500,000 which is programmed for 2018 General Fund borrowing.
- (j) Purchase Leaf Vacuum Truck - \$120,000
In anticipation of stricter stormwater regulations governing placement of leaves in streets, the City intends to purchase a second leaf vacuum truck in 2018. The \$120,000 equipment will be funded by the Operating Budget.
- (k) Replace Five JTS Buses – Grant Application Forthcoming - \$2,500,000
The initial purchase of the current JTS fleet of buses began in 2002 and these buses are eligible for replacement. JTS anticipates applying for grant funds for buses in late 2017 using the FTA formulary program and/or the statewide transit capital assistance program. The maximum local share would be \$500,000 and the federal or state share would be \$2,000,000. The grant programs utilized and number of buses for application will be determined upon hearing the outcome of the pending competitive FTA grant request. These buses would replace current buses purchased in 2002 and 2006.
- (l) Replace Five JTS buses - Grant Application Under Review - \$2,500,000
The initial purchase of the current JTS fleet of buses began in 2002 and these buses are eligible for replacement. JTS has submitted a competitive FTA grant request for the purchase of five transit buses; if awarded, the local share would be \$500,000 and the federal share would be \$2,000,000. These buses would replace current buses purchased in 2002.
- (m) Replace Sign Shop Technology - \$25,000
The City's 10 year old sign shop technology is outdated and the software is no longer supported. Using 25,000 in General Fund borrowing, the City will replace the computerized sign shop technology in 2018.
- (n) Shared Services with Other Government Entities - \$5,000
The City's strategic plan prioritizes exploring opportunities for shared services with other local governments. In 2018, the IT Office will create a fiber map to share with the County, Beloit School District, and Southern Wisconsin Community Area Network. The project is expected to cost \$5,000 and will use General Fund borrowing.
- (o) Traffic Signal & Street Light Infrastructure Replacement - \$50,000
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. \$50,000 is programmed in General Fund borrowing for 2018.
- (p) Vote Cast and Public Display in Council Chambers - \$17,290
The current system for voting in the Council Chambers is outdated and cannot easily adapt. This project will install the Granicus Meeting Efficiency Suite, Vote Cast and Public Display in the

Council Chambers in coordination with the fourth floor City Hall renovation project. The \$17,290 cost is proposed for General Fund borrowing.

Construct and Improve Streets - \$11,311,000

- (a) ARISE - Milwaukee Street Bridge Rehabilitation - \$3,908,000
The E. Milwaukee Street Bridge is scheduled for rehabilitation in 2018 through the Wisconsin Department of Transportation (WisDOT). Construction costs total \$3,908,000, with the local share (\$781,600) being borrowed in 2018 using TIF funds.
- (b) ARISE - Construct Court Street Two-Way Conversion - \$380,000
Court Street from Academy Street to Adams Street is scheduled to be converted from one-way to two-way traffic in 2018, pending City Council authorization. The construction cost is estimated to be \$380,000, which will be funded by TIF borrowing in 2018.
- (c) ARISE - Design River Street as Festival Street - \$150,000
In 2018, South River Street from Milwaukee Street to Court Street will be converted to a festival street as part of the Town Square phase of the ARISE program. The festival street will function as a normal street most of the time but can be closed to vehicular traffic to provide additional space for large events. The street may include colored pavement or other special features, vertical elements such as gateways, site furnishings, infrastructure to support special events such as power, landscaping, and decorative lighting to create a unique flexible pedestrian environment. The design is projected to cost \$150,000 to be funded by TIF borrowing.
- (d) ARISE - Construct River Street as Festival Street - \$1,350,000
In 2018, South River Street from Milwaukee Street to Court Street will be converted to a festival street as part of the Town Square phase of the ARISE program. Construction of the festival street is projected to cost \$1,350,000 to be funded by TIF borrowing.
- (e) Concrete Joint Repair - \$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 2018.
- (f) Curb & Gutter Replacement - \$1,850,000
Curb and gutter replacement costs in 2018 total \$1,850,000 and will be used for replacing damaged curb and gutter as well as eliminating areas of water ponding in conjunction with the street rehabilitation program.
- (g) New and Replacement Sidewalks - \$500,000
In 2018, new and replacement sidewalks total \$500,000 (General Fund borrowing - \$250,000 and Special Assessments - \$250,000). General Fund costs include curb ramps, sidewalks that cross City-owned property (greenbelts, parks, etc.), and other miscellaneous costs typically paid for by the city at-large. Replacement sidewalks will address deteriorated sidewalk and/or sidewalk with other safety deficiencies. This includes the sidewalk maintenance in coordination with the annual street rehabilitation program.
- (h) Ruger Avenue Reconstruction - \$40,000
Ruger Avenue from Wright Road to USH 14 is scheduled for reconstruction from a rural cross section to an urban street beginning in 2019. The City, Rock County and State of Wisconsin will share the cost of this County-led project. The total project cost is estimated to be \$3,975,300, with the City's portion being \$763,006, of which \$40,000 will be borrowed in 2018. The remaining City share (\$688,006) will be borrowed in 2019.

(i) Street Rehabilitation Program - \$3,058,000

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 2018, the program will rehabilitate 12 miles of streets at an estimated total cost of \$3,058,000 (General Fund - \$2,030,000, Wheel Tax - \$963,000, and Operating Budget - \$65,000).

Provide Financial Assistance for Economic Development - \$5,000

(a) ARISE - Well Removal at Old Jail Site - \$5,000

The ARISE program provides for environmental remediation for the former jail site in order to prepare the site for future redevelopment. In 2018, the City will spend \$5,000 in TIF funds for removal of the wells.

Construct and Close Landfills - \$2,735,000

(a) Landfill Expansion Permitting Process - \$300,000

In 2017, the City began the four to five-year permitting process to expand landfill operations beyond current permitted area. The total cost is estimated at \$550,000 with borrowing in the amount \$300,000 planned for 2018. \$250,000 was borrowed in 2017.

(b) Landfill Phase 5 – Construction - \$2,035,000

Funding in the amount of \$2,035,000 is proposed to begin the process of constructing Phase V of the Sanitary Landfill. Construction of the last phase of the permitted landfill is required for operational filling reasons which impact adjacent Phase IV, which is currently accepting waste.

(c) Procurement of Clay and Other Soils for Landfill - \$250,000

Additional clay is needed for the future construction of Phase V and the 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 will be split over three years with \$1,000,000 borrowed in 2017, \$250,000 to be borrowed in 2018, and \$1,000,000 to be borrowed in 2021.

(d) Superfund Site Remediation - \$150,000

This project provides needed maintenance to the clay cap at the superfund site which has experienced intermittent leachate leaks at the sidewall cap. This work is required to maintain compliance with leachate management of the superfund site.

Acquire, Improve & Maintain Parks and Public Grounds - \$1,385,000

(a) ARISE - Construct West Side of Town Square - \$785,000

Completion of this phase of the ARISE plan will be completed in 2018. West side improvements include 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. The total project cost is estimated to be \$2,045,000. 2018 costs are projected to be \$785,000 (TIF - \$261,000 and State Aid - \$524,000).

(b) Bike Trail Repair/Replacement - \$90,000

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 \$90,000 is proposed to complete repairs in 2018.

- (c) Downtown Wayfinding Signage - \$70,000
Creating unified wayfinding signage downtown will enhance the downtown visitor experience, consistent with the City's strategic plan and the ARISE program. The Janesville Area Convention and Visitors Bureau funded a City-wide wayfinding research study in 2017, and the City plans to implement wayfinding signage downtown in 2018 using TIF borrowing.
- (d) Northeast Regional Trail Extension - Sandhill to Rotamer - \$70,000
The City will extend the Northeast Regional Trail by nearly one mile, north from Sandhill Drive to East Rotamer Road. The project is expected to cost \$564,000 with \$70,000 programmed for borrowing in 2018 and \$86,000 being borrowed in 2019. The remaining \$408,000 will be paid with WisDOT grant funds.
- (e) Pickleball Courts – (\$115,000)
In 2018, the City intends to construct the first pickleball courts in Riverside Park in conjunction with a pickleball enthusiast group. The project is anticipated to cost \$115,000, of which \$85,000 will be funded by General Fund borrowing contingent upon the pickleball group fundraising the remaining project cost, or \$30,000.
- (f) 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 2018, with improvements proposed for a park last updated in the 1990s and the construction of a downtown outdoor fitness court.
- (g) Property Acquisitions (Neighborhood and Downtown) - \$50,000
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 \$50,000 is proposed to create a pool of funds for such property acquisitions.
- (h) Sandstone Drive Park - \$60,000
Past City practice has been to complete parks and playgrounds in new residential neighborhoods when occupancy reaches approximately 50 percent. The Emerald Grove subdivision has reached that point, and the City plans to complete Sandstone Drive Park with grading and seeding along with a playground in 2018. Currently, the park is not maintained and isn't usable by residents.
- (i) Traxler Park Bleachers - \$65,000
Two sets of aging bleachers in Traxler Park at the Rock Aqua Jays water ski show venue will be replaced in 2018. The City intends to fund \$45,000 of the cost in General Fund borrowing, contingent upon the Rock Aqua Jays fundraising to cover the remaining \$20,000 projected project cost.

Acquire, Improve & Maintain Public Buildings and Grounds - \$1,679,690

- (a) Caulking & Painting of Aquatic Vessels - \$60,000
Rockport Pool vessels and Palmer Wading Pool are in need of sand blasting, caulking, and re-painting. Generally, pool paintings last 5-7 years. Rockport Pool was last painted in 2013 and Palmer was last painted in 2014. Minor concrete repair work at Palmer Wading Pool is also needed. \$60,000 is planned for borrowing in 2018 to complete these projects.
- (b) City Hall Renovation & Roof Replacement - \$764,690
The eastern half of the fourth floor of City Hall has not been renovated since the building's construction in 1968. The renovation project will address HVAC system improvements for the fourth

floor, and redesign and update technology in the Council Chambers. The 25+ year old City Hall roof will also be replaced as part of this project. \$50,000 was borrowed in 2017 for planning and design. In 2018, the City intends to borrow \$764,690 for equipment and construction.

(c) Dawson Softball Complex Electrical Upgrades - \$100,000

In 2017, electrical deficiencies were discovered at Dawson Softball Complex. The electrical boxes are in need of replacement as well as electrical wiring upgrades. Pending funding, this project may also replace the current lighting with LED lights to save on future years' energy costs. The project is estimated to cost \$100,000 to be borrowed in 2018.

(d) Feasibility Study for an Indoor Sports Complex - \$50,000

In June 2017, the Council directed staff to include a feasibility study for an indoor sports complex as part of the 2018 Annual Budget. User groups of the Ice Arena have expressed desire to build a new facility given the current facility's age and condition. A feasibility study will gauge the regional market's need for an indoor sports facility, potentially including multiple ice sheets, an indoor sports field, and more. The study is expected to total approximately \$50,000 and the Janesville Area Convention and Visitors Bureau agreed to fund half of the cost. The City is programming to borrow \$25,000 in 2018.

(e) Hedberg Public Library Renovation - \$600,000

In 2018, the City intends to borrow \$600,000 to proceed with the Hedberg Public Library renovation project. In 2018, the roof of the library will be replaced using City funds (current cost estimate - \$550,000). In 2019, the City plans to borrow an additional \$400,000 for a total investment of \$1 million into the project. City funds will be used for infrastructure-related improvements to the library. The library has undertaken a capital campaign and will use existing fund balance to fund the additional elements of the renovation project.

(f) Miscellaneous Public Buildings Improvements - \$50,000

The City owns and operates numerous public facilities and needs to plan for unforeseen emergencies or required improvements that arise. In 2018, the \$50,000 proposed for funding will pay for a new overhead door for the Police Services Building (\$20,000), replacing the circulating pump at the Ice Arena (\$5,000), asbestos abatement at City Hall (\$12,000), and extra funding (\$13,000) to address unforeseen issues that arise.

(g) Parking Ramp Maintenance - \$30,000

The downtown parking ramp on North Parker Drive was constructed in 2010. The parking facility requires maintenance in 2018 including joint repair and crack sealing. Therefore \$30,000 in borrowing is programmed to complete the necessary maintenance.

(h) Roof Replacements at Palmer Park Upper and Lower Pavilions - \$25,000

The shingles at the Palmer Park Upper and Lower Pavilions are in poor shape and need repair. In 2018, the City intends to begin a multi-year program of addressing deteriorating roofs on park buildings. In addition to replacing the pavilion roofs, 640 square feet of the Palmer Park pump house roof will be replaced as part of this project. The 2018 project will cost approximately \$25,000 from General Fund borrowing.

Stormwater Improvements - \$2,540,000

(a) Monterey Area River Restoration (MARR) - \$1,150,000

In March 2017, the City Council voted to remove the Monterey Dam and restore the impacted shoreline. In 2018, the City will remove the dam and restore the river corridor based on designs that will be created using input from the Monterey Area River Restoration Work Team 3 (a citizen advisory committee), the Wisconsin Department of Natural Resources (DNR), and InterFluve. The

City will borrow \$750,000 in stormwater funds to pay for the construction of this project. An additional \$400,000 from a DNR grant is anticipated to offset the local cost.

(b) Storm Sewer Cleaning & Televising - \$150,000

Storm sewer cleaning and televising projects totaling \$150,000 have been identified for 2018. The annual sewer televising program will identify segments along streets proposed for rehabilitation which require storm sewer system repairs.

(c) Storm Sewer Lining & Point Repairs - \$300,000

Storm sewer lining and point repair projects totaling \$300,000 have been identified for 2018. The annual sewer televising program will identify segments along streets proposed for rehabilitation which require storm sewer system repairs.

(d) Storm Structure/Inlet Maintenance - \$940,000

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 2018, storm structure/inlet maintenance costs total \$940,000 and is funded from the Operating Budget. Some structures only need repairs to the upper portion while others need total replacement.

Construct and Extend Sewer Mains – \$1,705,000

(a) Collection System Expansion - \$100,000

Funding in the amount of \$100,000 is proposed to provide for extending new mains to serve new developments. Currently, several residential developments are being considered for construction in 2018. This amount may change based on actual projects moving forward.

(b) Collection System Reinforcement - \$100,000

Collection system reinforcement is necessary to provide additional capacity in bottleneck areas and to replace sewer that have deteriorated. These repairs must be completed to ensure their continued reliable operation. The collection system locations requiring work is identified during annual televising of strategic portions of the system each year.

(c) Inflow/Infiltration Reduction Program - \$300,000

This supports an ongoing effort to prevent water inflow and infiltration into the sanitary sewer. In 2018, the program will total \$300,000. This program focused on sanitary sewer structures in the past, but has recently shifted to sewer laterals.

(d) Sanitary Sewer Cleaning & Televising - \$40,000

Sanitary sewer cleaning and televising projects totaling \$40,000 have been identified for 2018 and will be funded through the Operating Budget. The sanitary sewer televising program will identify segments which require system repairs.

(e) Sanitary Sewer Lining & Point Repairs - \$800,000

Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. Funding in the amount of \$800,000 is proposed which is a continuation of prior years' service levels.

(f) Sanitary Sewer Structure Maintenance - \$365,000

The City will complete sanitary sewer improvements and repairs in conjunction with the annual street rehabilitation program. Funding in the amount of \$365,000 is proposed for 2018 through the Operating Budget.

Construct and Extend Water Mains - \$4,782,840

- (a) Beloit Ave. Lift Station Rehabilitation - \$45,000
Funding in the amount of \$45,000 is proposed to rehabilitate the Beloit Avenue lift station by replacing internal components. The lift station cannot be maintained in its current state.
- (b) Interstate 1005-10-87 DOT Hwy 14 utility adjustments - \$47,840
WisDOT is completing improvements to USH 14, which will impact water utilities from Pontiac to Deerfield. The \$47,840 project will be 90 percent funded by WisDOT, with the City programming to borrow \$4,784 in 2018.
- (c) Interstate 5569-00-71 DOT hwy 14 utility adjustments - \$38,000
WisDOT is completing improvements to USH 14, which will impact water utilities from Lexington to Pontiac. The City is programming to borrow \$38,000 in 2018.
- (d) Public Side Lead Water Service Replacement - \$332,000
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, and is coordinated with the annual street rehabilitation program. 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 \$332,000 is proposed for the 2018 program.
- (e) Water Main Improvements/Replacements - \$3,600,000
This program is needed to replace undersized water mains (replace 1-1/2 inch to 4-inch mains with larger mains) or mains that are experiencing an abnormal number of breaks in the distribution system. Replacement is done in coordination with street rehabilitation projects.
- (f) Water Main Lining Project - \$600,000
The City's water system has two river crossing locations where water main has failed and was taken out of service due the cost to replace or repair the main. Replacing these crossings will provide a more stable water system for residents. The City will continue to line mains instead of replacing them when it's feasible.
- (g) Water Structure Replacement - \$120,000
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, and will cost \$120,000 in 2018.

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2017

Equalized Value of Real and Personal Property	<u>\$4,605,798,000</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$230,289,900</u>
Amount of Debt Applicable to Debt Limitation:	
Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2017 (39.9% of Legal Limit)	<u>91,895,000</u> *
Remaining Legal Debt Margin	<u>\$138,394,900</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$21,157,735

* Does not include Water Utility Revenue Debt in the amount of \$1,409,656

**General Obligation Debt Service for 2018 and
Total Outstanding Indebtedness as of December 31, 2017**

			2018		2018 Principal & Interest	12/31/2017		
			Principal	Interest		Principal	Interest	Total
Water Utility								
2010 L.T. Note	970,000	Water Utility Impr.	100,000	6,725	106,725	300,000	12,313	312,313
2011 L.T. Note	2,460,000	Water Utility Impr.	250,000	41,125	291,125	1,600,000	109,938	1,709,938
2011A L.T. Note	310,000	Water Utility Impr.	75,000	2,438	77,438	150,000	3,281	153,281
2012 L.T. Note	1,145,000	Water Utility Impr.	160,000	14,100	174,100	785,000	39,450	824,450
2012A L.T. Note	440,000	Water Utility Impr.	60,000	5,500	65,500	305,000	15,450	320,450
2013 L.T. Note	900,000	Water Utility Impr.	110,000	15,738	125,738	690,000	56,594	746,594
2013A L.T. Note	85,000	Water Utility Impr.	25,000	506	25,506	50,000	688	50,688
2014 L.T. Note	2,210,000	Water Utility Impr.	115,000	32,825	147,825	1,845,000	129,175	1,974,175
2014A L.T. Note	1,400,000	Water Utility Impr.	100,000	18,000	118,000	1,000,000	63,750	1,063,750
2015 L.T. Note	3,001,000	Water Utility Impr.	315,000	68,050	383,050	2,380,000	309,950	2,689,950
2016 L.T. Note	4,333,000	Water Utility Impr.	450,000	72,925	522,925	3,765,000	329,638	4,094,638
2016A L.T. Note	975,000	Water Utility Impr.	390,000	7,600	397,600	575,000	9,450	584,450
2017 L.T. Note	3,985,000	Water Utility Impr.	546,000	93,429	639,429	3,985,000	486,064	4,471,064
Water Utility Total			\$ 2,696,000	\$ 378,960	\$ 3,074,960	\$ 17,430,000	\$ 1,565,739	\$ 18,995,739
Wastewater Utility								
2010 L.T. Note	525,000	Wastewater Utility Impr.	50,000	3,363	53,363	150,000	6,156	156,156
2011 L.T. Note	1,860,000	Wastewater Utility Impr.	200,000	18,500	218,500	800,000	44,750	844,750
2012 L.T. Note	1,530,000	Wastewater Utility Impr.	151,000	11,710	162,710	661,000	32,110	693,110
2013 L.T. Note	1,515,000	Wastewater Utility Impr.	160,000	20,500	180,500	915,000	71,800	986,800
2014 L.T. Note	2,434,000	Wastewater Utility Impr.	245,000	29,525	274,525	1,650,000	100,000	1,750,000
2015 L.T. Note	776,000	Wastewater Utility Impr.	90,000	16,800	106,800	595,000	74,400	669,400
2016 L.T. Note	1,108,000	Wastewater Utility Impr.	125,000	18,475	143,475	960,000	81,688	1,041,688
2016A L.T. Note	425,000	Wastewater Utility Impr.	180,000	3,100	183,100	245,000	3,750	248,750
2017 L.T. Note	1,054,000	Wastewater Utility Impr.	146,000	24,556	170,556	1,054,000	125,681	1,179,681
Wastewater Utility Total			\$ 1,347,000	\$ 146,528	\$ 1,493,528	\$ 7,030,000	\$ 540,335	\$ 7,570,335
Storm Sewer Utility Improvements								
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enh.	125,000	8,406	133,406	375,000	15,391	390,391
2012 L.T. Note	435,000	Storm Improvements	45,000	4,050	49,050	225,000	11,250	236,250
2014 L.T. Note	254,000	Storm Sys. Imps., GIS & CADD enh.	37,500	2,913	40,413	162,500	8,088	170,588
2015 L.T. Note	427,000	Storm Improvements	40,000	10,200	50,200	350,000	47,050	397,050
2016 L.T. Note	973,000	Storm Improvements	106,000	16,285	122,285	841,000	70,398	911,398
2016A L.T. Note	285,000	Storm Improvements	95,000	2,850	97,850	190,000	3,800	193,800
Storm Sewer Utility Improvements Total			\$ 448,500	\$ 44,704	\$ 493,204	\$ 2,143,500	\$ 155,976	\$ 2,299,476
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	52,000	8,154	60,154	408,000	38,974	446,974
WRS Internal Service Total			\$ 52,000	\$ 8,154	\$ 60,154	\$ 408,000	\$ 38,974	\$ 446,974
Library								
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	5,000	336	5,336	15,000	616	15,616
2013A L.T. Note	343,000	WRS Prior Service Costs	31,000	4,974	35,974	249,000	23,686	272,686
2016A L.T. Note	30,000	Bldg. Maint., Renovations, Technology	15,000	150	15,150	15,000	150	15,150
2017 L.T. Note	75,000	RFID Self-Check Units	25,000	1,329	26,329	75,000	2,329	77,329
Library Total			\$ 76,000	\$ 6,789	\$ 82,789	\$ 354,000	\$ 26,781	\$ 380,781
Golf Courses Fund								
2016 L.T. Note	305,000	Golf Course Equipment- Golf Carts	50,000	4,750	54,750	250,000	12,875	262,875
Golf Courses Total			\$ 50,000	\$ 4,750	\$ 54,750	\$ 250,000	\$ 12,875	\$ 262,875
Sanitation - Waste Management								
2010 L.T. Note	240,000	Odor Remediation Project	25,000	1,681	26,681	75,000	3,078	78,078
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	2,313	27,313	100,000	5,594	105,594
2012 L.T. Note	2,580,000	Automated Waste Collection Equipment	260,000	23,400	283,400	1,300,000	65,000	1,365,000
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	14,400	174,400	800,000	40,000	840,000
2016 L.T. Note	2,000,000	Landfill Ph. 4- Construction	200,000	33,900	233,900	1,745,000	154,150	1,899,150
2016 L.T. Note	50,000	Landfill Ph. 2- Leachate Recirculation	5,000	875	5,875	45,000	4,088	49,088
2016A L.T. Note	349,000	Ph III - Leachate Upgrade	118,000	3,340	121,340	226,000	4,420	230,420
2016A L.T. Note	81,000	Constr. of Phase II (Final)	27,000	810	27,810	54,000	1,080	55,080
2016A L.T. Note	48,000	Horizontal Gas Collection Sys.	16,000	480	16,480	32,000	640	32,640
2016A L.T. Note	42,000	Scale/Scalehouse Replacement	14,000	420	14,420	28,000	560	28,560
2017 L.T. Note	1,342,000	Closure - Phase 3	178,000	32,453	210,453	1,342,000	166,508	1,508,508
2017 L.T. Note	1,000,000	Clay Procurement	133,000	25,156	158,156	1,000,000	124,701	1,124,701
2017 L.T. Note	375,000	Steel-Wheel Compactor Upgrade	50,000	7,989	57,989	375,000	45,594	420,594
2017 L.T. Note	285,000	Paving Impr.	38,000	6,071	44,071	285,000	34,571	319,571
2017 L.T. Note	250,000	Landfill Expansion Permit Process	33,000	5,315	38,315	250,000	30,215	280,215
2017 L.T. Note	109,000	Extend Metropolitan Area Network	14,000	2,325	16,325	109,000	13,295	122,295
2017 L.T. Note	75,000	Waste Collection Carts	10,000	1,585	11,585	75,000	8,885	83,885
Sanitation - Waste Management Total			\$ 1,306,000	\$ 162,513	\$ 1,468,513	\$ 7,841,000	\$ 702,378	\$ 8,543,378

**General Obligation Debt Service for 2018 and
Total Outstanding Indebtedness as of December 31, 2017**

	2018		2018 Principal & Interest	12/31/2017				
	Principal	Interest		Principal	Interest	Total		
TIF Districts & Land Acquisition								
2010 L.T. Note	190,000	TIF #26	50,000	725	50,725	50,000	725	50,725
2010 L.T. Note	865,000	TIF #23	100,000	8,400	108,400	300,000	15,475	315,475
2011 L.T. Note	850,000	TIF #22	175,000	1,750	176,750	175,000	1,750	176,750
2012 L.T. Note	400,000	TIF #25	70,000	5,900	75,900	330,000	15,700	345,700
2012A L.T. Note	660,000	TIF #26	-	13,200	13,200	660,000	40,900	700,900
2013 L.T. Note	350,000	TIF #21	40,000	5,400	45,400	240,000	18,900	258,900
2014 L.T. Note	176,000	TIF #21	25,000	1,875	26,875	100,000	4,125	104,125
2014 L.T. Note	635,000	TIF #25	60,000	8,100	68,100	455,000	28,600	483,600
2014 L.T. Note	1,683,000	TIF #22	240,000	18,000	258,000	960,000	39,600	999,600
2015 L.T. Note	219,000	TIF #22	10,000	5,300	15,300	205,000	14,400	219,400
2016 L.T. Note	1,935,000	TIF #22 - Dollar General CTH G Imps	124,000	40,920	164,920	1,935,000	96,430	2,031,430
2016 L.T. Note	356,000	TIF #22 - Dollar General Innovation Dr. Imps	2,000	7,690	9,690	356,000	18,605	374,605
2016 L.T. Note	200,000	TIF #35- Shine Medical Technologies	20,000	3,400	23,400	175,000	15,500	190,500
2016A L.T. Note	105,000	TIF #27	35,000	1,050	36,050	70,000	1,400	71,400
2016A L.T. Note	1,635,000	TIF #22	790,000	7,900	797,900	790,000	7,900	797,900
2016B L.T. Note	2,085,000	TIF #35- Shine Medical Technologies	265,000	20,344	285,344	1,625,000	74,048	1,699,048
2017 L.T. Note	30,000	TIF #36 - Court St. Two-Way	4,000	639	4,639	30,000	3,654	33,654
2017 L.T. Note	40,000	TIF #36 - E. Milwaukee St. Bridge Rehab	5,000	857	5,857	40,000	4,962	44,962
2017 L.T. Note	185,000	TIF #36 - W. Milwaukee St. Rehab	26,000	3,951	29,951	185,000	22,626	207,626
2017 L.T. Note	402,000	TIF #36 - Jackson St. Lighting Impr.	52,000	8,597	60,597	402,000	49,467	451,467
2017 L.T. Note	317,000	TIF #22 - Progress Drive Extension	77,000	5,905	82,905	317,000	13,105	330,105
2017 L.T. Note	1,213,000	TIF #36 - Town Square W. Side Impr.	163,000	30,147	193,147	1,213,000	152,757	1,365,757
TIF Districts & Land Acquisition Total	\$ 2,333,000	\$ 200,049	\$ 2,533,049	\$ 10,613,000	\$ 640,628	\$ 11,253,628		
Special Assessment Fund								
2012 L.T. Note	285,000	DPW Infrastructure Impr.	74,000	740	74,740	74,000	740	74,740
2013 L.T. Note	400,000	DPW Infrastructure Impr.	80,000	2,400	82,400	160,000	3,200	163,200
2014 L.T. Note	418,000	DPW Infrastructure Impr.	82,500	4,538	87,038	247,500	7,838	255,338
2015 L.T. Note	379,000	DPW Infrastructure Impr.	75,000	6,850	81,850	305,000	17,400	322,400
2016 L.T. Note	268,000	DPW Infrastructure Impr.	58,000	5,080	63,080	268,000	13,480	281,480
2017 L.T. Note	533,000	DPW Infrastructure Impr.	-	11,261	11,261	533,000	37,851	570,851
Special Assessment Fund Total	\$ 369,500	\$ 30,869	\$ 400,369	\$ 1,587,500	\$ 80,509	\$ 1,668,009		
GENERAL CITY								
General Government								
2010 L.T. Note	350,000	Gen'l Bldg. Repairs	35,000	2,354	37,354	105,000	4,309	109,309
2010 L.T. Note	250,000	Tallman House	25,000	1,681	26,681	75,000	3,078	78,078
2010 L.T. Note	170,000	Oakhill Cemetery- Maint. Bldg. Chapel	17,000	1,143	18,143	51,000	2,093	53,093
2010 L.T. Note	100,000	Riverside Park - Storage Building	10,000	673	10,673	30,000	1,231	31,231
2011 L.T. Note	300,000	Tallman House	38,000	3,515	41,515	152,000	8,503	160,503
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	24,000	2,430	26,430	103,000	5,985	108,985
2011 L.T. Note	60,000	Oakhill Cemetery- Capital Projects	7,000	708	7,708	30,000	1,746	31,746
2011 L.T. Note	50,000	City Service Center - Storage Building	6,000	585	6,585	25,000	1,448	26,448
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	28,000	2,600	30,600	144,000	7,240	151,240
2012 L.T. Note	185,000	Tallman House	19,000	1,710	20,710	95,000	4,750	99,750
2012A L.T. Note	6,000	Gen'l Bldg. Repairs - Ice Arena	3,000	90	3,090	6,000	120	6,120
2013 L.T. Note	350,000	Tech. Enhancements- IT	70,000	700	70,700	70,000	700	70,700
2013 L.T. Note	145,000	City Service Center - Fuel Island	11,000	2,678	13,678	118,000	8,594	126,594
2013 L.T. Note	72,000	Oakhill Cemetery- Maintenance Building	5,000	1,363	6,363	59,000	4,556	63,556
2013 L.T. Note	50,000	Tallman House	4,000	893	4,893	39,000	2,986	41,986
2013A L.T. Note	2,111,000	WRS Prior Service Costs	192,000	30,657	222,657	1,533,000	146,403	1,679,403
2014 L.T. Note	250,000	IT Strategic Plan	24,000	3,685	27,685	234,000	13,905	247,905
2014 L.T. Note	90,000	Election Equip	18,000	630	18,630	36,000	810	36,810
2014 L.T. Note	75,000	IT Tech Improvements	15,000	525	15,525	30,000	675	30,675
2014 L.T. Note	45,000	IT - Complete PH II & III of ERP	4,000	630	4,630	36,000	2,345	38,345
2014 L.T. Note	25,000	Enterprise GIS Program Develop	2,000	340	2,340	19,000	1,245	20,245
2014 L.T. Note	16,000	Replacement of CADD system	1,000	225	1,225	13,000	880	13,880
2015 L.T. Note	118,000	IT Strategic Plan	13,000	2,570	15,570	91,000	11,120	102,120
2015 L.T. Note	22,000	IT Tech Improvements	4,000	240	4,240	14,000	440	14,440
2016 L.T. Note	288,000	City Hall- Boiler Replacement	32,000	4,785	36,785	248,000	20,838	268,838
2016 L.T. Note	205,000	IT Tech Improvements	23,000	3,390	26,390	176,000	14,830	190,830
2016 L.T. Note	30,000	IT Extend Metropolitan Area Network	3,000	505	3,505	26,000	2,283	28,283
2016A L.T. Note	266,000	General Building Repairs	133,000	1,330	134,330	133,000	1,330	134,330
2016A L.T. Note	144,000	General Building Repairs & Tallman House	48,000	1,440	49,440	96,000	1,920	97,920
2017 L.T. Note	660,000	City Hall - Elevator Modernization	93,000	13,884	106,884	660,000	76,579	736,579
2017 L.T. Note	303,000	IT Extend Metropolitan Area Network	42,000	6,390	48,390	303,000	35,470	338,470
2017 L.T. Note	209,000	IT Tech Improvements	30,000	4,146	34,146	209,000	23,906	232,906
2017 L.T. Note	47,000	Roof Repairs	7,000	980	7,980	47,000	5,335	52,335
2017 L.T. Note	50,000	City Hall Roof Replace/Chambers Renov.	6,000	1,064	7,064	50,000	5,974	55,974
2017 L.T. Note	40,000	City Hall Deck / Upper Garage Ceiling Repr.	6,000	845	6,845	40,000	4,695	44,695
2017 L.T. Note	8,000	IT Tech Improvements - Govern/New World	1,000	163	1,163	8,000	773	8,773
General Government Total	\$ 999,000	\$ 101,545	\$ 1,100,545	\$ 5,104,000	\$ 429,095	\$ 5,533,095		

**General Obligation Debt Service for 2018 and
Total Outstanding Indebtedness as of December 31, 2017**

			2018		2018 Principal & Interest	12/31/2017		
			Principal	Interest		Principal	Interest	Total
Public Safety								
2011 L.T. Note	1,000,000	Fire - Vehicle Replacement	125,000	11,923	136,923	512,000	29,049	541,049
2011 L.T. Note	800,000	Public Safety Equipment - Police/Fire Radio	99,000	9,518	108,518	408,000	23,231	431,231
2011 L.T. Note	500,000	Fire Station #1 Construction Yr. 3	62,000	5,945	67,945	255,000	14,488	269,488
2012 L.T. Note	80,000	Police Records Manag.	8,000	740	8,740	41,000	2,030	43,030
2012A L.T. Note	370,000	Police Services Constr. - Yr 2 Funding	181,000	5,590	186,590	370,000	7,480	377,480
2012A L.T. Note	58,000	Ambulance/Pumper	29,000	870	29,870	58,000	1,160	59,160
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	90,000	23,258	113,258	1,020,000	75,159	1,095,159
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	9,000	2,388	11,388	104,000	7,859	111,859
2014 L.T. Note	3,000,000	Fire Station #1 - Construction Yr. 4	223,000	44,285	267,285	2,484,000	167,375	2,651,375
2014 L.T. Note	574,000	Public Safety Equip - Fire Vehicle Replace	43,000	8,475	51,475	476,000	32,060	508,060
2014 L.T. Note	410,000	Replacement of Fire SCBA	30,000	6,030	36,030	339,000	22,920	361,920
2015 L.T. Note	3,000,000	Central Fire Station	311,000	67,610	378,610	2,339,000	295,790	2,634,790
2015 L.T. Note	465,000	Fire - Vehicle Replacement	50,000	10,220	60,220	359,000	44,200	403,200
2015 L.T. Note	85,000	Police - SWAT Equipment	9,000	1,880	10,880	66,000	8,135	74,135
2016 L.T. Note	500,000	Central Fire Station	57,000	8,280	65,280	430,000	35,935	465,935
2016 L.T. Note	569,000	Fire - Vehicle Replacement	64,000	9,445	73,445	490,000	40,928	530,928
2016 L.T. Note	101,000	Police - SWAT Equipment & Video Equip.	11,000	1,660	12,660	86,000	7,255	93,255
2016A L.T. Note	144,000	Fire - Station #1, Police- Pistol Range	72,000	720	72,720	72,000	720	72,720
2016A L.T. Note	18,000	Public Safety Equipment - Police	6,000	180	6,180	12,000	240	12,240
2017 L.T. Note	525,000	Fire Engine	74,000	10,459	84,459	525,000	60,584	585,584
2017 L.T. Note	156,000	Fire - Vehicle Replacement	20,000	3,298	23,298	156,000	18,408	174,408
Public Safety Total			\$ 1,573,000	\$ 232,772	\$ 1,805,772	\$ 10,602,000	\$ 895,004	\$ 11,497,004
Public Works								
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	166,500	11,197	177,697	499,500	20,500	520,000
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	2,186	34,686	97,500	4,002	101,502
2010 L.T. Note	200,000	Property Acquisition	20,000	1,345	21,345	60,000	2,463	62,463
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	292,000	27,010	319,010	1,168,000	65,335	1,233,335
2011 L.T. Note	140,000	Property Acquisition	25,000	813	25,813	50,000	1,094	51,094
2011A L.T. Note	160,000	DPW Infrastructure Impr.	25,000	2,313	27,313	100,000	5,594	105,594
2012 L.T. Note	2,020,000	DPW Infrastructure Impr.	205,000	18,610	223,610	1,033,000	51,730	1,084,730
2012 L.T. Note	310,000	Property Acquis. - 55 S. River St.	44,000	3,840	47,840	214,000	10,600	224,600
2012 L.T. Note	125,000	Property Acquisitions	13,000	1,170	14,170	65,000	3,250	68,250
2012 L.T. Note	100,000	Parking Plaza Repairs	10,000	940	10,940	52,000	2,640	54,640
2012 L.T. Note	20,000	Traffic Signal Impr.	2,000	180	2,180	10,000	500	10,500
2012A L.T. Note	132,000	DPW Infrastructure Impr.	66,000	1,980	67,980	132,000	2,640	134,640
2012A L.T. Note	31,000	Parking Plaza Repairs	15,000	470	15,470	31,000	630	31,630
2012A L.T. Note	18,000	Traffic Signal Impr.	9,000	270	9,270	18,000	360	18,360
2012A L.T. Note	17,000	Marshall Auditorium	8,000	260	8,260	17,000	350	17,350
2013 L.T. Note	2,666,000	DPW Infrastructure Impr.	262,000	41,013	303,013	1,856,000	130,861	1,986,861
2013 L.T. Note	435,000	DPW- Transit Operations & Maint. Facility	32,000	8,108	40,108	356,000	26,159	382,159
2013 L.T. Note	37,000	DPW- Transit Capital Projects	8,000	80	8,080	8,000	80	8,080
2013 L.T. Note	20,000	Traffic Signal & Street Light Replacement	2,000	313	2,313	14,000	1,031	15,031
2013 L.T. Note	80,000	Replace Stationary Compactors & Contain.	8,000	1,080	9,080	48,000	3,780	51,780
2013 L.T. Note	1,000,000	Clay Procurement	100,000	13,500	113,500	600,000	47,250	647,250
2013 L.T. Note	1,050,000	Landfill Closure Ph. 2	107,000	14,445	121,445	642,000	50,558	692,558
2014 L.T. Note	2,260,000	DPW Infrastructure Impr.	188,000	32,030	220,030	1,799,000	118,285	1,917,285
2014 L.T. Note	1,610,000	Pretreatment Facility - GF Portion	160,000	20,625	180,625	1,128,000	70,950	1,198,950
2014 L.T. Note	500,000	Replace Street Lights with LEDs	37,000	7,345	44,345	413,000	27,830	440,830
2014 L.T. Note	30,000	Traffic Signal & Street Light Replacement	3,000	435	3,435	24,000	1,500	25,500
2015 L.T. Note	4,511,000	DPW Infrastructure Impr.	484,000	99,370	583,370	3,487,000	429,855	3,916,855
2015 L.T. Note	130,000	Landfill Ph. 2- Leachate Recirculation	10,000	3,300	13,300	110,000	15,550	125,550
2015 L.T. Note	35,000	Traffic Signal Red LED Light Replacements	4,000	750	4,750	27,000	3,195	30,195
2015 L.T. Note	20,000	Traffic Signal and Streetlight Replace	2,000	470	2,470	16,000	2,015	18,015
2015 L.T. Note	17,000	GPS for Snowplowing Equipment	2,000	350	2,350	13,000	1,595	14,595
2016 L.T. Note	4,254,000	Construct and Improve Streets	480,000	70,545	550,545	3,661,000	306,478	3,967,478
2016 L.T. Note	1,500,000	Parking Plaza Removal	169,000	24,880	193,880	1,291,000	108,095	1,399,095
2016 L.T. Note	86,000	Traffic Signal Red LED Light Replacements	10,000	1,425	11,425	74,000	6,048	80,048
2016 L.T. Note	72,000	Traffic Signal and Pedestrian Signals	9,000	1,165	10,165	61,000	4,983	65,983
2016 L.T. Note	42,000	Transit- Bus Technology Improvements	5,000	710	5,710	37,000	3,140	40,140
2016 L.T. Note	25,000	Public Works- Work Order System	2,000	455	2,455	23,000	1,993	24,993
2016A L.T. Note	295,000	DPW Infrastructure Impr.	145,000	1,450	146,450	145,000	1,450	146,450
2016A L.T. Note	510,000	DPW Flood Remediation & Infra. Imps.	170,000	5,120	175,120	341,000	6,830	347,830
2016A L.T. Note	464,000	Downtown Parking Structure - Yr I, Property A	232,000	2,320	234,320	232,000	2,320	234,320
2016A L.T. Note	1,022,000	Downtown Parking Structure & Property Acqu	339,000	9,770	348,770	658,000	12,960	670,960
2017 L.T. Note	4,014,000	DPW Infrastructure Impr.	561,000	102,221	663,221	4,014,000	485,411	4,499,411
2017 L.T. Note	196,000	Transit Buses	27,000	3,904	30,904	196,000	22,484	218,484
2017 L.T. Note	100,000	Property Acquisitions	14,000	2,106	16,106	100,000	11,636	111,636
2017 L.T. Note	77,000	Traffic Signal and Pedestrian Signals	11,000	1,530	12,530	77,000	8,900	85,900
2017 L.T. Note	65,000	Transit Service/Utility Truck	9,000	1,295	10,295	65,000	7,485	72,485
Public Works Total			\$ 4,525,000	\$ 544,690	\$ 5,069,690	\$ 25,063,000	\$ 2,092,391	\$ 27,155,391

**General Obligation Debt Service for 2018 and
Total Outstanding Indebtedness as of December 31, 2017**

			2018		2018 Principal & Interest	12/31/2017		
			Principal	Interest		Principal	Interest	Total
Leisure Services								
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	942	14,942	42,000	1,724	43,724
2010 L.T. Note	100,000	Golf Course Capital	10,000	673	10,673	30,000	1,231	31,231
2011 L.T. Note	40,000	Renovate Playgrounds/Equip.	5,000	463	5,463	20,000	1,119	21,119
2011 L.T. Note	50,000	Skateboard Park	6,000	585	6,585	25,000	1,448	26,448
2011 L.T. Note	100,000	Golf Course Capital	12,000	1,200	13,200	51,000	2,940	53,940
2011 L.T. Note	195,000	Palmer Park - Parking Lot	24,000	2,370	26,370	101,000	5,835	106,835
2012 L.T. Note	40,000	Renovate Playgrounds/Equip.	4,000	380	4,380	21,000	1,090	22,090
2012 L.T. Note	50,000	Bike Trail - Repair/Replace	6,000	460	6,460	26,000	1,260	27,260
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	6,000	560	6,560	31,000	1,530	32,530
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	10,000	940	10,940	52,000	2,580	54,580
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	11,000	1,030	12,030	57,000	2,870	59,870
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	15,000	1,390	16,390	77,000	3,930	80,930
2012 L.T. Note	200,000	Golf Course Equipment	20,000	1,860	21,860	103,000	5,210	108,210
2012 L.T. Note	780,000	Ice Arena Renovation	79,000	7,190	86,190	399,000	19,990	418,990
2012A L.T. Note	12,000	Renovate Playgrounds/Equip.	6,000	180	6,180	12,000	240	12,240
2012A L.T. Note	18,000	Bike Trail Impr.	9,000	270	9,270	18,000	360	18,360
2012A L.T. Note	18,000	Tennis Courts - Palmer Park	9,000	270	9,270	18,000	360	18,360
2012A L.T. Note	55,000	Golf Course- Riverside Irrigation System	25,000	850	25,850	55,000	1,150	56,150
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	3,000	740	3,740	32,000	2,515	34,515
2013 L.T. Note	50,000	Aquatics Renovation	4,000	893	4,893	39,000	2,986	41,986
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	4,000	893	4,893	39,000	2,986	41,986
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	4,000	893	4,893	39,000	2,986	41,986
2013 L.T. Note	70,000	Camden Playground Renovation	5,000	1,330	6,330	58,000	4,350	62,350
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	9,000	1,675	8,675	74,000	5,348	79,348
2013 L.T. Note	200,000	Golf Course Equipment	40,000	400	40,400	40,000	400	40,400
2014 L.T. Note	25,000	Splash Pad Feasibility Study	2,000	340	2,340	19,000	1,245	20,245
2014 L.T. Note	200,000	Golf Course Equipment	40,000	1,400	41,400	80,000	1,800	81,800
2015 L.T. Note	40,000	Playground Replacement	4,000	860	4,860	30,000	3,750	33,750
2015 L.T. Note	110,000	Golf Course Equipment	22,000	1,100	23,100	66,000	1,980	67,980
2015 L.T. Note	326,000	Splash Pad	35,000	7,180	42,180	252,000	31,025	283,025
2016 L.T. Note	40,000	Playground Replacement	5,000	650	5,650	34,000	2,690	36,690
2016 L.T. Note	90,000	Golf Course Equipment	10,000	1,505	11,505	78,000	6,608	84,608
2016A L.T. Note	106,000	Youth Sports & Renovate Equip.	53,000	530	53,530	53,000	530	53,530
2016A L.T. Note	516,000	Ice Arena, Youth Sports & Renovate Equip.	172,000	5,140	177,140	343,000	6,850	349,850
2017 L.T. Note	25,000	Ice Arena Impr.	4,000	521	4,521	25,000	2,831	27,831
2017 L.T. Note	50,000	Dawson Softball Facility Improvements	7,000	1,062	8,062	50,000	5,882	55,882
2017 L.T. Note	70,000	Bike Trail - Repair/Replace	10,000	1,485	11,485	70,000	8,230	78,230
2017 L.T. Note	75,000	Golf Course Equipment	11,000	1,494	12,494	75,000	8,804	83,804
2017 L.T. Note	80,000	Playground Replacement	11,000	1,683	12,683	80,000	9,258	89,258
2017 L.T. Note	755,000	Ice Arena Dehumidification Impr.	106,000	15,892	121,892	755,000	87,802	842,802
Leisure Services Total			830,000	69,275	899,275	3,469,000	255,721	3,724,721
TOTAL GENERAL CITY			\$ 7,927,000	\$ 948,282	\$ 8,875,282	\$ 44,238,000	\$ 3,672,211	\$ 47,910,211
TOTAL DPW IMPROVEMENTS & GENERAL CITY			\$ 7,927,000	\$ 948,282	\$ 8,875,282	\$ 44,238,000	\$ 3,672,211	\$ 47,910,211
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 16,605,000	\$ 1,931,598	\$ 18,536,598	\$ 91,895,000	\$ 7,436,405	\$ 99,331,405
Wastewater Utility Revenue								
CWF #4335-02	1,100,828	Wastewater Utility Impr.	67,783	6,837	74,620	282,521	15,802	298,323
CWF #4335-05	284,140	Wastewater Utility Impr.	18,803	854	19,657	38,164	1,141	39,305
CWF #4335-07	2,032,973	Wastewater Utility Impr.	117,708	16,330	134,039	749,348	54,374	803,722
CWF #4335-09	26,462,000	Wastewater Utility Impr.	1,430,580	400,640	1,831,220	19,349,720	2,601,457	21,951,176
CWF #4335-10	986,325	Wastewater Utility Impr.	44,977	17,172	62,149	737,982	130,794	868,776
Wastewater Utility Revenue Total			\$ 1,679,851	\$ 441,833	\$ 2,121,684	\$ 21,157,735	\$ 2,803,568	\$ 23,961,303
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Impr.	121,201	20,113	141,314	911,034	77,424	988,458
SDWL #5119-02	1,336,937	Water Utility Impr.	77,571	12,646	90,217	498,622	42,222	540,844
Water Utility Revenue Total			\$ 198,772	\$ 32,759	\$ 231,531	\$ 1,409,656	\$ 119,646	\$ 1,529,302
TOTAL LONG-TERM DEBT			\$ 18,483,623	\$ 2,406,190	\$ 20,889,813	\$ 114,462,391	\$ 10,359,619	\$ 124,822,010