



2019 Annual Budget



CITY OF JANESVILLE

Wisconsin's Park Place



TABLE OF CONTENTS
2019 BUDGET

	PAGE
City Manager’s Message.....	1 – 9
2019-2023 Strategic Plan Overview	10 – 11
General Fund Budget Summary.....	12
General Fund Balance Table.....	13
Unrestricted General Fund Balance	14
Estimated Fund and Reserve Balances	15
Revenue Summary	16 – 17
Expenditure Summary	18 – 19
Capital Outlay Summary.....	20 – 23
Organizational Chart.....	24
Staffing Table.....	25 – 32
Full-Time Equivalentents	33 – 34
 <u>General Government</u>	
City Council	35
City Manager	36 – 37
City Assessor	38 – 39
City Attorney	40 – 41
Clerk-Treasurer / Elections	42 – 44
Economic Development.....	45 – 47
Finance	48 – 50
Human Resources	51 – 53

General Government (continued)

Information Technology 54 – 55

Other General Fund..... 56 – 57

Public Safety

Police Department..... 58 – 61

Fire Department 62 – 66

Public Works

Engineering 67 – 69

Operations:

 Parking Facilities 70 – 71

 Public Buildings..... 72 – 74

 Snow Removal..... 75 – 77

 Street Maintenance..... 78 – 80

 Traffic Management..... 81 – 83

 Weed Control..... 84 – 85

Parks 86 – 88

 Golf Courses 127 – 130

 Oakhill Cemetery..... 131 – 132

Planning Division & Building Division..... 89 – 86

Stormwater Utility 109 – 113

Wastewater Utility 114 – 120

Water Utility 121 – 126

Sanitation Fund..... 160 – 166

Vehicle Operation and Maintenance (VOM)..... 170 – 174

Neighborhood and Community Services

Property Maintenance 94 – 96

Recreation 97 – 102

Transit 103 – 108

Rent Assistance..... 145 – 148

State and Federal Grants 149 – 155

Vacant Building Registration Program 156 – 158

Other Funds & Activities

Enterprise Funds:

Transit 103 – 108

Utilities:

 Stormwater Utility 109 – 113

 Wastewater Utility 114 – 120

 Water Utility 121 – 126

Special Revenue Funds:

Golf Courses 127 – 130

Oakhill Cemetery 131 – 132

Hedberg Public Library..... 133 – 137

JATV Cable Public Access..... 138 – 140

Janesville Innovation Center (JIC)..... 141 – 144

Neighborhood Services:

 Rent Assistance..... 145 – 148

 State and Federal Grants 149 – 155

 Vacant Building Registration Program 156 – 158

Wheel Tax / Enhanced Streets Rehab Program 159

Sanitation Fund 160 – 166

Other Funds & Activities (continued)

Internal Service Funds:

Insurance Fund..... 167 – 169

Vehicle Operation and Maintenance (VOM)..... 170 – 174

Other Activities:

Major Capital Projects 175 – 182

Statement of Legal Debt Margin..... 183

Schedule of General Obligation Debt Service
and Outstanding Indebtedness 184 – 187



Council President Marklein and City Councilmembers:

City Administration and staff have worked diligently these past five months to deliver the adopted 2019 City and Library budgets. When we began the process in early August, we projected a shortfall of nearly \$70,000. Today, I'm pleased to offer to you a balanced budget that funds the citywide revaluation of properties and increases police, IT, and HR staffing while decreasing the City's draw on the General Fund balance for operating expenditures by \$27,606. 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 2019 City and Library budgets meet most of the budget parameters established as guidance for developing a budget proposal:

Must-Have

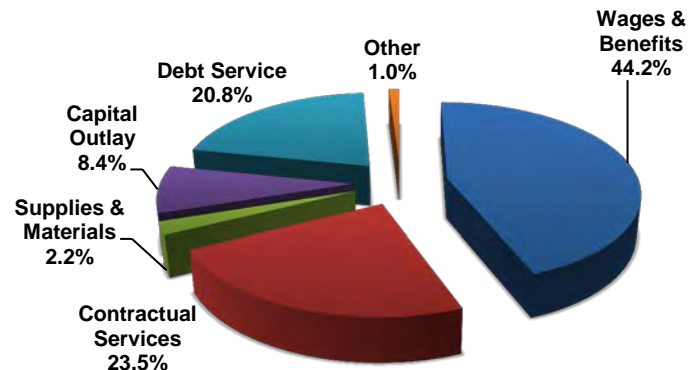
- ✓ Increase the operating property tax levy to the maximum allowable amount under Wisconsin levy limits law
- ✓ Maintain or reduce the amount of applied General Fund balance utilized
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit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

Nice-to-Have

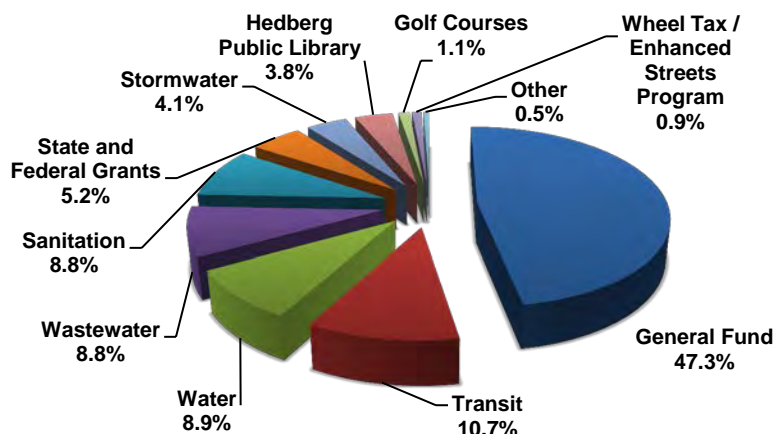
- ✓ Allocate a proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on August 6, 2018
- ✗ Implement the City Administration's personnel priorities plan

Overview

The adopted 2019 City and Library budgets for all funds totals \$108,575,994, which represents an increase of \$3,426,440, or 3.3%, compared to the amended 2018 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budgeted expenditures at 44.2%; followed by Contractual Services at 23.5%; and Debt Service at 20.8%.



The adopted 2019 City and Library operating budgets for all funds is \$75,860,066, which represents an increase of \$2,797,030, or 3.8%, compared to the amended 2018 budget. Additionally, the adopted 2019 City and Library capital and debt service budgets for all funds totals \$32,715,928, which represents an increase of \$629,410, or 2.0%, compared to the amended 2018 budget. This increase in the capital and debt service budgets is primarily due to an increase in the debt service payment attributed to capital projects funded in the 2018 Note Issue.



The adopted 2019 City and Library budgets are comprised of a number of funds as represented in the pie chart to the left. The largest of these funds in terms of expenditures is the General Fund at 47.3% of the overall budget, followed by JTS (10.7%), the Water Utility (8.9%), the Wastewater Utility (8.8%), and Sanitation (8.8%).

Most of these funds will be discussed in further detail.

The table below depicts the financial impact of the adopted 2019 City and Library budgets for the average Janesville household:

<u>Funding Source</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>% Change</u>
Property Taxes ¹				
Operating	\$696.53	\$707.93	\$11.40	1.6%
Debt Service	270.45	295.73	25.28	9.3%
Hedberg Public Library	100.23	103.19	2.96	3.0%
Wheel Tax ²	40.00	40.00	0.00	0.0%
Janesville Municipal Utilities Bill				
Water ³	248.04	248.04	0.00	0.0%
Wastewater	356.60	373.40	16.80	4.7%
Stormwater ⁴	74.67	81.28	6.61	8.9%
Solid Waste Management Fee	<u>127.54</u>	<u>131.19</u>	<u>3.65</u>	<u>2.9%</u>
Total Increase	\$1,914.06	\$1,980.76	\$66.70	3.5%

Assumptions

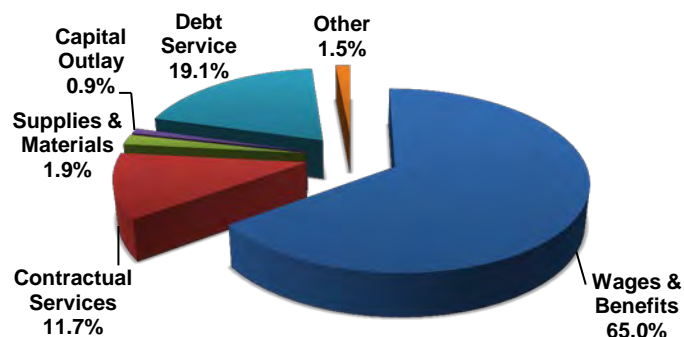
- 1. Assessed Value \$4,063,707,900 \$4,067,030,710
- Avg. Assessed Home Value \$122,200 \$122,900
- 2. Avg. number of cars per household 2 2
- 3. Avg. residential customer with a 5/8" meter and consumes 2,500 cubic feet per quarter.
- 4. Avg. residential property with 3,200 sqft. of impervious surface area (ERU)

General Fund

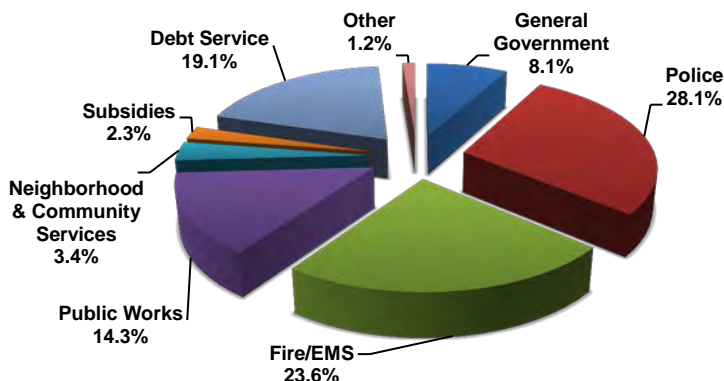
The adopted 2019 General Fund budget anticipates expenditures totaling \$51,342,381, which represents an increase of \$1,799,349, or 3.6%, compared to the amended 2018 General Fund budget. The adopted 2019 General Fund operating budget totals \$41,556,000, which is an increase of \$1,000,619, or 2.5%, from the amended 2018 General Fund operating budget.

Meanwhile, the adopted 2019 General Fund debt service budget totals \$9,786,381, which represents an increase of \$792,730, or 8.8%, compared to the amended 2018 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 2018 Note Issue.

The following pie charts break down the adopted 2019 General Fund budget by use of funds and by programs. Most General Fund programs and services are heavily dependent upon human capital. Wages & Benefits represent the largest category of expenditures at 65.0% of the adopted 2019 General Fund budget, followed by Debt Service (19.1%) and Contractual Services (11.7%).



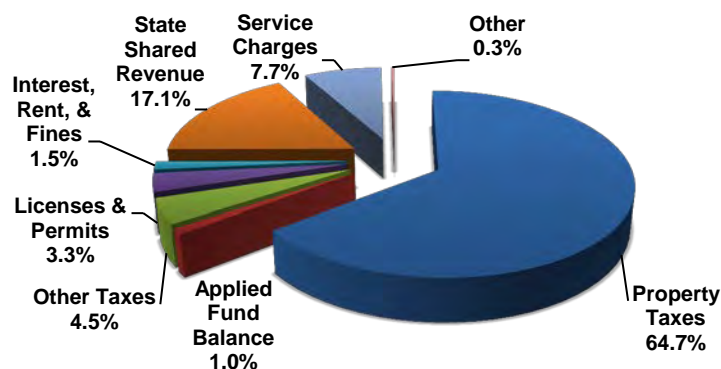
Within the adopted 2019 General Fund operating budget, which excludes debt service, personnel costs represent 80.3% of total expenditures.



The pie chart to the left illustrates the variety of programs and services funded through the General Fund. Public Safety services (Police and Fire) represent the majority of expenditures at 51.7%, followed by Debt Service (19.1%) and Public Works (14.3%). If debt service is excluded, Public Safety represents 63.9% of the adopted 2019 General Fund budget.

Revenue Changes

The pie chart to the right illustrates the variety of revenue sources in the General Fund. Property Taxes represent the majority of adopted General Fund revenue at 64.7% followed by State Shared Revenue (17.1%) and Service Charges (7.7%).



The adopted 2019 General Fund property tax levy totals \$33,213,225, which represents an increase of \$1,056,630, or 3.3%, compared to 2018. The property tax levy includes an adjustment of \$41,455 to recoup refunded taxes for excessive assessment claims settled in late 2017 and 2018. Lastly, the adopted 2019 General Fund budget decreases the amount of applied fund balance utilized to \$509,789, which represents a decrease of \$27,606, or 5.1%, from the amended 2018 budget.

Non-property tax revenues total \$17,619,367, an increase of \$770,325, or 4.6%, from the amended 2018 budget. Non-property tax revenue growth is attributed to increased General Transportation Aid (GTA) revenue as well as increased utilization of user fee-based services and adopted user fee increases for select services. The adopted 2019 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 23, 2018 meeting. These user fee increases are intended to help offset the cost of providing certain programs and services as well as charge comparable rates to peer communities.

The following table summarizes major revenue changes in the adopted 2019 General Fund budget:

Property Tax Levy	\$ 1,056,630
General Transportation Aid (GTA)	303,174
Exempt Personal Property Aid for Reduced Levy	142,264
Interest Income	100,000
PILOT Payment	100,000
JFD Service Revenue	81,560
Comprehensive Fee Review Revenue	81,500
Bartender Licenses	46,000
Room Tax Revenue	29,972
State Shared Revenue	(69,550)
Cable TV Franchise Fees	(100,000)
Applied Fund Balance for Operating Expenditures	(27,606)
<u>Other</u>	<u>55,405</u>
Total Revenue Changes	\$ 1,799,349

Program/Expenditure Changes

The adopted 2019 General Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Debt Service	\$ 792,730
Wages and Wage-Driven Fringe Benefits	726,953
Snow Removal Program Expenses	127,175
Citywide Revaluation of Properties	72,682
Police Officer in Lieu of JPD Overtime	71,892
IT Support Technician to Support Public Safety Agencies	70,434
Computer Maintenance	51,538
Outside Attorney Expenses	50,000
Vehicle Operation and Maintenance	48,608
Municode Ordinance Codification	28,000
HR Intern	16,793
Less Elections	(50,228)
One-Time Studies/Reviews	(60,000)
Less JPD Overtime for a Police Officer	(71,892)
Contingency	(172,936)
<u>Other</u>	<u>97,600</u>
Total Program/Expenditure Changes	\$ 1,799,349

Water and Wastewater Utilities

The adopted 2019 Water & Wastewater budget is \$19,192,794, an increase of \$818,806, or 4.5%, from the amended 2018 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 2018 Note Issue.

Revenue Changes

The Water Utility did not include an inflationary rate increase in their 2019 budget as the City Council has authorized the submission of a conventional rate case application with the Public Service Commission (PSC) to increase revenue for work related to the enhanced street rehabilitation program and compensate for declining consumption trends. The City does not expect the PSC to review the application and rate increase until late 2019, at the earliest. Therefore, the Water Utility's adopted 2019 budget does not include any rate increases.

Additionally, the adopted 2019 Wastewater Utility budget includes a 6.9% rate increase effective January 1, 2019 that is necessary to maintain the financial health of the fund and pay for additional work associated with the enhanced street rehabilitation program.

The financial impact of the Utility rate increases on the average residential customer will be \$4.20 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2019 Utilities budget includes a number of significant program and expenditure changes that are identified in the following table:

Water	
Debt Service	\$403,814
Well Maintenance	133,190
Wages and Wage-Driven Fringe Benefits	24,742
Capital Projects	(49,230)
Booster Pumps Equipment Maintenance	(55,050)
Taxes	(132,065)
Other	(11,564)
Wastewater	
Capital Projects	256,300
WWTP Maintenance and Electrical Upgrades	152,000
Wages and Wage-Driven Fringe Benefits	73,900
Debt Service	37,379
Utilities	25,522
DNR Permitting Consultant	(60,000)
Other	<u>19,868</u>
Total Program/Expenditure Changes	\$818,806

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, Recycling, and Industrial Waste. The adopted 2019 Sanitation Fund budget totals \$9,514,636, which is a decrease of \$1,228,619, or 11.4%, from the amended 2018 budget. This decrease is primarily

due to the use of \$1.978 million in Sanitation Fund balance to finance sanitary landfill capital projects in 2018.

Revenue Changes

The Sanitary Landfill anticipates a decrease of 1,800 tons in solid waste disposed and a \$2.00 per ton increase in the landfill tipping fee for non-contract commercial haulers in 2019. These changes will result in the loss of \$24,250, or 0.4%, in revenue for 2019. Additionally, the adopted 2019 Sanitation Fund budget includes a \$3.65, or 2.9%, increase in the per household solid waste management fee from \$127.54 to \$131.19 per year. The financial impact of the solid waste management fee increase on the average residential customer will be \$0.91 per quarter on their Janesville Municipal Utilities bill.

The following table summarizes major revenue changes in the adopted 2019 Sanitation Fund budget:

Sanitary Landfill	\$ (9,250)
Solid Waste Management Fee	42,621
Recycling Program	(40,000)
<u>Industrial Waste</u>	<u>(42,552)</u>
Total Revenue Changes	\$ (49,181)

Program/Expenditure Changes

The adopted 2019 Sanitation Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Vehicle Operation and Maintenance	\$ 93,954
Capital Outlay	89,130
Wages and Wage-Driven Fringe Benefits	35,861
Landfill Tipping Fees for Residential Waste Disposal	(64,600)
Debt Service	(120,974)
Transfer to Capital Projects Fund	(1,228,000)
<u>Other</u>	<u>(33,990)</u>
Total Program/Expenditure Changes	\$ (1,228,619)

Stormwater Utility

The adopted 2019 Stormwater Utility budget is \$4,410,535, an increase of \$500,853, or 12.8%, from the amended 2018 budget. This increase is primarily due to an increase in the debt service payment for the Monterey Area River Restoration (MARR) and other stormwater infrastructure improvement projects.

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 \$6.61, or 8.9%, increase per ERU for a total cost of \$81.28 per ERU in 2019. The financial impact of the stormwater rate increase on the average residential customer will be \$1.65 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2019 Stormwater Utility budget includes a number of significant program and expenditure changes that are identified as follows:

Debt Service	\$ 229,749
Vehicle Operation and Maintenance	113,452
Enhanced Street Rehabilitation Program	88,000
Wages and Wage-Driven Fringe Benefits	57,236
Supplies & Materials	22,000
Capital Projects	(16,000)
<u>Other</u>	<u>6,416</u>
Total Program/Expenditure Changes	\$ 500,853

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 2019 State and Federal Grants budget is \$5,630,529, an increase of \$911,836, or 19.3%, from the amended 2018 budget. The increase is primarily due to increases in CDBG and HOME formula allocation revenue.

Program/Expenditure Changes

The adopted 2019 State and Federal Grants budget includes a number of significant program and expenditure changes that are identified as follows:

Rent Assistance	
Wage and Wage-Driven Fringe Benefits	\$ 22,776
Payments for Portability	5,100
Payments for Households Assisted	(6,505)
Other	(558)
State and Federal Grants	
Administration	21,903
Affordable Housing Projects	575,000
Home Ownership Programs	329,815
Other Housing Programs	(25,695)
<u>Public Service Activities</u>	<u>(10,000)</u>
Total Program/Expenditure Changes	\$ 911,836

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 2019 JTS operating budget totals \$3,641,669, which is an increase of \$71,079, or 2.0% from the amended 2018 JTS operating budget. This increase is

primarily due to economic adjustments as well as increased vehicle replacement parts and diesel fuel expenses.

Revenue Changes

State Operating Assistance for JTS is projected to decrease to 23.68% of expenditures while Federal Operating Assistance is projected to increase 30.50% of expenditures. State and Federal Assistance revenue is projected to total \$1,973,056, an increase of \$36,756, or 1.9%, from the amended 2018 JTS operating budget. This increase is primarily due to the increase in the adopted 2019 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 \$554,245, an increase of \$15,223, or 2.8%, from the amended 2018 budget. This increase is primarily due to JTS ridership projected to increase 1.7% from the estimated 2018 amount.

The Local Operating Subsidy is projected to be \$1,083,068, an increase of \$19,600, or 1.8%, from the amended 2018 budget. This revenue increase is primarily due to increased operating expenditures.

Program/Expenditure Changes

The adopted 2019 JTS budget provides for the continuation of current service levels.

Golf Courses

The adopted 2019 Golf Courses budget is \$1,182,472, a decrease of \$51,599, or 4.2% from the amended 2018 budget. The adopted 2019 Golf Courses budget projects revenues to be \$1,193,092, which is a decrease of \$53,909, or 4.3% from 2018. Lastly, the Golf Courses budget does not include any General Fund subsidy in 2019.

Fire Department Vehicle Replacement Fund

As the number of ambulance transfers increase due to the expansion of the inter-facility transfer program, the Fire Department's ambulances will need to be replaced on a more frequent cycle. This increased frequency in the ambulance replacement cycle will undoubtedly come at a cost. To mitigate these costs, the adopted 2019 General Fund budget includes a \$48,000 transfer of program revenue to the Fire Department Vehicle Replacement Fund to help offset the amount of money borrowed for new ambulances.

Closing

The adopted 2019 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 2019 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 inter-workings of local government. To do that well, the City developed an "Open Budget" website in 2015 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 2019 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 2019 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. Max performed exceptionally, and he 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,

A handwritten signature in black ink, appearing to read "Mark A. Freitag". The signature is written in a cursive style with a large, sweeping "F" and "T".

Mark A. Freitag
City Manager

The City of Janesville 2019-2023 Strategic Plan serves as the road map over the next five years to guide our community's vision to become **THE COMMUNITY OF CHOICE TO REALIZE LIFE'S OPPORTUNITIES**. The Plan outlines our goals, coupled with objectives and strategies to help us make significant, measurable improvements. Track the progress of the City's strategic goals by visiting our Park Place Performs! dashboard at performance.ci.janesville.wi.us.

VISION: What we hope to become or achieve as a community.

WISCONSIN'S PARK PLACE: Discover the community of choice to realize life's opportunities.

MISSION: The primary purpose we serve as an organization.

To innovatively provide effective municipal services that are responsive to the needs of residents, businesses, and visitors and delivered in a reliable, efficient manner in order to sustain Janesville as the community of choice.

VALUES: What guides our organization's perspectives and actions.

ADAPTABILITY

We are creative and flexible in response to our community's changing needs.

RESPECT

We embrace diversity, empathy, and collaboration through a foundation of mutual respect.

SERVICE

We serve with kindness, integrity, and professionalism. We are accountable for making ethical and innovative decisions that reflect community-driven goals.

COMMUNICATION

We value transparency through honest and clear communications.

STRATEGIC GOALS

DOWNTOWN

To position our downtown as a vibrant neighborhood where commerce, culture, entertainment, and history intersect.

ECONOMY

To facilitate continued growth and diversification of our local economy.

FINANCIAL SUSTAINABILITY

To remain a responsible and forward-thinking steward of financial resources.

IMAGE & ENGAGEMENT

To strategically communicate the City's strengths, priorities, and initiatives while maintaining trust and confidence through effective engagement.

INFRASTRUCTURE

To build upon the community's foundation of well-planned, maintained, dependable, and sustainable infrastructure.

PARTNERSHIPS

To embrace and enhance collaboration with local, regional, national, and global stakeholders to realize shared success.

PERFORMANCE CULTURE

To cultivate an organizational environment that empowers an engaged, innovative, and diverse municipal employee base.

ROCK RIVER CORRIDOR

To promote, enhance, and respect the unifying feature of our community.

SAFE & HEALTHY COMMUNITY

To advance safety and overall well-being of residents and neighborhoods through cooperation and encouraging an active lifestyle.

2019 – 2023 STRATEGIC PLAN OVERVIEW

Each year, the City Council adopts the City of Janesville’s five-year Strategic Plan. This document guides the allocation of resources across the City and is evident throughout the City’s annual budget. The budget is the ultimate policy document adopted by the City Council each year. It identifies how limited resources will be distributed throughout department, division, office, program, and service budgets in order to best meet the priorities of the citizens of Janesville.

The City’s first Strategic Plan was developed in 2014 for 2015 through 2019. The process included:

- Developing City of Janesville vision and mission statements;
- Completing SWOT (strengths, weaknesses, opportunities, and threats) and gap (bridging the gap between “where we are” and “where we want to be”) analyses;
- Gathering community feedback on future priorities;
- Developing strategic goals and objectives; and
- Creating annual action plans that contribute towards the achievement of goals and objectives.

The goals, objectives, and action plans established in the adopted Strategic Plan guide the development of department, division, office, program, and service budgets. For instance, the following are examples of tasks from the 2019-2023 Strategic Plan that are included in the 2019 budget:

- Explore the establishment of a municipal court
- Complete a citywide revaluation of properties
- Develop a City employee intranet
- Create an IT Support Technician position to fulfill public safety IT needs
- Develop the 2020-2024 Consolidated Plan for housing and community development programs

Additionally, the following are examples of tasks from the 2019-2023 Strategic Plan that are included in the 2019 Major Capital Projects Budget:

- Complete the reconstruction of the Milwaukee Street Bridge
- Continue to implement GPS tracking technology on all snow / ice control equipment
- Repair Oak Hill Cemetery Road
- Improve Sandstone Drive Park
- Replace JPD’s body worn cameras

Significant Changes to the 2019-2023 Strategic Plan

The 2019-2023 Strategic Plan includes several structural changes, including:

- The addition of major tasks for Hedberg Public Library, JATV, and Janesville Mobilizing 4 Change (JM4C).
- The addition of two new objectives:
 - Infrastructure Objective #6: Actively manage City facilities.
 - Performance Culture Objective #5: Maintain an efficient and effective workplace by creating sound policies, procedures, and practices.
- Updates in department, division, and office abbreviations to reflect organizational changes.

The City Council will adopt the 2019-2023 Strategic Plan on December 10, 2018. The City’s five-year strategic plans can be viewed at www.ci.janesville.wi.us/strategicplan.

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

	Amended 2018	Adopted 2019	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$32,156,595	\$33,213,225	\$1,056,630	3.29%
Fund Balance Applied	537,395	509,789	(27,606)	-5.14%
Other Taxes	2,136,170	2,304,642	168,472	7.89%
Licenses & Permits	1,740,927	1,680,570	(60,357)	-3.47%
Interest, Rents, & Fines	695,000	755,000	60,000	8.63%
State Shared Revenues	8,352,045	8,758,195	406,150	4.86%
Service Charges	2,949,600	3,112,160	162,560	5.51%
Recreation	839,100	851,800	12,700	1.51%
Other & Transfers In	<u>136,200</u>	<u>157,000</u>	<u>20,800</u>	<u>15.27%</u>
TOTAL REVENUES	<u>\$49,543,032</u>	<u>\$51,342,381</u>	<u>\$1,799,349</u>	<u>3.63%</u>
EXPENDITURES				
General Government	\$3,856,484	\$4,134,305	\$277,821	7.20%
Public Safety	25,940,980	26,555,698	614,718	2.37%
Public Works	7,035,458	7,346,365	310,907	4.42%
Neighbord & Community Serv.	1,716,955	1,723,209	6,254	0.36%
Economic Adjustments	99,927	99,764	(163)	-0.16%
Insurance & Other	588,173	538,591	(49,582)	-8.43%
Contingency Account	172,936	0	(172,936)	N/A
General Fund Subsidies	1,138,468	1,158,068	19,600	1.72%
Debt Service	<u>8,993,651</u>	<u>9,786,381</u>	<u>792,730</u>	<u>8.81%</u>
TOTAL EXPENDITURES	<u>\$49,543,032</u>	<u>\$51,342,381</u>	<u>\$1,799,349</u>	<u>3.63%</u>

City of Janesville - General Fund Balance				
	2017	Adopted Budget 2018	Estimated 2018	Adopted Budget 2019
Revenue	\$46,401,097	\$49,005,637	\$49,779,833	\$50,832,592
Expenditures	<u>47,389,857</u>	<u>49,543,032</u>	<u>49,252,106</u>	<u>51,342,381</u>
Net change in fund balance	(988,760)	(537,395)	527,727	(509,789)
Fund balance - beg of year	<u>9,261,668</u>	<u>8,272,908</u>	<u>8,272,908</u>	<u>8,800,635</u>
Fund balance - end of year	<u>\$8,272,908</u>	<u>\$7,735,513</u>	<u>\$8,800,635</u>	<u>\$8,290,846</u>

	2017	Adopted Budget 2018	Estimated 2018	Proposed Budget 2019
Nonspendable Fund Balance	<u>\$1,256,614</u>	<u>\$800,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>
Assigned Fund Balance	\$537,395	\$537,395	509,789	509,789
Unassigned Fund Balance	<u>6,478,899</u>	<u>6,398,118</u>	<u>7,290,846</u>	<u>6,781,057</u>
Unrestricted Fund Balance	<u>\$7,016,294</u>	<u>\$6,935,513</u>	<u>\$7,800,635</u>	<u>\$7,290,846</u>
Total General Fund Balance	<u>\$8,272,908</u>	<u>\$7,735,513</u>	<u>\$8,800,635</u>	<u>\$8,290,846</u>
General Fund Budget				
Operating Expenditures	39,240,222	40,376,445	40,258,455	41,556,000
Contingency	-	172,936	-	-
Debt Service	<u>8,149,635</u>	<u>8,993,651</u>	<u>8,993,651</u>	<u>9,786,381</u>
Total Expenditures	<u>\$47,389,857</u>	<u>49,543,032</u>	<u>\$49,252,106</u>	<u>\$51,342,381</u>
Two Months Operating Expenditures	<u>\$6,540,037</u>	<u>\$6,729,408</u>	<u>\$6,709,743</u>	<u>\$6,926,000</u>
Unrestricted fund balance / operating expense for subsequent year's budget	17.9%	17.2%	19.4%	17.5%

*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 \$1,000,000 at December 31, 2018.

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 \$7,800,635 as of December 31, 2018. The proposed 2019 budget includes \$509,789 of applied fund balance to reduce the tax levy. Therefore, the resulting unassigned fund balance is projected to be \$7,290,846.

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, 2019 of \$7,290,846 divided by the budgeted 2019 operating expenditures of \$41,556,000 yields a ratio of 17.5% which is within the City Council's policy.

City of Janesville
FUND BALANCES
December 31, 2017 and 2018

	Actual 12/31/2017	Estimated 12/31/2018
<u>Enterprise Funds:</u>		
Water Utility	\$44,525,631	\$46,942,187
Wastewater Utility	57,429,212	58,185,524
Storm Water Utility	7,048,048	7,530,136
Transit	<u>9,160,120</u>	<u>8,553,520</u>
Total Enterprise Funds *	<u>\$118,163,011</u>	<u>\$121,211,367</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$368,581	\$714,218
Insurance Fund	<u>2,125,380</u>	<u>2,220,038</u>
Total Internal Service Funds*	<u>\$2,493,961</u>	<u>\$2,934,256</u>
<u>Special Revenue:</u>		
Golf Courses	44,909	44,912
Oakhill Cemetery	161,314	142,895
Hedberg Public Library	614,660	618,428
JATV	398,656	254,305
Janesville Innovation Center (JIC)	4,624	15,859
Housing & Neighborhood Services Grants	1,274,731	1,286,998
Sanitation Fund (including Industrial Waste)	3,264,357	2,225,301
Special Accounts	3,789,943	3,646,937
TIF Districts	<u>(948,036)</u>	<u>(1,102,269)</u>
Total Special Revenue Funds	<u>\$8,605,158</u>	<u>\$7,133,366</u>
<u>Component Unit:</u>		
Housing - Section 8 Rent Assistance	<u>\$79,040</u>	<u>\$86,886</u>
<u>Debt Service Fund:</u>		
	<u>\$3,261,709</u>	<u>\$3,795,194</u>
<u>Capital Project Fund</u>		
	<u>\$5,476,973</u>	<u>\$4,990,850</u>
<u>General Fund</u>		
Nonspendable	\$1,256,614	\$1,000,000
Assigned	537,395	509,789
Unassigned	<u>6,478,899</u>	<u>6,781,057</u>
Total Unrestricted	<u>7,016,294</u>	<u>7,290,846</u>
Total General Fund Balance	<u>\$8,272,908</u>	<u>\$8,290,846</u>

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

**REVENUE SUMMARY
2019 BUDGET**

	Actual 2017	Amended Budget 2018	9 Months Actual 2018	Estimated 2018	Adopted Budget 2019	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property Levy	\$30,384,949	\$32,156,595	\$32,156,595	\$32,156,595	\$33,213,225	\$1,056,630	3.29%
Fund Balance Applied	<u>988,760</u>	<u>537,395</u>	<u>0</u>	<u>0</u>	<u>509,789</u>	<u>(27,606)</u>	<u>-5.14%</u>
Subtotal	\$31,373,709	\$32,693,990	\$32,156,595	\$32,156,595	\$33,723,014	\$1,029,024	3.15%
OTHER TAXES							
Property Tax Refunds	(\$266,026)	(\$50,000)	(\$23,943)	(\$23,942)	(\$25,000)	\$25,000	-50.00%
Penalties & Interest	200,700	180,000	199,616	199,384	195,000	15,000	8.33%
Water Utility Tax	1,473,530	1,400,000	1,050,000	1,471,000	1,500,000	100,000	7.14%
Mobile Home Fees	82,207	75,000	80,657	75,000	75,000	0	0.00%
Hotel/Motel Tax	419,355	424,170	324,589	424,170	454,142	29,972	7.07%
Wheel Tax	<u>101,865</u>	<u>107,000</u>	<u>73,547</u>	<u>103,700</u>	<u>105,500</u>	<u>(1,500)</u>	<u>-1.40%</u>
Subtotal	\$2,011,631	\$2,136,170	\$1,704,466	\$2,249,312	\$2,304,642	\$168,472	7.89%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$299,102	\$262,330	\$212,077	\$274,013	\$307,930	\$45,600	17.38%
Cable TV License Fee	691,527	750,000	331,533	660,000	650,000	(100,000)	-13.33%
Community Development Permits	<u>720,867</u>	<u>728,597</u>	<u>515,243</u>	<u>722,640</u>	<u>722,640</u>	<u>(5,957)</u>	<u>-0.82%</u>
Subtotal	\$1,711,496	\$1,740,927	\$1,058,853	\$1,656,653	\$1,680,570	(\$60,357)	-3.47%
INTEREST, RENTS & FINES							
Interest on General Investments	\$278,511	\$170,000	\$280,920	\$310,000	\$260,000	\$90,000	52.94%
Rental of City Property	186,582	175,000	89,637	185,000	175,000	0	0.00%
Court Fines	266,997	325,000	209,353	290,000	295,000	(30,000)	-9.23%
Sale of City Property	<u>10,431</u>	<u>25,000</u>	<u>9,643</u>	<u>295,000</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$742,521	\$695,000	\$589,554	\$1,080,000	\$755,000	\$60,000	8.63%
STATE SHARED REVENUES							
State Shared Revenues	\$5,189,709	\$5,812,929	\$2,166,455	\$5,812,930	\$5,743,379	(\$69,550)	-1.20%
State Highway Aids	2,078,564	2,078,573	1,756,596	2,342,130	2,383,352	304,779	14.66%
State Payt – Computer Value Reimbursement	177,927	180,543	180,543	180,543	184,200	3,657	2.03%
State Payt – Personal Property Value Reimbursement	0	0	0	0	142,264	142,264	N/A
State Payt – Municipal Services	132,013	100,000	0	115,000	115,000	15,000	15.00%
State Aid – Fire Inspections	<u>176,099</u>	<u>180,000</u>	<u>185,268</u>	<u>185,268</u>	<u>190,000</u>	<u>10,000</u>	<u>5.56%</u>
Subtotal	\$7,754,312	\$8,352,045	\$4,288,862	\$8,635,871	\$8,758,195	\$406,150	4.86%
SERVICE CHARGES							
Parking Fees	\$34,019	\$42,700	\$45,038	\$47,000	\$42,000	(\$700)	-1.64%
Real Estate Search Fees	72,289	75,000	47,995	70,000	87,500	12,500	16.67%
Nuisance Reinspection Charge	34,642	15,000	23,310	20,922	20,000	5,000	33.33%
Public Works	75,908	43,000	61,539	73,500	59,000	16,000	37.21%
Police Department	56,940	56,300	33,210	49,750	54,500	(1,800)	-3.20%
Fire Department	<u>2,597,275</u>	<u>2,717,600</u>	<u>1,975,037</u>	<u>2,762,780</u>	<u>2,849,160</u>	<u>131,560</u>	<u>4.84%</u>
Subtotal	\$2,871,073	\$2,949,600	\$2,186,129	\$3,023,952	\$3,112,160	\$162,560	5.51%
RECREATION							
Recreation Management	<u>\$760,672</u>	<u>\$839,100</u>	<u>\$652,086</u>	<u>\$818,300</u>	<u>\$851,800</u>	<u>\$12,700</u>	<u>1.51%</u>
Subtotal	\$760,672	\$839,100	\$652,086	\$818,300	\$851,800	\$12,700	1.51%

**REVENUE SUMMARY
2019 BUDGET**

	Actual 2017	Amended Budget 2018	9 Months Actual 2018	Estimated 2018	Adopted Budget 2019	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
OTHER REVENUES							
Wastewater Serv. Charge	\$47,897	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	<u>116,547</u>	<u>86,200</u>	<u>35,955</u>	<u>109,150</u>	<u>107,000</u>	<u>20,800</u>	<u>24.13%</u>
Subtotal	\$164,444	\$136,200	\$85,955	\$159,150	\$157,000	\$20,800	15.27%
TOTAL GENERAL FUND WITHOUT							
PROPERTY TAXES	<u>\$16,016,149</u>	<u>\$16,849,042</u>	<u>\$10,565,905</u>	<u>\$17,623,238</u>	<u>\$17,619,367</u>	<u>\$770,325</u>	<u>4.57%</u>
TOTAL GENERAL FUND WITH							
PROPERTY TAXES	<u>\$47,389,858</u>	<u>\$49,543,032</u>	<u>\$42,722,500</u>	<u>\$49,779,833</u>	<u>\$51,342,381</u>	<u>\$1,799,349</u>	<u>3.63%</u>
ENTERPRISE							
Transit System	\$3,562,503	\$11,029,190	\$2,821,582	\$3,542,312	\$11,600,257	\$571,067	5.18%
Stormwater Utility	3,907,227	3,925,500	2,983,093	3,932,000	4,312,000	386,500	9.85%
Wastewater Utility	10,139,666	9,810,500	7,497,222	9,989,480	10,417,500	607,000	6.19%
Water Utility	<u>8,478,598</u>	<u>8,839,600</u>	<u>7,378,038</u>	<u>9,750,175</u>	<u>8,564,000</u>	<u>(275,600)</u>	<u>-3.12%</u>
Total Enterprise	\$26,087,994	\$33,604,790	\$20,679,935	\$27,213,967	\$34,893,757	\$1,288,967	3.84%
SPECIAL REVENUE							
Golf Courses	\$1,252,346	\$1,247,001	\$876,664	\$1,098,485	\$1,193,092	(\$53,909)	-4.32%
Oak Hill Cemetery	231,761	183,000	145,480	198,000	196,000	\$13,000	7.10%
Hedberg Public Library	3,978,392	4,013,956	3,936,578	3,996,656	4,085,983	72,027	1.79%
JATV Cable Public Access	173,808	190,760	83,277	165,425	165,300	(25,460)	-13.35%
Janesville Innovation Center (JIC)	224,379	124,340	140,195	175,611	134,340	10,000	8.04%
N&CS – Rent Assistance	3,089,627	3,027,513	2,236,723	2,841,649	3,045,000	17,487	0.58%
N&CS – State and Federal Grants	1,357,463	1,205,594	649,172	1,048,594	1,733,937	528,343	43.82%
N&CS – Vacant Building Registration Program	0	88,000	20,500	31,000	66,000	(22,000)	-25.00%
Sanitation (including Industrial Waste)	9,782,360	9,863,848	7,891,774	9,789,981	9,564,667	(299,181)	-3.03%
Wheel Tax / Enhanced Street Rehab Program	<u>991,795</u>	<u>963,000</u>	<u>707,314</u>	<u>1,009,350</u>	<u>1,027,215</u>	<u>64,215</u>	<u>6.67%</u>
Total Special Revenue	\$21,081,931	\$20,907,012	\$16,687,677	\$20,354,751	\$21,211,534	\$304,522	1.46%
INTERNAL SERVICE							
Insurance	\$12,075,594	\$11,515,360	\$8,894,831	\$11,312,254	\$11,565,062	\$49,702	0.43%
Vehicle Operation & Maintenance	3,787,869	4,100,000	3,332,534	4,400,000	4,250,000	150,000	3.66%
Prior Service	<u>58,678</u>	<u>0</u>	<u>60,154</u>	<u>60,154</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Internal Service	\$15,922,141	\$15,615,360	\$12,287,519	\$15,772,408	\$15,815,062	\$199,702	1.28%
TOTAL NON-GENERAL							
	<u>\$63,092,066</u>	<u>\$70,127,162</u>	<u>\$49,655,131</u>	<u>\$63,341,126</u>	<u>\$71,920,353</u>	<u>\$1,793,191</u>	<u>2.56%</u>

**EXPENDITURE SUMMARY
2019 BUDGET**

	Actual 2017	Amended Budget 2018	9 Months Actual 2018	Estimated 2018	Adopted Budget 2019	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$6,097	\$6,481	\$3,721	\$5,871	\$6,854	\$373	5.76%
City Manager	456,980	506,348	\$343,990	475,287	527,283	20,935	4.13%
City Assessor	429,302	502,379	\$331,916	446,037	602,204	99,825	19.87%
City Attorney	538,153	485,779	\$516,926	648,057	540,356	54,577	11.23%
Clerk-Treasurer/Elections	556,332	608,823	\$461,369	593,964	601,810	(7,013)	-1.15%
Economic Development	151,439	167,899	\$117,155	160,623	173,125	5,226	3.11%
Finance	421,720	432,525	\$308,256	414,230	413,904	(18,621)	-4.31%
Human Resources	234,100	260,562	\$175,086	251,888	270,840	10,278	3.94%
Information Technology	717,440	885,688	\$654,492	883,896	997,929	112,241	12.67%
Total General Government	\$3,511,563	\$3,856,484	\$2,912,911	\$3,879,853	\$4,134,305	\$277,821	7.20%
PUBLIC SAFETY							
Police Department	\$13,953,269	\$14,151,984	\$10,288,692	\$14,099,126	\$14,429,994	\$278,010	1.96%
Fire Department	<u>11,636,539</u>	<u>11,788,996</u>	<u>\$8,406,405</u>	<u>11,621,297</u>	<u>12,125,704</u>	<u>336,708</u>	<u>2.86%</u>
Total Public Safety	\$25,589,808	\$25,940,980	\$18,695,097	\$25,720,423	\$26,555,698	\$614,718	2.37%
PUBLIC WORKS							
Engineering	<u>\$603,472</u>	<u>\$651,103</u>	<u>\$455,328</u>	<u>\$644,587</u>	<u>\$657,862</u>	<u>\$6,759</u>	<u>1.04%</u>
Operations							
Parking Facilities	79,518	124,893	107,033	151,474	141,123	16,230	13.00%
Public Buildings	602,735	644,563	419,863	646,380	651,492	6,929	1.07%
Snow Removal	\$961,495	\$1,271,909	1,206,809	\$1,423,110	\$1,422,320	\$150,411	11.83%
Street Maintenance	520,123	606,560	437,032	611,196	606,730	170	0.03%
Traffic Management	\$989,592	\$958,578	641,727	\$964,891	\$983,514	24,936	2.60%
Weed Control	<u>32,632</u>	<u>43,877</u>	<u>29,448</u>	<u>43,877</u>	<u>46,523</u>	<u>2,646</u>	<u>6.03%</u>
Subtotal	\$3,186,095	\$3,650,380	\$2,841,912	\$3,840,928	\$3,851,702	\$201,322	5.52%
Parks	1,526,522	1,552,305	1,060,237	1,538,916	1,604,758	52,453	3.38%
Planning & Building and Development	<u>1,204,248</u>	<u>1,181,670</u>	<u>827,279</u>	<u>1,133,566</u>	<u>1,232,043</u>	<u>50,373</u>	<u>4.26%</u>
Total Public Works	\$6,520,337	\$7,035,458	\$5,184,756	\$7,157,997	\$7,346,365	\$310,907	4.42%
NEIGHBORHOOD & COMMUNITY SERVICES							
Property Maintenance	\$304,490	\$336,113	\$211,938	\$313,140	\$290,331	(\$45,782)	-13.62%
Recreation	<u>1,351,669</u>	<u>1,380,842</u>	<u>1,052,161</u>	<u>1,359,656</u>	<u>1,432,878</u>	<u>52,036</u>	<u>3.77%</u>
Total Neighborhood & Community	\$1,656,159	\$1,716,955	\$1,264,099	\$1,672,796	\$1,723,209	\$6,254	0.36%
ECONOMIC ADJUSTMENTS							
Economic Adjustments & Sick Payouts	<u>\$335,386</u>	<u>\$99,927</u>	<u>\$2,835</u>	<u>\$94,638</u>	<u>\$99,764</u>	<u>(\$163)</u>	<u>-0.16%</u>
Total Economic Adjustments	\$335,386	\$99,927	\$2,835	\$94,638	\$99,764	(\$163)	-0.16%
INSURANCE							
Workers' Comp, Liability & Property	<u>\$97,330</u>	<u>\$97,542</u>	<u>\$108,213</u>	<u>\$107,542</u>	<u>\$106,715</u>	<u>\$9,173</u>	<u>9.40%</u>
Total Insurance	\$97,330	\$97,542	\$108,213	\$107,542	\$106,715	\$9,173	9.40%
OTHER							
Refunds & Adjustments	\$8,791	\$1,000	(\$3,463)	\$0	\$1,000	\$0	0.00%
Copy Machine Expense	9,021	17,000	15,966	17,000	17,000	0	0.00%
Misc. & Unclassified	<u>448,025</u>	<u>472,631</u>	<u>383,263</u>	<u>481,208</u>	<u>413,876</u>	<u>(\$58,755)</u>	<u>-12.43%</u>
Total Other	\$465,837	\$490,631	\$395,766	\$498,208	\$431,876	(\$58,755)	-11.98%
CONTINGENCY ACCOUNT							
	\$0	\$172,936	\$0	\$0	\$0	(\$172,936)	-100.00%
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$988,803	\$1,063,468	\$797,601	\$1,051,998	\$1,083,068	19,600	1.84%
Oak Hill Cemetery	0	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	\$1,063,803	\$1,138,468	\$853,851	\$1,126,998	\$1,158,068	\$19,600	1.72%
Total Operating	\$39,240,223	\$40,549,381	\$29,417,528	\$40,258,455	\$41,556,000	\$1,006,619	2.48%
RETIREMENT OF INDEBTEDNESS							
General Fund	\$7,669,635	\$8,513,651	\$8,513,651	\$8,513,651	\$9,306,381	\$792,730	9.31%
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	\$8,149,635	\$8,993,651	\$8,993,651	\$8,993,651	\$9,786,381	\$792,730	8.81%
GRAND TOTAL-GENERAL FUND	<u>\$47,389,858</u>	<u>\$49,543,032</u>	<u>\$38,411,179</u>	<u>\$49,252,106</u>	<u>\$51,342,381</u>	<u>\$1,799,349</u>	<u>3.63%</u>

**EXPENDITURE SUMMARY
2019 BUDGET**

	Actual 2017	Amended Budget 2018	9 Months Actual 2018	Estimated 2018	Adopted Budget 2019	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	\$3,562,503	\$11,029,190	\$2,850,501	\$3,542,312	\$11,600,257	\$571,067	5.18%
Stormwater Utility	3,439,977	3,909,682	3,527,025	3,721,762	4,410,535	500,853	12.81%
Wastewater Utility	9,136,611	9,041,835	8,350,097	9,023,818	9,546,804	504,969	5.58%
Water Utility	<u>8,335,157</u>	<u>9,332,153</u>	<u>10,019,115</u>	<u>10,036,930</u>	<u>9,645,990</u>	<u>313,837</u>	<u>3.36%</u>
Total Enterprise	\$24,474,248	\$33,312,860	\$24,746,738	\$26,324,822	\$35,203,586	\$1,890,726	5.68%
SPECIAL REVENUE							
Golf Courses	\$1,262,931	\$1,234,071	\$941,752	\$1,098,482	\$1,182,472	(\$51,599)	-4.18%
Oak Hill Cemetery	250,956	198,874	175,436	216,419	195,656	(3,218)	-1.62%
Hedberg Public Library	4,012,785	4,013,956	2,778,846	3,992,888	4,085,983	72,027	1.79%
JATV Cable Public Access	178,938	224,626	138,259	309,776	195,739	(28,887)	-12.86%
Janesville Innovation Center (JIC)	197,873	110,120	112,374	164,376	132,436	22,316	20.27%
N&CS – Rent Assistance	2,998,886	3,023,217	2,102,941	2,833,803	3,044,030	20,813	0.69%
N&CS – State and Federal Grants	1,119,001	1,695,476	667,611	1,036,327	2,586,499	891,023	52.55%
N&CS – Vacant Building Registration Program	0	87,067	35,295	30,900	65,361	(21,706)	-24.93%
Sanitation (including Industrial Waste)	8,357,985	10,993,255	8,417,856	10,829,037	9,514,636	(1,478,619)	-13.45%
Wheel Tax / Enhanced Street Rehab Program	<u>963,000</u>	<u>963,000</u>	<u>0</u>	<u>998,000</u>	<u>1,027,215</u>	<u>64,215</u>	<u>6.67%</u>
Total Special Revenue	\$19,342,355	\$22,543,662	\$15,370,370	\$21,510,008	\$22,030,027	(\$513,635)	-2.28%
INTERNAL SERVICE							
Insurance	\$12,166,282	\$11,515,360	\$8,338,339	\$11,217,596	\$11,723,876	\$208,516	1.81%
Prior Service	58,678	0	60,154	60,154	0	0	N/A
Vehicle Operation & Maintenance	<u>3,788,429</u>	<u>4,173,446</u>	<u>3,122,503</u>	<u>4,054,363</u>	<u>4,578,695</u>	<u>405,249</u>	<u>9.71%</u>
Total Internal Service	\$16,013,389	\$15,688,806	\$11,520,996	\$15,332,113	\$16,302,571	\$613,765	3.91%
GRAND TOTAL–NON–GENERAL							
	<u>\$59,829,992</u>	<u>\$71,545,328</u>	<u>\$51,638,104</u>	<u>\$63,166,943</u>	<u>\$73,536,184</u>	<u>\$1,990,856</u>	<u>2.78%</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2019 BUDGET**

Description	Adopted 2019 Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>CITY ATTORNEY</u>	
* Books and Online Legal Research	\$ 5,634
<u>INFORMATION TECHNOLOGY</u>	
* Enterprise Vault Services Server (Butch)	\$ 8,004
* Main SQL Server (Ace)	37,469
* Fire MDT Toughbooks (4)	14,308
* Police MDT Toughbooks (8)	30,040
* Monitors (2)	414
* PC Replacement (30)	34,500
* Print Server (Eddie)	10,433
* Dual Monitor PC Replacement (10)	12,250
* Laptop Replacements (3)	4,440
* Replacement Printer for Clerk-Treasurer	6,490
* Scanner (Accounting)	1,305
* Virtual Machine Server #4 (Cujo)	11,917
* Solar Winds Server (Buck)	10,417
	<u>\$ 181,987</u>
TOTAL GENERAL GOVERNMENT	<u>\$ 187,621</u>
PUBLIC SAFETY	
<u>POLICE DEPARTMENT</u>	
* Patrol Vehicle (8) Replacement	\$ 245,400
* Patrol Vehicle Equipment	39,400
* ID Bureau Replacement Color Printer	3,710
	<u>\$ 288,510</u>
TOTAL PUBLIC SAFETY	<u>\$ 288,510</u>
TOTAL GENERAL FUND	<u>\$ 476,131</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2019 BUDGET**

Description	Adopted 2019 Budget
ENTERPRISE FUNDS	
TRANSIT	
<u>Grant Portion of Transit Assets</u>	
* Replace 5 Buses - Formulary FTA/State grant (new request)	\$ 2,000,000
* Replace 11 Buses (FTA approved)	4,366,870
TOTAL TRANSIT	<u>\$ 6,366,870</u>
STORMWATER UTILITY	
<u>Funded by User Fee Revenues</u>	
Leaf Vacuum Truck	\$ 120,000
TOTAL STORMWATER UTILITY	<u>\$ 120,000</u>
WATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Computer Equipment	\$ 8,170
* Information Technology Projects	50,000
* Meter Replacement	375,000
* Hydrant Replacement	60,000
Water Utility Adjustments	51,007
* Excavation Safety Equipment	5,000
* 3/4 Large Cargo Van (Ford Transit)	43,000
TOTAL WATER UTILITY	<u>\$ 592,177</u>
WASTEWATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Computer Equipment	\$ 2,300
* Ferric Chloride Pumps	12,000
* Laboratory Equipment	5,000
* Safety Equipment	2,000
Hach Phosphorous Analyzer	18,000
* Truck Mounted Sewer Cleaner	251,000
Camera Truck Equipment Improvements	85,000
TOTAL WASTEWATER UTILITY	<u>\$ 375,300</u>
TOTAL ENTERPRISE FUNDS	<u>\$ 7,454,347</u>

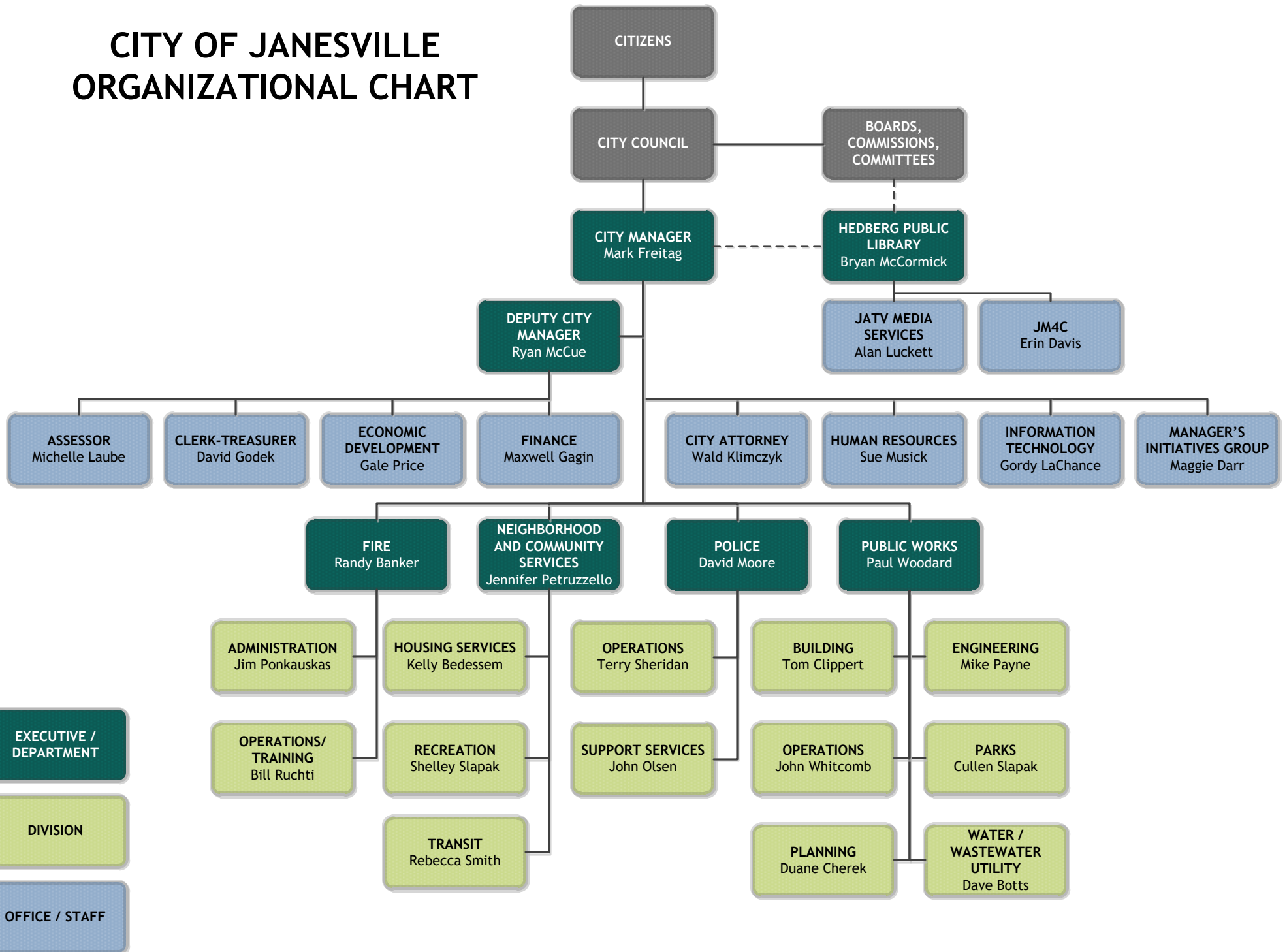
**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2019 BUDGET**

Description	Adopted 2019 Budget
SPECIAL REVENUE FUNDS	
HEDBERG PUBLIC LIBRARY	
* Computer Replacements (5-Year Plan)	\$ 36,495
Access Newspaper Archive	4,500
* All Data	1,575
* Ancestry Library	2,877
* CLCD	1,460
* CQ Research	1,375
Foundation Directory Online	3,145
Gale Demographics Now	3,400
Gale Legal Forms	4,462
Gale Small Business Builder	2,596
Gale Small Business Resource Center	3,440
* Hoopla	23,800
* Kanopy	7,000
* Mango	5,653
* Morningstar	4,541
* Niche Academy	2,142
* Novelista Plus	3,299
* P4A Antiques	580
* Reference USA	9,350
* Tumblebooks	880
* Value Line	6,327
Youth Service Apps	300
* Magazine and Newspaper Subscriptions	23,000
* Music CD's, Audiobooks, DVD's	83,678
Purchase New Books, Adult and Children	185,500
TOTAL HEDBERG LIBRARY	\$ 421,375
JATV-12	
Audio Technical Stereo Shotgun Microphone	\$ 849
Back Drop (2)	600
Beachtek Audio Interface for 4K Camera	299
* Custom-Built PC w/ Video Editing Software	2,500
Blackmagic Design CONVBDC/SDIHDWPSU (2)	150
Delta Muslin Track Carriers and Clips (15)	80
* Manfrotto 502 Fluid Tripod Head (4)	840
Shure KSM 141 Microphones	700
Spotlight, portable	1,000
* Wireless Mic Kits (2)	2,000
TOTAL JATV-12	\$ 9,018

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2019 BUDGET**

Description	Adopted 2019 Budget
SANITATION	
* Landfill Excavator Upgrades	\$ 16,000
Portable Landfill Litter Fencing	20,000
Additional Monitor & Printer at Landfill	500
* PC Replacement (30)	2,630
Clay Purchase for Sanitary Landfill Construction	250,000
Preliminary Construction of Cell 6 (Sanitary Landfill Expansion)	500,000
Purchase Additional Waste Collection Carts	50,000
TOTAL SANITATION	<u>\$ 839,130</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$ 1,269,523</u>
INTERNAL SERVICE FUNDS	
VOM	
* Pickup 2WD 3/4 Ton w/ Utility Body	\$ 41,200
* Pickup 1 Ton - Aerial Sign Shop	60,000
* Pickup 4WD 1/2 Ton	28,000
* Van - 15 Passenger	35,400
* Dump Truck Single Axle	153,100
* Dump Truck Single Axle	163,000
* Dump Truck Single Axle	163,000
* Dump Truck Tandem Axle	179,000
* Dump Truck Tandem Axle	179,000
* Street Sweeper	195,000
* Mower - Parks	18,000
* Mower - Parks	18,000
* Mower - Parks	18,000
* Plows, Salt Spreaders and Other Attachments	116,000
* Miscellaneous Small Equipment	60,000
TOTAL VOM	<u>\$ 1,426,700</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$ 1,426,700</u>
TOTAL NON-GENERAL FUND	<u>\$ 10,150,570</u>

CITY OF JANESVILLE ORGANIZATIONAL CHART



STAFFING TABLE 2019 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 2019 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)	1
HR Intern (part-time)	<u>1</u>
	<u>5</u>
 <i>Information Technology</i>	
Information Technology Manager	1
Network Administrator	1
Systems Analyst	1
IT Specialist	1
IT Support Technician	2
IT Intern (part-time)	1
IT Apprentice (part-time)	<u>1</u>
	<u>8</u>

STAFFING TABLE 2019 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Police Department</i>	
Chief of Police	1
Deputy Chief of Police	2
Lieutenant	4
Sergeant	11
Patrol Officer	66
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>122</u>
<i>Fire Department</i>	
Fire Chief	1
Deputy Fire Chief	2
Fire Marshall	1
Inspector	1
Battalion Chief	3
Captain	3
Lieutenant	12
Firefighter/Paramedic	51
Driver / Operator	21
Administrative Assistant II	1
Administrative Assistant I	1
Inspector (part-time)	<u>1</u>
	<u>98</u>

STAFFING TABLE 2019 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Engineering</i>	
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>
<i>Operations (Streets, Public Buildings, Stormwater, VOM)</i>	
Operations Director	1
Customer Service Representative	1
Operations Supervisor	1
VOM Supervisor	1
Buildings & Traffic Management Supervisor	1
Crew Leader	3
Mechanic	5
Operator	11
Public Works Maintenance Worker	4
Fleet Support Specialist	1
Equipment Parts Specialist	1
Property Technician / Electrician	4
Building Maintenance Technician (part-time)	<u>1</u>
	<u>35</u>
<i>Parks Division</i>	
Parks Director	1
Parks & Forestry Coordinator	1
Crew Leader	3
Operator II	5
Operator I	5
Operator	2
Public Works Maintenance Worker	<u>1</u>
	<u>18</u>

STAFFING TABLE 2019 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Planning, Building and Development</i>	
Building Director	1
Plumbing Inspector	1
Electrical Inspector	1
Building Inspector	1
Building Inspector I	1
Customer Service Specialist	1
Planning Director	1
Senior Planner	1
Associate Planner	2
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 Services Director	1
Property Maintenance Specialist	1
Property Maintenance Specialist I	<u>1</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 2019 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)	2
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>37</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 2019 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Oakhill Cemetery</i>	
Public Works Maintenance Worker	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)	46
Custodians	<u>2</u>
	<u>73</u>
<i>Janesville Mobilizing 4 Change (JM4C)</i>	
Director	1
Project Coordinator	2
Mentoring Grant Projection Coordinator (part-time)	1
DF Communities Project Coordinator (part-time)	<u>1</u>
	<u>5</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>

STAFFING TABLE 2019 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Neighborhood and Community Services</i>	
Neighborhood & Community Services Director	1
Administrative Assistant I	1
Housing Financial & Rehabilitation Specialist	1
Housing Rehabilitation Specialist I	1
Property Maintenance Specialist I	1
Section 8 Housing Specialist	2
Vacant Building Coordinator	<u>1</u>
	<u>8</u>
 <i>Sanitation Fund</i>	
Operations Superintendent	1
Solid Waste Supervisor	1
Environmental Technician	1
Crew Leader	1
Operator	8
Public Works Maintenance Worker	2
Cashier	1
Operations Support Specialist (part-time)	1
Customer Service Representative (part-time)	1
Cashier (part-time)	<u>2</u>
	<u>19</u>
 TOTAL STAFF	 <u>561</u>

FULL-TIME EQUIVALENTS Comparison of 2018 and 2019 Budget

<u>GENERAL FUND</u>	<u>2018</u> <u>Budgeted FTE</u>	<u>2019</u> <u>Budgeted FTE</u>	<u>Difference</u>
City Council	0.05	0.05	0.00
City Manager	4.70	4.70	0.00
City Assessor	5.99	5.99	0.00
City Attorney	4.00	4.00	0.00
Clerk-Treasurer	5.97	5.97	0.00
Economic Development	1.93	1.93	0.00
Finance	4.38	4.38	0.00
Human Resources	2.05	2.55	0.50
Information Technology	2.45	3.45	1.00
Police Department	119.96	120.96	1.00
Fire Department	97.30	97.37	0.07
Engineering	5.29	5.29	0.00
Street Maintenance	3.46	3.26	(0.20)
Snow Removal	3.61	3.59	(0.02)
Weed Control	0.32	0.35	0.03
Parks	13.40	13.54	0.14
Planning, Building and Development	12.07	12.07	0.00
Parking Facilities	0.41	0.45	0.04
Public Buildings	2.37	2.37	0.00
Traffic Management	4.38	4.53	0.15
Property Maintenance	2.90	2.70	(0.20)
Recreation	<u>20.00</u>	<u>20.14</u>	<u>0.15</u>
TOTAL GENERAL FUND	<u>316.98</u>	<u>319.64</u>	<u>2.66</u>

FULL-TIME EQUIVALENTS Comparison of 2018 and 2019 Budget

<u>NON-GENERAL FUND</u>	<u>2018</u> <u>Budgeted FTE</u>	<u>2019</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i>Enterprise Funds</i>			
Transit System	31.79	31.81	0.02
Stormwater Utility	13.69	14.34	0.65
Wastewater Utility	28.43	28.28	(0.15)
Water Utility	26.52	26.40	(0.12)
<i>Special Revenue Funds</i>			
Golf Courses	0.05	0.05	0.00
Hedberg Public Library	50.25	51.87	1.62
JATV-12	3.47	3.47	0.00
Janesville Innovation Center (JIC)	0.06	0.06	0.00
Neighborhood Services:			
Section 8 (Rent Assistance)	2.77	3.13	0.36
State and Federal Grants	4.16	4.05	(0.11)
Vacant Building Registration Program	1.15	1.10	(0.05)
Oakhill Cemetery	2.64	2.64	0.00
Police: Grants	2.25	2.25	0.00
Sanitation	22.75	22.56	(0.20)
<i>Internal Service Funds</i>			
Insurance Fund	1.40	1.50	0.10
Vehicle Operation & Maintenance (VOM)	11.84	11.04	(0.79)
<i>Other</i>			
Non-General Fund (Development)	<u>10.28</u>	<u>10.54</u>	<u>0.26</u>
TOTAL NON-GENERAL FUND	<u>213.51</u>	<u>215.10</u>	<u>1.59</u>
TOTAL BUDGET	<u>530.49</u>	<u>534.74</u>	<u>4.25</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

BUDGET VARIANCES

<u>\$88</u>	Economic adjustments
88	TOTAL PERSONNEL SERVICES
0	TOTAL CONTRACTUAL SERVICES
285	TOTAL SUPPLIES & MATERIALS
<u>\$373</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,257	\$2,322	\$2,323	\$2,392	\$70
Benefits	<u>694</u>	<u>704</u>	<u>670</u>	<u>722</u>	<u>18</u>
Subtotal	2,951	3,026	2,993	3,114	88
<u>CONTRACTUAL SERVICES</u>					
Professional Development	1,130	1,000	800	1,000	0
Utilities	0	0	0	0	0
Other Contractual Services	<u>161</u>	<u>1,000</u>	<u>300</u>	<u>1,000</u>	<u>0</u>
Subtotal	1,291	2,000	1,100	2,000	0
<u>SUPPLIES & MATERIALS</u>	1,855	1,455	1,778	1,740	285
GRAND TOTAL	<u>\$6,097</u>	<u>\$6,481</u>	<u>\$5,871</u>	<u>\$6,854</u>	<u>\$373</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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 a Manager's Initiatives Group (MIG) to help execute the day-to-day operations of the organization. The MIG is responsible for internal and external strategic and 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES: (Hours)				
Leadership and Management	6,053	6,053	5,573	6,053
Administrative Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,581</u>	<u>2,400</u>	<u>1,675</u>	<u>2,400</u>
Total Hours	<u>8,934</u>	<u>9,753</u>	<u>8,548</u>	<u>9,753</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Leadership and Management	\$333,377	\$347,385	\$345,049	\$354,592
Manager's Initiatives Group (MIG)	<u>123,604</u>	<u>158,963</u>	<u>130,238</u>	<u>172,691</u>
Total	<u>\$456,981</u>	<u>\$506,348</u>	<u>\$475,287</u>	<u>\$527,283</u>

BUDGET VARIANCES

\$9,208	Increase in health insurance costs due to changes in health insurance coverage
<u>10,746</u>	Economic adjustments
19,954	TOTAL PERSONNEL SERVICES
1,133	Increase in membership fees and travel for in-state conferences
(230)	Decrease in advertising campaign, reprogrammed for City events
<u>40</u>	Increase in postage based on historic actuals
943	TOTAL CONTRACTUAL SERVICES
38	TOTAL SUPPLIES & MATERIALS
<u>\$20,935</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$316,299	\$357,751	\$337,091	\$365,880	\$8,129
Benefits	<u>104,074</u>	<u>112,258</u>	<u>104,115</u>	<u>124,083</u>	<u>11,825</u>
Subtotal	420,374	470,009	441,206	489,963	19,954
<u>CONTRACTUAL SERVICES</u>					
Utilities	539	450	543	450	0
Postage	310	400	357	440	40
Professional Development	21,918	23,112	22,806	24,245	1,133
Advertising	<u>6,207</u>	<u>9,305</u>	<u>7,500</u>	<u>9,075</u>	<u>(230)</u>
Subtotal	28,974	33,267	31,206	34,210	943
<u>SUPPLIES & MATERIALS</u>	7,633	3,072	2,875	3,110	38
GRAND TOTAL	<u>\$456,981</u>	<u>\$506,348</u>	<u>\$475,287</u>	<u>\$527,283</u>	<u>\$20,935</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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

Real Estate (Parcels) 2018 Include Exempt

Mobile Home (Units)

Personal Property Accounts (#)

New Construction, Permits, Sale Reviews

Property Transfers & Split Merges

Aggregate Assessment Ratio

2017	2018	2018	2019
Actual	Budget	Estimated	Budget

24,440

24,440

24,901

24,950

450

440

440

440

2,000

1,970

2,052

2,100

2,800

2,500

3,600

3,600

3,200

3,500

3,600

3,600

88.2%

84.0%

83.0%

73.0%

BUDGET VARIANCES

\$12,277	Increase in health insurance costs due to changes in health insurance coverage
45,029	Increase in personnel services for the citywide revaluation of properties
<u>14,196</u>	Economic adjustments
71,502	TOTAL PERSONNEL SERVICES
23,781	Increase in contractual services for configuration of the computer assisted mass appraisal system and postage for the citywide revaluation of properties
<u>670</u>	Other
24,451	TOTAL CONTRACTUAL SERVICES
<u>3,872</u>	Increase in supplies and materials for the citywide revaluation of properties
3,872	TOTAL SUPPLIES & MATERIALS
<u>\$99,825</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$296,884	\$325,089	\$271,600	\$332,297	\$7,208
Overtime	7,955	0	4,243	39,341	39,341
Benefits	<u>96,082</u>	<u>124,221</u>	<u>117,813</u>	<u>149,174</u>	<u>24,953</u>
Subtotal	400,921	449,310	393,656	520,812	71,502
CONTRACTUAL SERVICES					
Utilities	788	951	951	951	0
Postage	4,101	4,525	4,525	18,256	13,731
Professional Development	6,477	6,893	6,205	7,183	290
Audit & Consulting	254	14,060	14,060	14,100	40
Other Contractual Services	1,004	11,800	11,800	21,850	10,050
Vehicle Oper/Maintenance	<u>10,800</u>	<u>11,340</u>	<u>11,340</u>	<u>11,680</u>	<u>340</u>
Subtotal	23,423	49,569	48,881	74,020	24,451
SUPPLIES & MATERIALS	4,958	3,500	3,500	7,372	3,872
GRAND TOTAL	<u>\$429,302</u>	<u>\$502,379</u>	<u>\$446,037</u>	<u>\$602,204</u>	<u>\$99,825</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

2017	2018	2018	2019
Actual	Budget	Estimated	Budget

ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,580	3,500	3,460	3,500
Code Prosecutions	495	550	650	650
Collections	20	50	35	40
Worthless Checks	60	60	60	60
Other	<u>300</u>	<u>300</u>	<u>320</u>	<u>325</u>
Subtotal	4,455	4,460	4,525	4,575

Advisory	2,200	2,200	2,190	2,190
Labor Relations	<u>950</u>	<u>950</u>	<u>960</u>	<u>960</u>
Total	<u>7,605</u>	<u>7,610</u>	<u>7,675</u>	<u>7,725</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	11,580	12,000	11,540	12,000
Code Prosecutions	6	10	12	20
Collections	5	10	0	10
Worthless Checks	60	50	20	30
Other	<u>20</u>	<u>100</u>	<u>20</u>	<u>20</u>
Total	<u>11,671</u>	<u>12,170</u>	<u>11,592</u>	<u>12,080</u>

BUDGET VARIANCES

<u>\$9,145</u>	Economic adjustments
9,145	TOTAL PERSONNEL SERVICES
<u>50,000</u>	Increase in outside attorney expenses based on historical actuals
50,000	TOTAL CONTRACTUAL SERVICES
150	TOTAL SUPPLIES & MATERIALS
(4,718)	TOTAL CAPITAL OUTLAY
<u>\$54,577</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$297,916	\$307,962	\$307,962	\$315,053	\$7,091
Benefits	<u>107,520</u>	<u>110,175</u>	<u>110,175</u>	<u>112,229</u>	<u>2,054</u>
Subtotal	405,435	418,137	418,137	427,282	9,145
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,129	1,400	1,300	1,400	0
Postage	631	1,000	1,000	1,000	0
Professional Development	3,573	2,500	2,500	2,500	0
Audit & Consulting	108,682	50,000	212,000	100,000	50,000
Summons & Subpoenas	<u>1,712</u>	<u>1,300</u>	<u>1,010</u>	<u>1,300</u>	<u>0</u>
Subtotal	115,727	56,200	217,810	106,200	50,000
<u>SUPPLIES & MATERIALS</u>					
	3,135	1,090	1,290	1,240	150
<u>CAPITAL OUTLAY</u>					
	<u>13,857</u>	<u>10,352</u>	<u>10,820</u>	<u>5,634</u>	<u>(4,718)</u>
<u>GRAND TOTAL</u>					
	<u>\$538,153</u>	<u>\$485,779</u>	<u>\$648,057</u>	<u>\$540,356</u>	<u>\$54,577</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Treasury				
Receipts (Transactions)	31,953	27,000	29,039	29,000
Vendor Checks Processed	4,814	5,500	4,500	4,500
Electronic Funds Transfers Processed	5,031	3,700	4,900	5,000
Real Estate Searches	1,800	1,650	2,200	1,900
Clerk				
Minutes	32	40	40	40
Legal Notices	87	100	100	100
Ordinances/Resolutions	147	125	140	145
Licenses Processed	7,459	7,000	7,000	7,500
Elections				
Elections (#)	3	4	4	2
Registered Voters (#)	37,930	40,000	35,658	33,000
Votes Cast (#)	11,745	45,000	50,488	15,000

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Clerk-Treasurer	\$493,172	\$484,564	\$476,108	\$527,093
Elections	<u>63,160</u>	<u>124,259</u>	<u>117,856</u>	<u>74,717</u>
Total	<u>\$556,332</u>	<u>\$608,823</u>	<u>\$593,964</u>	<u>\$601,810</u>

BUDGET VARIANCES

(\$44,711)	Decrease in election inspector costs for two less elections in 2019
<u>8,919</u>	Economic adjustments
(35,792)	TOTAL PERSONNEL SERVICES
1,070	Increase in telephone cost based on historic actuals
(3,231)	Decrease in election costs for two less elections in 2019
5,310	Increase in other contractual services for Municode annual fee
<u>28,000</u>	Increase in other contractual services for Municode ordinance codification services
31,149	TOTAL CONTRACTUAL SERVICES
(2,370)	TOTAL SUPPLIES & MATERIALS
<u>(\$7,013)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$346,210	\$406,691	\$390,380	\$368,805	(\$37,886)
Benefits	<u>104,199</u>	<u>106,395</u>	<u>104,752</u>	<u>108,489</u>	<u>2,094</u>
Subtotal	450,408	513,086	495,132	477,294	(35,792)
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,564	1,780	2,850	2,850	1,070
Postage	23,884	26,651	26,651	24,480	(2,171)
Professional Development	656	3,325	5,350	3,325	0
Audit & Consulting	0	2,600	2,600	1,540	(1,060)
Insurance	0	0	0	0	0
Other Contractual Services	41,016	38,532	38,532	71,842	33,310
Vehicle & Equipment	<u>5,943</u>	<u>6,834</u>	<u>6,834</u>	<u>6,834</u>	<u>0</u>
Subtotal	74,062	79,722	82,817	110,871	31,149
<u>SUPPLIES & MATERIALS</u>	31,862	16,015	16,015	13,645	(2,370)
GRAND TOTAL	<u>\$556,332</u>	<u>\$608,823</u>	<u>\$593,964</u>	<u>\$601,810</u>	<u>(\$7,013)</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Economy; and Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Planning & Administration - hours	480	480	270	420
Business Retention & Expansion - hours	1500	1,500	1,250	1,200
Business Contacts #	80	100	120	140
Marketing				
Rock County 5.0/Janesville Initiatives - hours	320	280	320	260
Business Contacts, meetings , prospects	450	500	340	450
Economic Development Website - hours	80	40	55	60
Website Hits (#)	13,616	12,500	13,500	14,000
Madison Marketing Strategy - hours	20	30	10	20
Other Activities				
General Motors Site - hours	250	755	550	990
Brownfield Redevelopment Program - hours	48	35	45	60
Sites Remediated (#)	1	4	0	3
Downtown Development - hours	1050	800	1,050	700
Development Projects Facilitated (#)	10	10	7	12
EDA Business Incubator - hours	312	240	310	450
Square Feet leased - Industrial	400,000	630,000	851,000	650,000
Total Hours	4,160	4,160	3,860	4,160

BUDGET VARIANCES

<u>\$5,426</u>	Economic adjustments
5,426	TOTAL PERSONNEL SERVICES
0	TOTAL CONTRACTUAL SERVICES
(200)	TOTAL SUPPLIES & MATERIALS
<u>\$5,226</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$121,981	\$136,059	\$130,850	\$140,970	\$4,911
Benefits	<u>19,190</u>	<u>21,605</u>	<u>20,158</u>	<u>22,120</u>	<u>515</u>
Subtotal	141,170	157,664	151,008	163,090	5,426
<u>CONTRACTUAL SERVICES</u>					
Utilities	129	150	150	150	0
Postage	180	200	200	200	0
Professional Development	<u>9,457</u>	<u>8,385</u>	<u>8,065</u>	<u>8,385</u>	0
Subtotal	9,766	8,735	8,415	8,735	0
<u>SUPPLIES & MATERIALS</u>	503	1,500	1,200	1,300	(200)
<u>GRAND TOTAL</u>	<u>\$151,439</u>	<u>\$167,899</u>	<u>\$160,623</u>	<u>\$173,125</u>	<u>\$5,226</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 assuring citizens the department is operating in the most efficient manner.

OBJECTIVES:

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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

PROGRAM ACTIVITY STATEMENT:

The Finance Office operates as a “support agency” and provides financial information to all the City departments, divisions, and offices

Budget Development and Preparation - Responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City departments, divisions, and offices with budget development and analysis. Provide technical expertise and work with City 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 City Council and City staff.

Annual Audit and CAFR Preparation - Responsible for developing and coordinating the preparation of the City's Comprehensive Annual Financial Report (CAFR). 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 departments, divisions, and offices. 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 City departments, divisions, and offices to understand and achieve compliance with grant reporting requirements. Assist City departments, divisions, and offices 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 City departments, divisions, and offices 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, stormwater, 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

(\$6,886)	Decrease in personnel services due to turnover savings for the Accountant position
(8,441)	Decrease in health insurance costs due to changes in health insurance coverage
<u>11,036</u>	Economic adjustments
(4,291)	TOTAL PERSONNEL SERVICES
(15,000)	Decrease in audit and consulting for the procurement policy, process, and best practices review
<u>290</u>	Other
(14,710)	TOTAL CONTRACTUAL SERVICES
380	TOTAL SUPPLIES & MATERIALS
<u>(\$18,621)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$ 285,680	\$ 272,284	\$ 266,185	\$ 274,891	\$2,607
Benefits	<u>98,576</u>	<u>99,196</u>	<u>90,550</u>	<u>92,298</u>	<u>(6,898)</u>
Subtotal	384,256	371,480	356,735	367,189	(4,291)
<u>CONTRACTUAL SERVICES</u>					
Utilities	626	700	650	700	0
Postage	823	1,400	900	1,000	(400)
Professional Development	3,204	8,135	7,635	8,135	0
Audit & Consulting	30,943	49,690	47,190	35,380	(14,310)
Recruiting Expense	<u>48</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	35,644	59,925	56,375	45,215	(14,710)
<u>SUPPLIES & MATERIALS</u>					
	1,820	1,120	1,120	1,500	380
GRAND TOTAL					
	<u>\$421,720</u>	<u>\$432,525</u>	<u>\$414,230</u>	<u>\$413,904</u>	<u>(\$18,621)</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	2,080	2,080	2,132	2,132
Job Applications Received (#)	1,960	2,000	3,545	3,500
Recruitments (#)*	70	80	97	90
Labor and Employee Relations (Hours)	832	832	936	936
Grievances Filed Last Internal Step (#)	1	1	5	4
Contracts Under Negotiation (#)	1	3	2	2
HR Policies/Benefits/Salary Adm. (Hours)	2,028	2,028	1,716	1,716
Training Programs (#)**	12	17	21	15
Safety Training Programs (#)**	220	200	198	200
Personnel and Payroll Changes (#)	690	700	762	750
Health and Wellness (Hours)	1,456	1,456	1,612	1,612
Significant Health Plan Problems Addressed (#)	45	50	60	60
Worker Compensation (Hours)	884	884	884	884
Worker Compensation Claims Processed (#)	100	110	113	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

\$16,793	Increase in personnel services due to the creation of an HR Intern position
<u>5,068</u>	Economic adjustments
21,861	TOTAL PERSONNEL SERVICES
(20,000)	Decrease in audit and consulting for the personnel policies review
3,000	Increase in audit and consulting to train employees on the new personnel policies
4,650	Changes in employee development program for 2019
<u>837</u>	Other
(11,513)	TOTAL CONTRACTUAL SERVICES
(70)	TOTAL SUPPLIES & MATERIALS
<u>\$10,278</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$166,258	\$174,542	\$174,038	\$194,569	\$20,027
Benefits	<u>43,142</u>	<u>44,660</u>	<u>44,278</u>	<u>46,494</u>	<u>1,834</u>
Subtotal	209,400	219,202	218,316	241,063	21,861
<u>CONTRACTUAL SERVICES</u>					
Utilities	706	750	750	750	0
Postage	205	200	200	210	10
Professional Development	3,750	3,860	2,796	4,087	227
Audit & Consulting	4,600	25,650	12,695	9,250	(16,400)
Employee Development	11,143	9,700	14,031	14,350	4,650
Recruiting Expense	<u>678</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	21,082	40,160	30,472	28,647	(11,513)
<u>SUPPLIES & MATERIALS</u>	3,618	1,200	3,100	1,130	(70)
GRAND TOTAL	<u>\$234,100</u>	<u>\$260,562</u>	<u>\$251,888</u>	<u>\$270,840</u>	<u>\$10,278</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Servers Maintained	65	68	70	70
Virtual Machines	57	65	62	65
Mobile Data Terminals	56	56	56	56
Tablets	39	45	64	64
Network Computers	318	324	328	328
Physical Locations Supported	30	31	33	36
Number of Users	681	690	705	705
Storage Used (in Gigabytes)	63,000	75,000	75,900	82,500

BUDGET VARIANCES

\$70,434	Increase in personnel services due to the creation of a IT Support Technician position
<u>5,807</u>	Economic adjustments
76,241	TOTAL PERSONNEL SERVICES
51,306	Added Granicus Minutes Maker and VoteCast; Office 365 including Sharepoint; closed captioning; and increased cost of out-of-warranty maintenance
(25,000)	Decrease in audit and consulting for a IT personnel and infrastructure needs assessment
<u>897</u>	Other
27,203	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
8,797	TOTAL CAPITAL OUTLAY
<u>\$112,241</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$163,922	\$170,937	\$170,937	\$219,632	\$48,695
Benefits	<u>48,220</u>	<u>49,069</u>	<u>49,069</u>	<u>76,615</u>	<u>27,546</u>
Subtotal	212,143	220,006	220,006	296,247	76,241
CONTRACTUAL SERVICES					
Utilities	754	1,900	1,200	1,900	0
Postage	101	110	150	110	0
Professional Development	4,685	8,014	7,990	8,461	447
Audit & Consulting	6,425	30,350	32,000	5,800	(24,550)
Computer Maintenance	352,299	450,268	450,000	501,574	51,306
Vehical & Equipment	<u>0</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0</u>
Subtotal	364,262	491,042	491,340	518,245	27,203
SUPPLIES & MATERIALS	621	1,450	1,550	1,450	0
CAPITAL OUTLAY	<u>140,415</u>	<u>173,190</u>	<u>171,000</u>	<u>181,987</u>	<u>8,797</u>
GRAND TOTAL	<u>\$717,440</u>	<u>\$885,688</u>	<u>\$883,896</u>	<u>\$997,929</u>	<u>\$112,241</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: OTHER GENERAL FUND

GOAL:

To capture miscellaneous General Fund expenses.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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

(\$58,755) Decrease in retiree health and life insurance costs

(163) Economic adjustments

(58,918) TOTAL PERSONNEL SERVICES

9,173 Increase in liability, workers' compensation, auto, and property insurance premium allocation

(172,936) Decrease in contingency for excessive assessment property tax refunds

19,600 Increase in the transfer to the Transit Fund to support operating expenditures

(144,163) TOTAL CONTRACTUAL SERVICES

(\$203,081) TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$105,346	\$109,000	\$99,330	\$109,000	\$0
Benefits	<u>446,008</u>	<u>433,558</u>	<u>457,216</u>	<u>374,640</u>	<u>(58,918)</u>
Subtotal	551,354	542,558	556,546	483,640	(58,918)
<u>CONTRACTUAL SERVICES</u>					
Debt Issuance Expense	9,300	55,000	55,000	55,000	0
General Expense	111,195	263,478	88,842	99,715	(163,763)
Transfers	<u>1,290,507</u>	<u>1,138,468</u>	<u>1,126,998</u>	<u>1,158,068</u>	<u>19,600</u>
Subtotal	1,411,002	1,456,946	1,270,840	1,312,783	(144,163)
GRAND TOTAL	<u>\$1,962,356</u>	<u>\$1,999,504</u>	<u>\$1,827,386</u>	<u>\$1,796,423</u>	<u>(\$203,081)</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: POLICE

MISSION STATEMENT:

The Janesville Police Department (JPD) 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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Health Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Police Management	\$614,905	\$639,949	\$612,111	\$645,940
Patrol Services	9,578,092	9,649,264	9,604,568	9,830,512
Investigative Services	2,893,614	2,939,561	2,982,213	2,989,302
Support Services	<u>866,659</u>	<u>923,210</u>	<u>900,234</u>	<u>964,240</u>
Total	<u>\$13,953,269</u>	<u>\$14,151,984</u>	<u>\$14,099,126</u>	<u>\$14,429,994</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Patrol (#)				
Officer Activity	68,373	66,000	68,500	68,500
Traffic Citations	6,948	8,000	6,700	7,000
Traffic Accidents	1,547	1,500	1,600	1,500
Crossing Guard Locations	16.0	16.0	16.0	16.0
Investigative (#)				
Violent Crime Incidents	170	180	160	160
Cleared with an Arrest (%)	62.4%	60.0%	72.4%	60.0%
Property Crime Incidents	1,952	1,800	1,970	2,000
Cleared with an Arrest (%)	27.9%	25.0%	26.5%	25.0%
Prisoners Processed	1,696	1,400	1,700	1,700
Support (#)				
Reports Processed	12,847	13,000	13,000	13,000
Records Requested	5,186	6,700	4,500	5,000
Parking Tickets Processed	903	1,500	1,600	1,500

BUDGET VARIANCES

\$71,890	Increase in personnel services due to the creation of one Police Officer position
(71,890)	Decrease in overtime and associated fringe benefits to offset the cost of the new Police Officer position
(23,183)	Decrease in WRS rates
(3,963)	Decrease in retiree health and life insurance costs
22,092	Increase in special payouts due to salary increases and increased comp time payouts
<u>255,815</u>	Economic adjustments
250,762	TOTAL PERSONNEL SERVICES
5,880	Increase in telephone expense for AT&T long distance coverage
(10,000)	Decrease in labor attorney fees for JPPA collective bargaining agreement negotiations
3,563	Increase in liability, workers' compensation, auto, and property insurance premium allocation
9,695	Increase in vehicle operation and maintenance rates
(5,000)	Decrease in equipment expenses for one-time radio reprogramming that occurred in 2018
<u>1,120</u>	Other
5,258	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
18,280	Increase in cost for Ford Explorer SUVs and associated equipment
<u>3,710</u>	Increase in capital outlay to replace the ID Bureau printer
21,990	TOTAL CAPITAL OUTLAY
0	TOTAL TRANSFERS
<u>\$278,010</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$7,724,365	\$8,206,210	\$8,042,982	\$8,421,756	\$215,546
Overtime	549,914	380,000	526,817	325,550	(54,450)
Benefits	3,877,548	4,041,835	3,988,916	4,112,911	71,076
Miscellaneous Benefits	<u>180,945</u>	<u>169,255</u>	<u>185,316</u>	<u>187,845</u>	<u>18,590</u>
Subtotal	12,332,771	12,797,300	12,744,031	13,048,062	250,762
<u>CONTRACTUAL SERVICES</u>					
Utilities	50,034	47,505	52,700	53,520	6,015
Postage	7,297	8,935	8,935	9,400	465
Professional Development	22,871	33,530	33,530	33,570	40
Audit & Consulting	0	10,000	10,000	0	(10,000)
Insurance	251,686	223,259	223,260	226,822	3,563
Care of Animals	126,557	135,000	135,000	135,000	0
Care of Prisoners	20,102	18,000	18,000	18,000	0
Uniform and Tool Expense	30,556	50,100	73,500	50,100	0
Computer Maintenance	2,338	31,900	31,635	31,900	0
Other Contractual Services	21,094	31,465	31,465	31,465	0
Vehicle & Equipment	<u>393,862</u>	<u>407,570</u>	<u>409,070</u>	<u>412,745</u>	<u>5,175</u>
Subtotal	926,396	997,264	1,027,095	1,002,522	5,258
<u>SUPPLIES & MATERIALS</u>	70,253	90,900	90,900	90,900	0
<u>CAPITAL OUTLAY</u>	252,605	266,520	237,100	288,510	21,990
<u>TRANSFERS</u>	<u>371,245</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$13,953,269</u>	<u>\$14,151,984</u>	<u>\$14,099,126</u>	<u>\$14,429,994</u>	<u>\$278,010</u>
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	
Revenues	\$56,940	\$56,300	\$47,700	\$54,400	<u>(\$1,900)</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Fire Department responds to emergency incidents 24 hours a day out of five stations, which are staffed by 90 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 2019, an estimated 2,800 Fire & Rescue Incidents and 7800 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. Approximately 8,600 patients will receive medical assistance from these paramedics. In addition, personnel are cross-trained to provide Dive Rescue, Hazardous Materials Response, Technical Rescue, Tactical EMS (TEMS), and Child Safety Seat Inspection.

Approximately 4,900 fire and tank inspections will be made in 2019. 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 submitted our reevaluation for our current ISO Rating in 2018. In 2019, with changes in our response and tracking documentation, we are anticipating a new rating review.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Fire & Rescue Incidents	2,562	2,475	2,635	2,825
EMS Emergency Incidents	7,666	7,900	7,790	7,805
Total	<u>10,228</u>	<u>10,375</u>	<u>10,425</u>	<u>10,630</u>
Facility Transfers	1,086	1,080	1,096	1,110
Total Patients	8,444	8,550	8,500	8,600
Fire Prevention Inspections (#)				
General	3,079	3,200	3,100	3,125
Construction*	300	315	306	310
Compliance	1,189	1,015	1,100	1,000
Special Request	97	100	70	65
Tanks	107	160	150	155
Occupancy	<u>171</u>	<u>310</u>	<u>160</u>	<u>170</u>
Total	<u>4,943</u>	<u>5,100</u>	<u>4,886</u>	<u>4,825</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Suppression	\$7,318,549	\$7,106,883	\$6,831,162	\$7,430,090
EMS	3,055,698	3,226,705	3,226,705	3,314,086
Facilities Transport	101,574	134,815	109,175	130,401
Prevention	419,609	506,042	463,459	414,015
Administration	<u>741,110</u>	<u>814,551</u>	<u>796,351</u>	<u>837,112</u>
Total	<u>\$11,636,539</u>	<u>\$11,788,996</u>	<u>\$11,426,852</u>	<u>\$12,125,704</u>

BUDGET VARIANCES

\$68,464	Increase in retiree health and life insurance costs
(5,388)	Decrease in WRS rates
<u>269,031</u>	Economic adjustments
332,107	TOTAL PERSONNEL SERVICES
(15,000)	Decrease in utilities based on historic actuals
6,000	Increase in professional development for the Fire Department accreditation process
6,333	Increase in liability, workers' compensation, auto, and property insurance premium
(5,950)	Decrease in uniform and tool expense due to less new hires for 2019
8,140	Increase in vehicle operation and maintenance rates
<u>1,918</u>	Other
1,441	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
<u>3,160</u>	Decrease in rural fire offset based on historic actuals with a 2% increase for 2019
3,160	TOTAL RURAL FIRE OFFSET
<u>\$336,708</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$6,823,214	\$7,237,103	\$7,121,040	\$7,443,558	\$206,455
Overtime	519,296	459,704	441,300	459,704	0
Benefits	3,410,924	3,454,354	3,387,459	3,580,006	125,652
Miscellaneous Benefits	<u>120,869</u>	<u>126,600</u>	<u>165,400</u>	<u>126,600</u>	<u>0</u>
Subtotal	10,874,303	11,277,761	11,115,199	11,609,868	332,107
<u>CONTRACTUAL SERVICES</u>					
Utilities	94,733	119,400	98,400	106,202	(13,198)
Postage	2,645	2,279	2,279	2,395	116
Professional Development	33,510	46,829	46,829	52,829	6,000
Audit and Consulting	0	10,000	10,000	10,000	0
Building Expense	42,860	43,500	43,500	43,500	0
Insurance	270,298	295,293	100,848	301,626	6,333
Uniform and Tool Expense	61,502	78,201	78,201	72,251	(5,950)
Other Contractual Services	99,751	105,630	105,630	105,630	0
Computer Maintenance	1,538	3,800	3,800	3,800	0
Recruiting Expense	3,019	4,900	4,900	4,900	0
Vehicle & Equipment	<u>315,934</u>	<u>298,469</u>	<u>298,469</u>	<u>306,609</u>	<u>8,140</u>
Subtotal	925,791	1,008,301	792,856	1,009,742	1,441
<u>SUPPLIES & MATERIALS</u>	100,479	105,934	105,934	105,934	0
<u>TRANSFERS</u>	<u>361,641</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>	0
GRAND TOTAL	<u>\$12,262,214</u>	<u>\$12,439,996</u>	<u>\$12,061,989</u>	<u>\$12,773,544</u>	<u>\$333,548</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$625,675)</u>	<u>(\$651,000)</u>	<u>(\$635,137)</u>	<u>(\$647,840)</u>	<u>\$3,160</u>
NET TOTAL	<u>\$11,636,539</u>	<u>\$11,788,996</u>	<u>\$11,426,852</u>	<u>\$12,125,704</u>	<u>\$336,708</u>

TOWNSHIP FIRE PROTECTION:

The 2019 estimated revenue for providing contracted fire protection services to the neighboring towns is \$647,840. This is a decrease of \$3,160 from 2018.

EMS/AMBULANCE TRANSPORT REVENUE:

The EMS projected revenue, for 2019, is \$2,250,000. This is an increase of \$37,400 from the 2018 Budget. This will be due to an anticipated increase in service volume. The Ambulance Inter-Facility and Intra-Facility Transport programs are continuing and will be bringing in an estimated \$410,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. The 2018 Note Issue included \$494,140.00 for the replacement of a 2003 Ford E450 Medtec Ambulance and a 2006 Ford E450 Medtec Ambulance.

One vehicle has been proposed for replacement in 2019. It includes a 2012 Ford E450 Medtec Ambulance. The department proposes replacement due to mechanical deficiencies with this vehicle. This vehicle has had frequent maintenance issues and a large portion of the vehicle maintenance fund has been spent on keeping this vehicle in service.

Based on our reserve vehicle situation, the replacement of this ambulance 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. In 2018, the Department used \$35,400 out of the Paramedic Equipment Fund for the purchase of a Cardiac Monitor and Mounts to help complete the Cardiac Monitor replacement project. The total estimated fund balance available in 2019 is \$27,500. In 2019, the Department has no foreseen plans to purchase equipment using these funds, leaving a balance of \$27,500 in the account for 2020.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
<u>Service Charges</u>				
EMS	\$2,051,733	\$2,212,600	\$2,220,000	\$2,250,000
Inspections	27,143	25,000	27,000	27,000
Ambulance Transport	453,038	380,000	415,780	410,000
ALS Non-Transport Fee	0	0	0	50,000
MFD Shared Services Agreement	12,000	50,000	50,000	59,160
Other	<u>53,360</u>	<u>50,000</u>	<u>50,000</u>	<u>53,000</u>
Subtotal	\$2,597,274	\$2,717,600	\$2,762,780	\$2,849,160
<u>State Aid</u>				
Fire Inspections	<u>\$176,099</u>	<u>\$180,000</u>	<u>\$185,268</u>	<u>\$190,000</u>
Total	<u>\$2,773,374</u>	<u>\$2,897,600</u>	<u>\$2,948,048</u>	<u>\$3,039,160</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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 333-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.

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)	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget
Sewer, Water & Landfill	1,196	1,226	1,302	1,332
Street Rehabilitation (Curbs, Walks, Bridges)	3,888	3,858	4,221	4,191
City Buildings & Parks	1,396	1,346	1,471	1,421
Maintain Infrastructure Records / Maps	1,179	1,229	1,265	1,315
Support Economic Development	738	658	759	759
Transportation Planning	<u>2,192</u>	<u>2,272</u>	<u>2,401</u>	<u>2,401</u>
Total	<u>10,587</u>	<u>10,587</u>	<u>11,419</u>	<u>11,419</u>

BUDGET VARIANCES

<u>\$5,159</u>	Economic adjustments
5,159	TOTAL PERSONNEL SERVICES
1,500	Increase in postage to send complaint sidewalk notices as certified mail
<u>100</u>	Other
1,600	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$6,759</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$420,464	\$452,607	\$448,780	\$457,276	\$4,669
Overtime	1,812	100	1,000	100	0
Benefits	<u>143,867</u>	<u>150,844</u>	<u>146,755</u>	<u>151,334</u>	<u>490</u>
Subtotal	567,320	603,551	596,535	608,710	5,159
<u>CONTRACTUAL SERVICES</u>					
Utilities	4,154	4,700	4,700	4,700	0
Postage	2,201	2,500	3,000	4,000	1,500
Professional Development	12,757	15,977	15,977	16,077	100
Audit & Consulting	4,734	8,500	8,500	8,500	0
Vehicle & Equipment	<u>6,700</u>	<u>6,200</u>	<u>6,200</u>	<u>6,200</u>	<u>0</u>
Subtotal	30,546	37,877	38,377	39,477	1,600
<u>SUPPLIES & MATERIALS</u>	5,607	9,675	9,675	9,675	0
<u>GRAND TOTAL</u>	<u>\$603,472</u>	<u>\$651,103</u>	<u>\$644,587</u>	<u>\$657,862</u>	<u>\$6,759</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Parking Facilities program provides for the operation and maintenance of 17 parking lots and the North Parker Drive parking structure which provides parking facilities for 1,104 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 510 parking spaces. In total, the City maintains 23 parking facilities with a total of 1,614 parking spaces. The major activities undertaken by this program include sweeping, snow removal, line striping, surface repair, street lighting and facility planning.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Parking Facilities

Spaces (#)	1,926	1,602	1,614	1,614
Maintenance (Hours)	600	600	600	600

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Maintenance	\$60,161	106,429	\$133,004	\$123,064
Facilities Mgmt/Enforcement	<u>19,356</u>	<u>18,464</u>	<u>18,470</u>	<u>18,059</u>
Total	<u>\$79,518</u>	<u>\$124,893</u>	<u>\$151,474</u>	<u>\$141,123</u>

BUDGET VARIANCES

<u>\$927</u>	Economic adjustments
927	TOTAL PERSONNEL SERVICES
4,711	Increase in utilities based on historic actuals
9,300	Increase in monthly cleaning/maintenance services at the parking ramp
1,060	Increase in vehicle operation and maintenance rates
<u>232</u>	<u>Other</u>
15,303	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$16,230</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$26,977	\$28,874	\$29,295	\$29,689	\$815
Overtime	414	3,100	4,200	3,000	(100)
Benefits	<u>9,574</u>	<u>11,373</u>	<u>11,524</u>	<u>11,585</u>	<u>212</u>
Subtotal	36,964	43,347	45,019	44,274	927
<u>CONTRACTUAL SERVICES</u>					
Utilities	23,017	23,193	27,375	27,904	4,711
Postage	343	700	700	736	36
Insurance	1,818	2,228	2,230	2,424	196
Other Contractual Services	13,341	19,000	19,000	28,300	9,300
Vehicle & Equipment	<u>3,266</u>	<u>35,325</u>	<u>55,350</u>	<u>36,385</u>	<u>1,060</u>
Subtotal	41,785	80,446	104,655	95,749	15,303
<u>SUPPLIES & MATERIALS</u>	768	1,100	1,800	1,100	0
GRAND TOTAL	<u>\$79,518</u>	<u>\$124,893</u>	<u>\$151,474</u>	<u>\$141,123</u>	<u>\$16,230</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: PUBLIC BUILDINGS

GOAL:

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

OBJECTIVES:

- To create a safe and pleasant atmosphere in which to conduct the various operations and activities of City Government.
- To maintain and repair all structures so as to prevent deterioration and thereby protecting a very sizable City investment.
- To operate the various City buildings with emphasis directed toward energy conservation.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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 maintained. 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES (Sq. Ft.):				
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

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
City Hall	\$322,572	\$384,998	\$396,210	\$400,037
City Services Center	61,529	52,381	53,185	54,395
Police Services	159,691	144,457	136,730	140,808
City Storage Building	7,063	12,565	9,721	9,828
Lincoln Tallman House	51,454	49,800	50,131	49,800
Other Buildings	<u>427</u>	<u>362</u>	<u>403</u>	<u>368</u>
Total	<u>\$602,735</u>	<u>\$644,563</u>	<u>\$646,380</u>	<u>\$655,236</u>

BUDGET VARIANCES

<u>\$5,482</u>	Economic adjustments
5,482	TOTAL PERSONNEL SERVICES
14,718	Increase in utilities based on historic actuals
(1,148)	Decrease in property insurance premium allocation
(9,664)	Decrease in various City facility service contracts
459	Increase in vehicle operation and maintenance rates
<u>26</u>	Other
4,391	TOTAL CONTRACTUAL SERVICES
<u>800</u>	Increase in supplies and materials based on historic actuals
800	TOTAL SUPPLIES & MATERIALS
<u>\$10,673</u>	TOTAL INCREASE/ (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$148,222	\$153,434	\$153,655	\$156,907	\$3,473
Overtime	2,453	1,600	1,600	1,600	0
Benefits	<u>55,984</u>	<u>54,533</u>	<u>54,633</u>	<u>56,542</u>	<u>2,009</u>
Subtotal	206,660	209,567	209,888	215,049	5,482
<u>CONTRACTUAL SERVICES</u>					
Utilities	146,039	164,806	170,510	179,524	14,718
Postage	948	500	500	526	26
Professional Development	0	1,400	1,400	1,400	0
Building Expense	647	10,000	10,000	10,000	0
Insurance	11,484	13,923	13,927	12,775	(1,148)
Other Contractual Services	127,307	155,517	147,280	145,853	(9,664)
Vehicle & Equipment	<u>23,492</u>	<u>15,300</u>	<u>17,400</u>	<u>15,759</u>	<u>459</u>
Subtotal	309,916	361,446	361,017	365,837	4,391
<u>SUPPLIES & MATERIALS</u>					
	41,159	28,550	30,475	29,350	800
<u>LINCOLN TALLMAN FUNDING</u>					
	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
GRAND TOTAL	<u>\$602,735</u>	<u>\$644,563</u>	<u>\$646,380</u>	<u>\$655,236</u>	<u>\$10,673</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Health Community

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.

A full, city-wide plowing operation will normally be implemented when total snowfall accumulation exceeds two to three inches. Downtown snow removal is implemented 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Snow Plowing Operations (#)				
City-Wide Operations	2	6	7	6
Partial Operations	2	0	11	0
Chemical Spreading Operations (#)				
City-Wide Operations	2	0	1	0
Partial Operations	14	18	31	18
Freezing Rain Operations (#)	2	0	1	0
Downtown Snow Removal Operations (#)	0	3	2	3
Salt (Tons Used)	3,265	4,000	3,944	4,000
Inches of Snow	11.3	36.0	51.3	36.0

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Snow Plowing	\$259,364	\$498,972	\$510,285	\$575,307
Chemical Spreading	636,918	592,748	749,895	660,906
Snow Removal	26,657	71,141	53,875	71,589
Sidewalk Shoveling	<u>38,556</u>	<u>109,048</u>	<u>109,055</u>	<u>114,518</u>
Total	<u>\$961,495</u>	<u>\$1,271,909</u>	<u>\$1,423,110</u>	<u>\$1,422,320</u>

BUDGET VARIANCES

(\$2,964)	Decrease in personnel services due to the reallocation of 0.03 FTE to other Operations Division programs
<u>8,434</u>	Economic adjustments
5,470	TOTAL PERSONNEL SERVICES
62,500	Increase in vehicle operation and maintenance expenses based on historic actuals
19,631	Increase in vehicle operation and maintenance rates
<u>10</u>	Other
82,141	TOTAL CONTRACTUAL SERVICES
<u>62,800</u>	Increase in supplies and materials due to an increase in salt prices
62,800	TOTAL SUPPLIES & MATERIALS
<u>\$150,411</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$110,185	\$202,467	\$166,930	\$205,911	\$3,444
Overtime	45,523	80,900	119,500	80,900	0
Benefits	<u>61,554</u>	<u>100,007</u>	<u>108,895</u>	<u>102,033</u>	<u>2,026</u>
Subtotal	217,263	383,374	395,325	388,844	5,470
<u>CONTRACTUAL SERVICES</u>					
Professional Development	94	1,500	1,500	1,500	0
Utilities	310	500	500	510	10
Audit & Consulting	4,750	2,100	2,100	2,100	0
Vehicle & Equipment	<u>392,568</u>	<u>591,845</u>	<u>715,685</u>	<u>673,976</u>	<u>82,131</u>
Subtotal	397,722	595,945	719,785	678,086	82,141
<u>SUPPLIES & MATERIALS</u>					
	346,510	292,590	308,000	355,390	<u>62,800</u>
GRAND TOTAL	<u>\$961,495</u>	<u>\$1,271,909</u>	<u>\$1,423,110</u>	<u>\$1,422,320</u>	<u>\$150,411</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

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.
- Pavement ratings from the City wide PASER evaluations 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Concrete/Bituminous Street Maintenance				
Patch Filling (Tons)	250	300	300	300
Crack Sealing (Centerline Miles)	12.3	18.0	14.0	14.0
Resurfacing/Reconstruction (Miles)				
Milling/Resurfacing	11.1	11.1	10.5	12.0
Reconstruction	0.9	0.9	1.3	0.4
Shoulder Maintenance				
Miles Affected	10.0	10.0	10.0	10.0
Gravel Streets				
Miles Affected	18.0	18.0	18.0	18.0
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Concrete Streets	\$77,704	\$71,924	\$71,937	\$73,683
Bituminous Streets	244,276	285,179	286,491	286,764
Resurfacing/Reconstruction	57,254	108,450	108,625	109,465
Bridge Maintenance	6,172	14,463	14,505	16,206
Shoulder Maintenance	24,896	8,308	9,040	8,565
Gravel Streets	7,930	9,711	9,783	9,998
Median Mowing	<u>101,890</u>	<u>108,525</u>	<u>110,815</u>	<u>102,049</u>
Total	<u>\$520,123</u>	<u>\$606,560</u>	<u>\$611,196</u>	<u>\$606,730</u>

BUDGET VARIANCES

<u>(\$7,726)</u>	Decrease in personnel services due to the reallocation of 0.20 FTE to other Operations Division programs
<u>5,612</u>	Economic adjustments
<u>(2,114)</u>	TOTAL PERSONNEL SERVICES
<u>2,284</u>	Increase in vehicle operation and maintenance rates
<u>2,284</u>	TOTAL CONTRACTUAL SERVICES
<u>0</u>	TOTAL SUPPLIES & MATERIALS
<u>0</u>	TRANSFERS
<u>\$170</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$160,493	\$184,188	\$184,477	\$182,277	(\$1,911)
Overtime	1,790	3,400	3,440	3,400	0
Benefits	<u>61,982</u>	<u>67,497</u>	<u>67,989</u>	<u>67,294</u>	<u>(203)</u>
Subtotal	224,265	255,085	255,906	252,971	(2,114)
CONTRACTUAL SERVICES					
Utilities	127	200	200	200	0
Other Contractual Services	167,934	245,000	246,710	245,000	0
Vehicle & Equipment	<u>73,705</u>	<u>76,075</u>	<u>76,075</u>	<u>78,359</u>	<u>2,284</u>
Subtotal	241,766	321,275	322,985	323,559	2,284
SUPPLIES & MATERIALS					
	33,681	30,200	32,305	30,200	0
TRANSFERS					
	<u>20,410</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$520,123</u>	<u>\$606,560</u>	<u>\$611,196</u>	<u>\$606,730</u>	<u>\$170</u>

The Major Capital Programs portion includes \$2,289,000 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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

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 nine 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
--	----------------	----------------	-------------------	----------------

ACTIVITIES:

Traffic Signs

Installed/Repaired (#)	2,361	2,800	2,750	2,800
------------------------	-------	-------	-------	-------

Traffic Signals

Intersections (#)	64	64	64	64
-------------------	----	----	----	----

Street Painting

Striping (Feet)	382,855	418,000	410,000	418,000
-----------------	---------	---------	---------	---------

Street Lighting

Alliant Utilities Lights (#)	2,101	2,101	2,101	2,101
------------------------------	-------	-------	-------	-------

City Lights (#)	2,411	2,411	2,411	2,466
-----------------	-------	-------	-------	-------

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Traffic Signs	\$144,248	\$162,894	\$169,590	\$165,372
Traffic Signals	133,191	139,157	139,161	146,995
Street Painting	82,246	91,400	90,850	92,095
Street Lighting	498,749	475,271	475,375	486,202
Right-of-Way Clearing	<u>131,158</u>	<u>89,856</u>	<u>89,915</u>	<u>92,850</u>
Total	<u>\$989,592</u>	<u>\$958,578</u>	<u>\$964,891</u>	<u>\$983,514</u>

BUDGET VARIANCES

\$6,474	Increase in personnel services due to the reallocation of 0.15 FTE from other Operations Division programs
<u>6,996</u>	Economic adjustments
13,470	TOTAL PERSONNEL SERVICES
8,253	Increase in utilities based on historic actuals and anticipated rate increases
3,174	Increase in vehicle and operation rates
<u>39</u>	Other
11,466	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$24,936</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$213,865	\$246,393	\$249,070	\$252,589	\$6,196
Overtime	11,392	9,500	9,600	9,500	0
Benefits	<u>84,311</u>	<u>93,927</u>	<u>94,530</u>	<u>101,201</u>	<u>7,274</u>
Subtotal	309,568	349,820	353,200	363,290	13,470
<u>CONTRACTUAL SERVICES</u>					
Utilities	444,573	412,912	412,915	421,165	8,253
Professional Development	320	450	450	450	0
Insurance	284	296	296	335	39
Other Contractual Services	0	0	60	0	0
Vehicle & Equipment	<u>122,565</u>	<u>105,800</u>	<u>105,200</u>	<u>108,974</u>	<u>3,174</u>
Subtotal	567,742	519,458	518,921	530,924	11,466
<u>SUPPLIES & MATERIALS</u>	112,282	89,300	92,770	89,300	0
GRAND TOTAL	<u>\$989,592</u>	<u>\$958,578</u>	<u>\$964,891</u>	<u>\$983,514</u>	<u>\$24,936</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 \$80,000 will be borrowed to secure grant funding and implement safety improvements at the following intersections: Racine/Randall; Milwaukee/Randall; and Memorial/Washington.

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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
--	----------------	----------------	-------------------	----------------

ACTIVITIES:

Weed Cutting (Acres)	88	88	88	88
----------------------	----	----	----	----

BUDGET VARIANCES

\$1,328	Increase in personnel services due to the reallocation of .03 FTE from other Operations programs
460	Increase in health insurance costs due to changes in health insurance coverage
<u>288</u>	Economic adjustments
2,076	TOTAL PERSONNEL SERVICES
<u>570</u>	Increase in vehicle operation and maintenance rates
570	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$2,646</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$10,517	\$15,753	\$15,753	\$16,499	\$746
Overtime	\$563	\$200	\$200	\$200	0
Benefits	<u>4,681</u>	<u>6,907</u>	<u>6,907</u>	<u>8,237</u>	<u>1,330</u>
Subtotal	15,761	22,860	22,860	24,936	2,076
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	4,602	1,242	1,242	1,242	0
Vehicle & Equipment	<u>11,264</u>	<u>19,000</u>	<u>19,000</u>	<u>19,570</u>	<u>570</u>
Subtotal	15,866	20,242	20,242	20,812	570
<u>SUPPLIES & MATERIALS</u>					
	1,005	775	775	775	0
GRAND TOTAL	<u>\$32,632</u>	<u>\$43,877</u>	<u>\$43,877</u>	<u>\$46,523</u>	<u>\$2,646</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

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.

	2017	2018	2018	2019
	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 (#)	42	43	42	43
-----------------	----	----	----	----

Building Maintenance

Picnic Pavilions (#)	20	20	20	20
----------------------	----	----	----	----

Pavilion Reservations (#)	725	660	670	675
---------------------------	-----	-----	-----	-----

Trails

Paved (Miles)	30	30	30	31
---------------	----	----	----	----

Athletic Fields

Soccer Games (#)	130	130	130	130
------------------	-----	-----	-----	-----

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Trails	\$64,327	\$54,049	\$53,013	\$50,029
Athletic Fields	44,966	36,641	43,834	45,823
Grounds Maintenance	1,105,728	1,160,069	1,140,644	1,196,866
Building Maintenance	199,961	198,574	198,453	207,022
Natural Areas	27,062	0	0	0
Forestry	<u>84,478</u>	<u>102,972</u>	<u>102,972</u>	<u>105,018</u>
Total	<u>\$1,526,522</u>	<u>\$1,552,305</u>	<u>\$1,538,916</u>	<u>\$1,604,758</u>

BUDGET VARIANCES

\$12,277	Increase in health insurance costs due to changes in health insurance coverage
<u>32,783</u>	Economic adjustments
45,060	TOTAL PERSONNEL SERVICES
11,286	Increase in utilities based on historic actuals
500	Increase in other contractual services for dumpster rentals
<u>7,107</u>	Increase in vehicle operation and maintenance rates
18,893	TOTAL CONTRACTUAL SERVICES
(11,500)	Decrease in capital outlay due to a one-time purchase in 2018
(11,500)	TOTAL CAPITAL OUTLAY
<u>\$52,453</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$681,007	\$694,598	\$678,301	\$723,929	\$29,331
Overtime	17,406	14,700	19,800	14,700	0
Benefits	<u>297,526</u>	<u>302,516</u>	<u>295,348</u>	<u>318,245</u>	<u>15,729</u>
Subtotal	999,317	1,011,814	993,449	1,056,874	45,060
<u>CONTRACTUAL SERVICES</u>					
Utilities	96,915	93,603	97,106	104,889	11,286
Postage	110	130	0	130	0
Professional Development	2,515	3,100	3,100	3,100	0
Building Expense	765	0	0	0	0
Insurance	7,459	9,348	9,751	9,348	0
Other Contractual Services	11,137	8,800	9,300	9,300	500
Park Contractual	7,842	12,000	12,000	12,000	0
Vehicle & Equipment	<u>306,360</u>	<u>308,685</u>	<u>306,685</u>	<u>315,792</u>	<u>7,107</u>
Subtotal	433,102	435,666	437,942	454,559	18,893
<u>SUPPLIES & MATERIALS</u>	94,103	93,325	96,025	93,325	
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>11,500</u>	<u>11,500</u>	<u>0</u>	(11,500)
GRAND TOTAL	<u>\$1,526,522</u>	<u>\$1,552,305</u>	<u>\$1,538,916</u>	<u>\$1,604,758</u>	<u>\$52,453</u>

DEPARTMENT: PUBLIC WORKS

DIVISIONS: PLANNING DIVISION & BUILDING DIVISION

GOAL:

To plan for the orderly development and redevelopment of the City, 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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Downtown; Economy; Infrastructure

PROGRAM ACTIVITY STATEMENT:

The Divisions provide planning, building, and development services.

Planning Division

The Planning Division 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 Division 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 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 Division

The Building Division 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 2018:

1. Coordinated review and approval of several commercial projects and residential plats.
2. Processed various zoning code and ordinance amendments including a sign ordinance amendment to allow sandwich boards in the downtown sign district and an amendment to the pool ordinance.
3. Administered grants related to Town Square
4. Assisted JTS with implementing updated bus routes and stops.
5. Reviewed and updated list of addresses for upcoming 2020 Census.
6. Implemented GIS capabilities within Emergency Operations Center.
7. Submitted a WisDOT Transportation Alternatives Grant application to fund two trail projects.
8. Submitted grant applications for a WDNR Municipal Grant, Municipal Flood Control Grant and Stewardship Grant for Monterey Area River Restoration.
9. Submitted an Outdoor Recreation Legacy Project Grant for the East Side Town Square Project.

Major Activities to be Undertaken in 2019:

1. Continued Implementation of Economic Development Strategy
2. Update/Implement Comprehensive Plan as needed.
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. Implement GIS-based sewer televising system for Public Works.
11. Update existing software to ArcGIS Enterprise, a full-featured mapping and analytics platform which will provide for more efficient workflows.
12. Establish redevelopment plan on former General Motors Site.

	2017 Actual	2018 Budget	2018 Estimate	2019 Budget
ACTIVITIES:				
Building Division (#)				
Construction				
Complaints	107	136	125	125
Other Variances	14	12	14	12
New Residential				
Permits	537	668	550	550
Inspections	1,430	1,246	1,900	1,500
Existing Residential				
Permits	1,911	2,000	1,800	1,800
Inspections	2,413	2,566	2,566	2,500
New Commercial				
Permits	69	58	70	70
Inspections	971	796	796	795
Existing Commercial				
Permits (including all plan review)	896	918	918	918
Inspections	2,002	2,200	2,200	2,200
Development Services (#)				
Signs				
Complaints	1	5	4	4
Permits	318	300	200	200
Variances	2	4	4	4
Inspections	37	34	30	30
Site Plans/Zoning				
Permits	81	88	88	88
Inspections	160	68	68	68
Total				
Complaints	108	141	129	129
Permits	3,812	4,032	3,626	3,626
Variances	16	16	18	16
Inspections	7,013	6,910	7,560	7,093
Planning Division (Hours)				
Administration	1,400	1,400	1,200	1,300
Planning Services	2,600	2,400	2,700	2,600
Current Planning	2,800	2,800	2,600	2,700
Comprehensive Planning	<u>2,300</u>	<u>2,500</u>	<u>2,600</u>	<u>2,500</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Building Division	\$811,461	\$799,591	\$773,834	\$828,472
Planning Division	<u>392,787</u>	<u>382,079</u>	<u>359,732</u>	<u>403,571</u>
Total	<u>\$1,204,248</u>	<u>\$1,181,670</u>	<u>\$1,133,566</u>	<u>\$1,232,043</u>

BUDGET VARIANCES

\$8,231	Increase in personnel services for the promotion of an employee to a Senior Planner position
3,000	Increase in overtime for Inspectors to complete inspections outside normal working hours
12,277	Increase in health insurance costs due to changes in health insurance coverage
<u>26,079</u>	Economic adjustments
49,587	TOTAL PERSONNEL SERVICES
546	Increase in vehicle operation and maintenance rates
<u>240</u>	Other
786	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$50,373</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$788,404	\$784,130	\$752,526	\$810,613	\$26,483
Overtime	0	0	0	3,000	3,000
Benefits	<u>328,559</u>	<u>322,494</u>	<u>312,890</u>	<u>342,598</u>	<u>20,104</u>
Subtotal	1,117,423	1,106,624	1,065,416	1,156,211	49,587
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,453	2,500	2,500	2,500	0
Postage	5,754	2,986	2,953	2,986	0
Professional Development	9,340	11,085	11,085	11,325	240
Audit & Consulting	225	800	800	800	0
Other Contractual Services	41,900	30,800	23,112	30,800	0
Vehicle & Equipment	<u>19,140</u>	<u>18,200</u>	<u>18,200</u>	<u>18,746</u>	<u>546</u>
Subtotal	78,812	66,371	58,650	67,157	786
<u>SUPPLIES & MATERIALS</u>					
	8,013	8,675	9,500	8,675	0
GRAND TOTAL	<u>\$1,204,248</u>	<u>\$1,181,670</u>	<u>\$1,133,566</u>	<u>\$1,232,043</u>	<u>\$50,373</u>
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	
REVENUES:	\$720,867	\$728,597	\$722,640	\$722,640	<u>(\$5,957)</u>

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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy 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.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ACTIVITIES:

City Code (#)

Housing-Related

Violations 418 550 408 550

Inspections 987 1000 985 1000

Nuisance

Violations 1,037 1350 1,230 1350

Inspections 2,372 2800 2,360 2800

Zoning

Violations 263 375 280 375

Inspections 508 650 436 650

Total

Violations 1,718 2,275 1,918 2,275

Inspections 3,867 4,450 3,781 4,450

BUDGET VARIANCES

<u>(\$26,604)</u>	Decrease in personnel services due to the reallocation of 0.10 FTE of the Neighborhood Services Director and 0.10 FTE of the Housing Services Director to other Housing Services Division programs to more accurately reflect where time is spent
(24,671)	Decrease in personnel services due to the reclassification of the Property Maintenance Specialist I to a different pay grade
<u>4,368</u>	Economic adjustments
(46,907)	TOTAL PERSONNEL SERVICES
(397)	Decrease in postage based on historic actuals
1,045	Increase in professional development for the new Property Maintenance Specialist I
<u>227</u>	Increase in vehicle maintenance and operation rates
875	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>(\$46,032)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$192,411	\$216,891	\$198,700	\$179,027	(\$37,864)
Benefits	<u>81,013</u>	<u>87,477</u>	<u>83,870</u>	<u>78,434</u>	<u>(9,043)</u>
Subtotal	273,424	304,368	282,570	257,461	(46,907)
<u>CONTRACTUAL SERVICES</u>					
Utilities	305	330	330	330	0
Postage	891	800	384	403	(397)
Professional Development	1,192	1,415	846	2,460	1,045
Audit & Consulting	20,400	20,400	20,400	20,400	0
Other Contractual Services	50	240	100	240	0
Vehicle & Equipment	<u>7,316</u>	<u>7,560</u>	<u>7,560</u>	<u>7,787</u>	<u>227</u>
Subtotal	30,154	30,745	29,620	31,620	875
<u>SUPPLIES & MATERIALS</u>	912	1,000	950	1,000	0
GRAND TOTAL	<u>\$304,490</u>	<u>\$336,113</u>	<u>\$313,140</u>	<u>\$290,081</u>	<u>(\$46,032)</u>
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	
Revenues	\$ 34,642	\$ 15,000	\$ 20,922	\$ 20,000	<u>\$5,000</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 2019 budget includes an overall operating ratio goal of 59%.
- More specifically: Senior Center (35%); Adult (74%); Youth (59%); Aquatics (31%) and Ice Arena (89%)

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Senior Center	\$258,525	\$269,811	\$267,216	\$271,493
Adult	268,470	280,778	265,345	292,730
Youth	241,043	247,392	248,728	261,982
Aquatics	228,675	258,095	245,116	264,734
Ice Skating Center	<u>354,955</u>	<u>324,766</u>	<u>333,251</u>	<u>341,939</u>
Total	<u>\$1,351,669</u>	<u>\$1,380,842</u>	<u>\$1,359,656</u>	<u>\$1,432,878</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	48,108	60,000	51,000	55,000
Subsidy per Participant	\$3.46	\$2.91	\$3.44	\$3.21
Operating Ratio	35.5%	35.2%	34.4%	35.0%
Adult				
Participants (#)	51,101	44,555	50,000	52,000
Subsidy per Participant	\$2.45	\$2.96	\$2.43	\$2.65
Operating Ratio	76.1%	75.9%	78.8%	74.0%
Youth				
Participants (#)	20,210	19,785	21,000	22,000
Subsidy per Participant	\$1.82	\$1.73	\$1.89	\$2.07
Operating Ratio	59.5%	60.2%	57.9%	59.2%
Aquatics				
Participants (#)	56,102	61,500	52,000	60,000
Subsidy per Participant	\$2.75	\$2.90	\$3.25	\$3.06
Operating Ratio	32.6%	31.0%	31.1%	30.7%
Ice Arena				
Participants (#)	98,896	98,000	100,000	100,000
Subsidy per Participant	\$1.10	\$0.23	\$0.36	\$0.38
Operating Ratio	69.5%	93.0%	89.1%	88.9%

BUDGET VARIANCES

\$35,858	Economic adjustments including various seasonal hourly wage increases
(500)	Decrease in overtime
<u>12,277</u>	Increase in health insurance charges due to a change in health insurance coverage
47,635	TOTAL PERSONNEL SERVICES
500	Increase in building expense based on historic actuals
3,600	Increase in contractual costs based on historic actuals
(1,000)	Decrease in concessions based based on historic actuals
1,770	Increase in vehicle operation and maintenance rates
(369)	Other
4,501	TOTAL CONTRACTUAL SERVICES
(100)	TOTAL SUPPLIES & MATERIALS
<u>\$52,036</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$631,357	\$647,682	\$643,803	\$674,137	\$26,455
Overtime	4,245	7,100	4,475	6,600	(500)
Benefits	<u>179,538</u>	<u>177,250</u>	<u>179,043</u>	<u>198,930</u>	<u>21,680</u>
Subtotal	815,140	832,032	827,321	879,667	47,635
<u>CONTRACTUAL SERVICES</u>					
Utilities	169,893	183,655	177,908	183,067	(588)
Postage	2,099	2,700	2,313	2,500	(200)
Professional Development	6,546	8,300	7,243	8,265	(35)
Building Expense	43,688	39,500	41,362	40,000	500
Insurance	5,660	6,907	6,907	6,178	(729)
Computer Maintenance	427	1,750	1,982	1,982	232
Other Contractual Services	99,337	100,800	101,800	104,400	3,600
Concessions	32,338	33,000	27,000	32,000	(1,000)
Advertising	18,746	18,700	19,039	19,000	300
Licenses	4,081	6,750	7,113	7,401	651
Vehicle & Equipment	<u>49,620</u>	<u>42,998</u>	<u>43,052</u>	<u>44,768</u>	<u>1,770</u>
Subtotal	432,435	445,060	435,719	449,561	4,501
<u>SUPPLIES & MATERIALS</u>	104,094	103,750	96,616	103,650	(100)
GRAND TOTAL	<u>\$1,351,669</u>	<u>\$1,380,842</u>	<u>\$1,359,656</u>	<u>\$1,432,878</u>	<u>\$52,036</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 2019 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 staff ideas for improvement. 2019 revenue increases by \$12,700 from 2018 budget.

The Senior Center revenue category remains the same. The Senior Center has slowly increased revenue each year, however, we have not met the revenue projection for the past few years. The goal is to meet the 2019 revenue projection with increased marketing efforts. This Revenue Budget includes: facility rentals, trips, programming, membership fee and other revenue.

The Adult revenue category increases by \$3,400. Fee increases for Pavilion Rentals (\$2,100), and Adult Softball/Kickball (\$200) were included. Additional revenue increases were included in permits (\$300), public special event fees (\$2,500), and family programs (\$1,000) based off program participation and revenue collection trends. These increases are offset by decreases in anticipated revenue from Vending Machines (\$1,500), adult basketball (\$500) and adult volleyball (\$500) based on trends. This category includes: equipment rental, permits, public event fees, vending machines, concession stands, family special events, ads in Recreation guide/brochure, pavilion rentals, adult sports leagues, and general field reservations.

The Youth revenue category increases by \$6,000. Middle School Rec Nite revenue budget decreases by (\$1,500) due to decreases in attendance. Additionally youth sports revenue decreases by (\$800) based on participation trends. This is offset by proposed increases in revenue to Kids Count Camp Full Day (\$8,100) based on trends in increased participation and proposed fee increases. Day Camps, which includes Camp Tot Lot increases by (\$200) due to fee increases. This category includes: discount attraction tickets, day camps, Rec Nites, partnership programs, and youth sports.

The Aquatics revenue category increases by \$1,300. Rockport Facility Rental revenue increases by (\$500) due to trends in increased rentals. Rockport Pool Season pass revenue increases by (\$300) due to fee increases. Palmer Wading Pool revenue increases by (\$1,500) to reflect increases in attendance. These increases are offset by decreases in projected revenue in Swim Lessons (\$500) and Rockport Other revenue (\$500) reflected by revenue trends. This category includes: Rockport Pool admissions, private rentals, programming, season passes and swim lessons, as well as Palmer Pool admissions and season passes, and indoor lap swim daily fees and passes.

The Ice Arena revenue category increases by \$2,000. The budget includes increases in projected revenue in Hockey (\$4,000) based rentals and Jets contract increase. This increase is partially offset by decreases in a couple of other revenue accounts to reflect trends in use. Public skate revenue decreases by (\$1,000). Figure Skating revenue has seen declines in recent years due to participation numbers, so this category decreases by (\$2,000). This category includes: public skate, programming, hockey, ice rentals, figure skating, concessions contract, and limited pro shop.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUE:				
Senior Center	\$91,880	\$95,000	\$92,000	\$95,000
Adult	204,188	213,100	209,100	216,500
Youth	143,425	149,000	144,000	155,000
Aquatics	74,603	80,000	76,200	81,300
Ice Skating Center	<u>246,577</u>	<u>302,000</u>	<u>297,000</u>	<u>304,000</u>
Total	<u>\$760,672</u>	<u>\$839,100</u>	<u>\$818,300</u>	<u>\$851,800</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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 13 to 17 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 2019, 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 254 weekday evenings.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
General Administration (Hours)	9,269	9,110	8,567	9,152
Maintenance (Hours)				
Scheduled	3,387	3,700	3,158	3,600
Unscheduled	1,096	1,200	1,026	1,150
Emergency	139	150	172	150
Indirect Labor	8,888	9,700	8,276	9,500
Regular Service				
Mileage	375,434	378,402	384,844	385,931
Hours	25,436	25,241	25,552	25,517
Ridership (#)	317,076	332,000	304,483	310,780
Tripper Service				
Mileage	31,663	29,952	29,120	32,548
Hours	2,482	2,745	2,493	2,489
Ridership (#)	50,751	59,300	50,493	50,672
Night Service				
Mileage	45,233	45,977	44,808	46,498
Hours	3,102	3,251	3,116	3,112
Ridership (#)	18,509	20,600	19,420	19,777
Paratransit Service				
Hours	1,973	1,925	1,692	1,772
Ridership (#)	5,980	5,833	5,128	5,371
Total Services:				
Ridership (#)	392,316	417,733	379,524	386,600

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
General Administration	\$834,986	\$847,338	\$824,740	\$838,456
Maintenance	1,106,683	1,067,825	1,160,172	1,121,038
Regular Service	1,193,457	1,295,566	1,209,000	1,316,329
Tripper Service	85,106	106,653	102,490	108,634
Paratransit Service	91,602	87,084	81,800	84,584
Night Service	<u>152,487</u>	<u>166,124</u>	<u>164,110</u>	<u>172,628</u>
Subtotal - Operating	3,464,321	3,570,590	3,542,312	3,641,669
Capital	<u>98,182</u>	<u>7,458,600</u>	<u>0</u>	<u>7,958,588</u>
Total	<u>\$3,562,503</u>	<u>\$11,029,190</u>	<u>\$3,542,312</u>	<u>\$11,600,257</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$1,083,068. This is an increase of \$19,600 compared to 2018.

BUDGET VARIANCES

<u>\$34,050</u>	Economic adjustments
34,050	TOTAL PERSONNEL SERVICES
3,687	Increase in utilities based on historic actuals and anticipated rate increases
(2,487)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
1,616	Increase in uniform and tools based on historic actuals
(2,400)	Decrease in other contractual services due to decreased Paratransit ridership
2,656	Increase in grounds maintenance and added carbon monoxide calibration
<u>4,075</u>	Other
7,147	TOTAL CONTRACTUAL SERVICES
15,000	Increase in vehicle replacement parts due to an aging bus fleet
13,857	Increase in diesel based on projected prices
<u>1,025</u>	Other
29,882	TOTAL SUPPLIES AND MATERIALS
<u>\$71,079</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,516,431	\$1,662,372	\$1,504,910	\$1,680,148	\$17,776
Overtime	241,861	200,850	287,650	201,350	500
Benefits	736,129	772,121	728,250	786,395	14,274
Miscellaneous Benefits	<u>1,465</u>	<u>0</u>	<u>1,450</u>	<u>1,500</u>	<u>1,500</u>
Subtotal	2,495,886	2,635,343	2,522,260	2,669,393	34,050
<u>CONTRACTUAL SERVICES</u>					
Utilities	92,261	96,112	99,289	99,799	3,687
Postage	231	375	305	375	0
Professional Development	6,503	10,115	7,975	11,815	1,700
Auditing/Consulting	28,944	16,505	14,923	16,635	130
Building Expense	61,110	55,776	88,000	58,432	2,656
Insurance	139,495	138,887	140,940	136,400	(2,487)
Uniform and Tool	12,729	10,956	11,750	12,572	1,616
Computer Services	25,635	23,800	34,000	23,760	(40)
Other Contractual Services	102,794	116,952	111,668	114,552	(2,400)
Recruitment/Physicals	276	960	1,163	1,152	192
Advertising/Promotions	25,982	23,332	23,500	24,782	1,450
Vehicle Oper/Maintenance	<u>19,485</u>	<u>26,764</u>	<u>22,930</u>	<u>27,407</u>	<u>643</u>
Subtotal	515,445	520,534	556,443	527,681	7,147
<u>SUPPLIES & MATERIALS</u>	<u>452,990</u>	<u>414,713</u>	<u>463,609</u>	<u>444,595</u>	<u>29,882</u>
Total Operations and Maintenance	3,464,321	3,570,590	3,542,312	3,641,669	71,079
<u>CAPITAL OUTLAY</u>	<u>98,182</u>	<u>7,458,600</u>	<u>0</u>	<u>7,958,588</u>	<u>499,988</u>
Subtotal	<u>\$3,562,503</u>	<u>\$11,029,190</u>	<u>\$3,542,312</u>	<u>\$11,600,257</u>	<u>\$571,067</u>
Depreciation	<u>606,326</u>	<u>515,800</u>	<u>606,600</u>	<u>624,700</u>	108,900
GRAND TOTAL	<u>\$4,168,829</u>	<u>\$11,544,990</u>	<u>\$4,148,912</u>	<u>\$12,224,957</u>	<u>\$679,967</u>

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$4,366,870 of approved grant expenditures for the purchase of 11 transit buses, with the local share being \$1,091,718.

Further, JTS anticipates applying for grant funds for additional buses in late 2018 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.

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
5 Transit buses - Formulary FTA grant and/or Statewide Transit Capital Assistance Program	2,500,000	500,000	2,000,000
Subtotal	\$ 2,500,000	\$ 500,000	\$ 2,000,000
	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
11 Transit buses - approved grant expenditures	5,458,588	1,091,718	4,366,870
Subtotal	\$ 5,458,588	\$ 1,091,718	\$ 4,366,870
Grand Total	\$ 7,958,588	\$ 1,591,718	\$ 6,366,870

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:

Due to a fare reduction on January 1, 2018, JTS does not recommend any changes to fares for 2019.

Actual ridership was 392,316 in 2017 and it is projected to be 379,524 in 2018 and is expected to increase to 386,600 in 2019. The decrease from 2017 is reflective of the continued trend in low fuel prices for consumers.

The 2019 farebox revenue estimate is \$406,325. 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 \$103,920 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 2019, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 23.68%, a 0.12% decrease of the percentage of expenses that was awarded for 2018. State Operating Assistance is expected to total \$862,347. This budget also includes funding from a Paratransit Operating grant that is expected to total \$31,300.

Federal Transit Operating Assistance is expected to amount to approximately 30.50% of operating expenses, a 0.15% increase of the percentage of expenses that was awarded for 2018. Total Federal Operating Assistance is expected to be \$1,110,709. Combined state and federal assistance is expected to total 54.18% of operating expenses, a 0.03% increase of the percentage of expenses that was awarded for 2018.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
Operating Revenue				
Fares	\$419,784	\$395,458	\$398,250	\$406,325
Advertising	26,845	29,000	28,920	29,000
Beloit-Janesville Express Sponsorship	87,385	99,564	99,564	103,920
Miscellaneous	<u>6,312</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Subtotal	540,326	539,022	541,734	554,245
Operating Assistance				
Local Assistance	988,803	1,063,468	1,051,998	1,083,068
State Paratransit Operations	30,296	31,000	31,310	31,300
State Assistance	839,888	874,800	842,178	862,347
Federal Operating	<u>1,065,008</u>	<u>1,062,300</u>	<u>1,075,092</u>	<u>1,110,709</u>
Subtotal	2,923,995	3,031,568	3,000,578	3,087,424
Capital Assistance				
Local Capital	91,105	1,491,700	0	1,591,718
Federal Capital	<u>7,077</u>	<u>5,966,900</u>	<u>0</u>	<u>6,366,870</u>
Subtotal	98,182	7,458,600	0	7,958,588
Total	<u>\$3,562,503</u>	<u>\$11,029,190</u>	<u>\$3,542,312</u>	<u>\$11,600,257</u>

DEPARTMENT: PUBLIC WORKS

DIVISION: STORMWATER UTILITY

GOAL:

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

OBJECTIVES:

- To provide routine maintenance of storm sewers, catch basins, greenbelts and detention/retention basins.
- To sweep the streets in the downtown area six times annually and residential areas five times annually.
- To effectively manage stormwater to assure compliance with Federal and State regulations.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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. The 2019 budget proposes the purchase of an additional leaf vacuum truck, the third of the fleet.

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. Additionally, the downtown area receives three sweeping cycles, for a total of eight cycles. 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 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 (#)	8	7	8	8
<u>Storm Sewer Maintenance</u>				
Storm Sewer Cleaning (Feet)	10,000	12,000	10,000	11,000
Catch Basin Cleaning (#)	680	700	700	700
<u>Street Weed Spraying</u>				
Lane Miles	25	200	100	200
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$45,722	\$58,450	\$58,450	\$54,280
Administration	<u>341,253</u>	<u>358,227</u>	<u>359,362</u>	<u>384,043</u>
Subtotal	386,975	416,677	417,812	438,323
Operations				
Street Cleaning	527,120	665,301	647,855	676,786
Storm Sewer Maintenance	1,441,909	1,720,736	1,451,879	1,751,969
Catch Basin Maintenance	329,363	322,335	369,965	507,863
Greenbelt/Drainageway Maintenance	249,123	291,429	312,190	312,641
Flood Control/Response	<u>1,245</u>	<u>0</u>	<u>28,857</u>	<u>0</u>
Subtotal	2,548,761	2,999,801	2,810,746	3,249,259
Debt Service	<u>504,242</u>	<u>493,204</u>	<u>493,204</u>	<u>722,953</u>
Total	<u>\$3,439,977</u>	<u>\$3,909,682</u>	<u>\$3,721,762</u>	<u>\$4,410,535</u>

BUDGET VARIANCES

\$31,527	Increase in personnel services due to the reallocation of staff within DPW
<u>25,709</u>	Economic adjustments
57,236	TOTAL PERSONNEL SERVICES
(5,000)	Decrease in professional development as the Rock River Stormwater Group membership fee was budgeted as a license
2,932	Increase in liability, workers' compensation, auto, and property insurance premium allocation
88,000	Increase in other contractual services primarily for infrastructure improvements as part of the street rehabilitation program
5,000	Increase in licenses for the Rock River Stormwater Group membership fee
113,452	Increase in vehicle operations and maintenance based on increased rates and historic actuals
<u>3,484</u>	Other
207,868	TOTAL CONTRACTUAL SERVICES
<u>22,000</u>	Increase in supplies and materials based on historic actuals
22,000	TOTAL SUPPLIES & MATERIALS
<u>\$287,104</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$665,639	\$777,577	\$708,648	\$830,506	\$52,929
Overtime	27,587	36,400	44,600	36,200	(200)
Benefits	<u>278,560</u>	<u>354,606</u>	<u>311,265</u>	<u>359,113</u>	<u>4,507</u>
Subtotal	971,786	1,168,583	1,064,513	1,225,819	57,236
<u>CONTRACTUAL SERVICES</u>					
Professional Development	5,156	5,450	450	450	(5,000)
Audit & Consulting	3,420	15,110	15,110	15,170	60
Insurance	12,906	13,147	13,147	16,079	2,932
Building Rental	9,658	9,883	11,018	11,053	1,170
Computer Maintenance	21,224	30,705	30,705	32,959	2,254
Other Contractual Services	1,263,663	1,509,500	1,308,610	1,597,500	88,000
Licenses	8,000	8,000	13,000	13,000	5,000
Vehicle & Equipment	<u>504,556</u>	<u>455,900</u>	<u>559,405</u>	<u>569,352</u>	<u>113,452</u>
Subtotal	1,828,582	2,047,695	1,951,445	2,255,563	207,868
<u>SUPPLIES & MATERIALS</u>					
	110,308	59,700	79,600	81,700	22,000
Total Operations and Maintenance	2,910,677	3,275,978	3,095,558	3,563,082	287,104
Principal	462,000	448,500	448,500	644,500	196,000
Interest Expense	45,257	44,704	44,704	78,453	33,749
Debt Issuance Expense	(3,015)	0	0	0	0
Capital	<u>25,059</u>	<u>140,500</u>	<u>133,000</u>	<u>124,500</u>	<u>(16,000)</u>
Subtotal	3,439,977	3,909,682	3,721,762	4,410,535	500,853
Depreciation	<u>186,600</u>	<u>201,000</u>	<u>176,650</u>	<u>214,000</u>	<u>13,000</u>
GRAND TOTAL	<u>\$3,626,578</u>	<u>\$4,110,682</u>	<u>\$3,898,412</u>	<u>\$4,624,535</u>	<u>\$513,853</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>
Monterey Area River Restoration (MARR)	\$600,000	\$600,000
Spring Brook shoreline repairs	<u>120,000</u>	<u>120,000</u>
Subtotal G.O Note/Assessments	720,000	720,000
 <u>OPERATING BUDGET</u>		
Additional leaf vacuum truck	<u>120,000</u>	<u>120,000</u>
Subtotal Operating Budget	120,000	120,000
Total	<u>\$840,000</u>	<u>\$840,000</u>

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate for 2018 was \$74.67 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 2019 is \$81.28 per ERU. The impact of this on the typical residential customer will be an increase \$1.65 per quarter.

2017	2018	2018	2019
Actual	Budget	Estimated	Budget

REVENUES:

User Fees				
Residential	\$1,480,578	\$1,487,000	\$1,495,000	\$1,625,000
Non-Residential	2,612,750	2,593,000	2,590,000	2,870,000
Non-Use Credit	(244,409)	(170,000)	(175,000)	(204,000)
Late Payment Charge	21,410	14,500	20,000	20,000
Interest Income	1,623	1,000	2,000	1,000
Total	<u>\$3,907,227</u>	<u>\$3,925,500</u>	<u>\$3,932,000</u>	<u>\$4,312,000</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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 2019, the Utility will serve 24,317 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 Municipal Utilities 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 350 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 or plant operation 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 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 61,000 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, cleaned and sold back to Seneca for use in their boiler that mixes 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 lagoons reduce the strength of the waste which comes to the treatment plant for final disposal. This helps reduce the operating cost to Seneca as well as provides a revenue source to the city.

The cleaning and televising of a majority of the sanitary sewer collection system will be completed primarily by city staff. The larger mains will be cleaned and televised by contractors. The cleaning of 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. This work will be done by city staff.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Administration (Hours)	11,214	11,544	11,357	11,682
Customer Accounts (#)	24,295	24,971	24,304	24,317
Collection System (Miles)	350	325	350	350
Treatment Plant Operation				
Gallons (Billion)	5.18	5.50	5.43	5.50
Suspnd Solids (Pounds/Million)	7.30	7.50	6.98	7.00
BOD (Pounds/Million)	7.04	7.50	7.69	7.70
Laboratory Operations (#)				
Samples	5,753	6,454	5,835	6,234
Tests	18,669	19,510	18,985	19,263
Sludge Disposal				
Gallons (Million)	21.92	22.35	22.28	22.35

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
General Administration	\$861,775	\$895,776	\$845,094	\$870,022
Customer Accounts	312,558	200,064	214,900	208,720
Plant Oper/Maintenance	1,741,947	1,772,548	1,792,023	1,954,560
Laboratory Operations	235,406	237,029	235,029	241,085
Sludge Disposal	432,638	489,716	473,067	495,992
Collection Maintenance	1,169,252	1,156,686	1,186,527	1,193,584
Meter Maintenance	417,093	412,122	414,200	415,600
Pretreatment Facility	<u>78,400</u>	<u>90,681</u>	<u>79,266</u>	<u>86,349</u>
Total Operation & Maintenance	5,249,070	5,254,622	5,240,106	5,465,912
Depreciation	3,322,072	3,538,977	3,343,200	3,448,600
Interest Expense	599,680	588,362	588,362	567,699
Other Expenses	<u>35,786</u>	<u>65,000</u>	<u>61,500</u>	<u>65,000</u>
Total Expenses	9,206,607	9,446,961	9,233,168	9,547,211
Principal Payment	3,252,076	3,026,851	3,026,850	3,084,893
Capital	<u>1,440,684</u>	<u>1,432,000</u>	<u>1,432,000</u>	<u>1,525,300</u>
Grand Total	<u>\$13,899,367</u>	<u>\$13,905,812</u>	<u>\$13,692,018</u>	<u>\$14,157,404</u>

BUDGET VARIANCES

\$18,205	Increase in overtime and associated fringe benefits based on historic actuals
<u>55,695</u>	Economic adjustments
73,900	TOTAL PERSONNEL SERVICES
25,522	Increase in utilities based on historic actuals and anticipated rate increases
(41,500)	Decrease in other contractual services for a DNR report completed in 2018
93,000	Increase in contractor payments for maintenance and electrical upgrades at the Wastewater Treatment Plant (WWTP)
59,000	Increase in equipment maintenance at the Wastewater Treatment Plant (WWTP)
<u>16,817</u>	Other
152,839	TOTAL CONTRACTUAL SERVICES
(15,449)	Decrease in supplies and materials based on historic actuals
(15,449)	TOTAL SUPPLIES AND MATERIALS
<u>\$211,290</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,731,583	\$1,733,952	\$1,746,187	\$1,779,440	\$45,488
Overtime	59,385	35,200	52,544	51,100	15,900
Benefits	652,012	719,559	684,134	732,071	12,512
Miscellaneous Benefits	<u>8,046</u>	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>	<u>0</u>
Subtotal	2,451,027	2,494,111	2,488,265	2,568,011	73,900
<u>CONTRACTUAL SERVICES</u>					
Utilities	616,402	595,155	559,903	620,677	25,522
Postage	28,599	22,000	22,106	22,000	0
Professional Development	10,486	15,271	13,431	15,566	295
Audit & Consulting	10,398	26,180	25,500	26,180	0
Building Maintenance	30,465	30,211	27,711	38,143	7,932
Insurance	76,708	83,840	83,840	83,840	0
Computer Services	59,905	73,620	107,255	78,732	5,112
Other Contractual Services	62,916	148,000	113,050	106,500	(41,500)
Wastewater Testing	22,943	24,000	25,200	24,000	0
Sewer TV/Repair	642,734	521,000	521,000	521,000	0
Payment to Contractors	137,937	110,000	135,000	203,000	93,000
Landfill Fees	30,172	45,000	31,000	45,000	0
Vehicle Oper/Maintenance	247,214	191,650	245,000	250,650	59,000
Meter Expense	417,093	412,122	414,200	415,600	3,478
General Expenses - Pretreatment	<u>19,186</u>	<u>5,000</u>	<u>20,000</u>	<u>5,000</u>	<u>0</u>
Subtotal	2,413,157	2,303,049	2,344,196	2,455,888	152,839
<u>SUPPLIES & MATERIALS</u>	<u>384,885</u>	<u>457,462</u>	<u>407,645</u>	<u>442,013</u>	<u>(15,449)</u>
Total Operations and Maintenance	<u>\$5,249,070</u>	<u>\$5,254,622</u>	<u>\$5,240,106</u>	<u>\$5,465,912</u>	<u>\$211,290</u>
Principal Payment	3,252,076	3,026,851	3,026,850	3,084,893	58,042
Interest on Debt	599,680	588,362	588,362	567,699	(20,663)
Debt Issuance Expense	(12,244)	15,000	11,500	15,000	0
Cost of Laterals/Merchandise	133	0	0	0	0
Service Charge	47,897	50,000	50,000	50,000	0
Capital (User Fees & Direct Pay)	<u>0</u>	<u>107,000</u>	<u>107,000</u>	<u>363,300</u>	<u>256,300</u>
Subtotal	9,136,611	9,041,835	9,023,818	9,546,804	504,969
Depreciation	3,322,072	3,538,977	3,343,200	3,448,600	(90,377)
Capital (Debt Funded)	1,440,684	1,245,000	1,245,000	1,150,000	(95,000)
Capital (Replacement)	<u>0</u>	<u>80,000</u>	<u>80,000</u>	<u>12,000</u>	<u>(68,000)</u>
GRAND TOTAL	<u>\$13,899,367</u>	<u>\$13,905,812</u>	<u>\$13,692,018</u>	<u>\$14,157,404</u>	<u>\$251,592</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 (\$1,150,000). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$375,300).

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining & Point Repair	\$ 800,000
Inflow/Infiltration Reduction Program	300,000
IT Strategic Plan	50,000
Subtotal	<u>1,150,000</u>

USER FEES/REPLACEMENT FUNDS

Computer Equipment	2,300
Ferric Chloride Pumps	12,000
Laboratory Equipment	5,000
Safety Equipment	2,000
Hach Phosphorous Analyzer	18,000
Truck Mounted Sewer Cleaner	251,000
Camera Truck Equipment Improvements	85,000
Subtotal	<u>375,300</u>
Total	<u>\$ 1,525,300</u>

REVENUE COMMENT:

This budget includes an average 6.91% rate increase across all classes effective January 1, 2019. There was no rate increase in 2018. The impact of this increase on the typical residential customer will be \$4.20 per quarter. This increase is necessary to maintain the financial health of the Wastewater Utility and fund additional work associated with the enhanced street rehabilitation program.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
Residential	\$6,690,878	\$6,741,300	\$6,690,100	\$6,902,000
Commercial	1,682,940	1,630,800	1,667,000	1,777,800
Industrial	613,981	541,300	546,900	581,200
Public Authority	248,975	202,900	236,100	254,200
Surcharge	247,844	222,200	270,000	333,300
Pretreat/Reserve	38,807	36,000	38,780	36,000
Forfeited	98,679	56,000	81,200	70,000
Electricity Generation	168,058	215,000	167,700	198,000
Conde Street Facility	35,485	15,000	58,300	55,000
Misc. Revenue	<u>128,763</u>	<u>120,000</u>	<u>116,400</u>	<u>120,000</u>
Subtotal	9,954,409	9,780,500	9,872,480	10,327,500
Interest Income	96,505	30,000	117,000	90,000
Capital Contributions	<u>88,752</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$10,139,666</u>	<u>\$9,810,500</u>	<u>\$9,989,480</u>	<u>\$10,417,500</u>
Operating Cash 12/31	1,659,068	\$1,630,083	\$1,645,413	\$1,721,250
Debt Service Cash 12/31	1,496,853	\$1,401,306	\$1,475,311	\$1,446,670

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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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 surface 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 Municipal Utilities Bill including water, fire protection, 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 remote reading devices are replaced with new meters and radio read devices. The Remote device should all be replaced by the end of 2018. The water meter system will be totally read by the radio system by the beginning of 2019.

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 in 2017 the removal of private side lead water services began, resulting from a DNR grant of \$500,000. This program will have successfully removed over 100 Lead and Iron private side water services once completed in 2019.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Administration (Hours)	10,384	10,681	10,140	10,440
Customer Accounts (#)	24,670	25,150	24,691	24,724
Pumping				
Gallons (Billion)	3.25	3.20	3.20	3.20
Water Treatment (#)				
Samples	1,100	1,100	1,100	1,100
Tests	2,400	2,400	2,400	2,400
Distribution (#)				
Main Repairs	80	100	100	100
Service Repairs	60	70	70	70
Valves Operated	993	1,400	1,200	1,200
Meters Tested	1,594	1,000	1,200	1,000
Hydrants Flushed	2,749	2,710	2,710	2,710

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Pumping	\$942,247	\$1,012,224	\$947,121	\$1,099,546
Water Treatment	71,811	104,638	102,240	104,108
Distribution	1,103,058	1,340,705	1,266,857	1,349,342
Customer Accounts	221,613	306,518	272,835	316,186
Administration	<u>859,680</u>	<u>873,991</u>	<u>857,055</u>	<u>862,056</u>
Total Operation & Maintenance	3,198,409	3,638,076	3,446,108	3,731,238
Depreciation	1,894,342	1,881,667	1,900,639	1,982,577
Taxes	1,545,807	1,725,350	1,556,643	1,593,285
Interest Expense	349,713	411,719	384,219	558,533
Other Expenses	<u>(1,413)</u>	<u>20,829</u>	<u>45,788</u>	<u>18,985</u>
Total Expenses	6,986,858	7,677,641	7,333,397	7,884,618
Principal Repayment	2,452,896	2,894,772	2,894,772	3,151,772
Capital	<u>4,669,151</u>	<u>5,293,407</u>	<u>6,513,407</u>	<u>4,847,177</u>
Grand Total	<u>\$14,108,905</u>	<u>\$15,865,820</u>	<u>\$16,741,576</u>	<u>\$15,883,567</u>

BUDGET VARIANCES

<u>\$24,742</u>	Economic adjustments
24,742	TOTAL PERSONNEL SERVICES
(19,260)	Decrease in utilities based on historic actuals
5,200	Increase in audit and consulting based on historic actuals
7,575	Increase in professional development cost for new hires
133,190	Increase in other contractual services for well maintenance
(55,050)	Decrease in equipment maintenance for inspection and repair of booster pumps
<u>(2,856)</u>	Other
68,799	TOTAL CONTRACTUAL SERVICES
(379)	TOTAL SUPPLIES AND MATERIALS
<u>\$93,162</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,284,769	\$1,526,514	\$1,450,574	\$1,527,575	\$1,061
Overtime	96,478	101,250	102,631	103,250	2,000
Benefits	513,947	605,874	557,179	627,555	21,681
Miscellaneous Benefits	<u>68,325</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>0</u>
Subtotal	1,963,519	2,237,838	2,114,584	2,262,580	24,742
<u>CONTRACTUAL SERVICES</u>					
Utilities	544,937	525,160	462,805	505,900	(19,260)
Postage	29,764	27,400	23,869	26,400	(1,000)
Professional Development	8,214	18,064	18,084	18,502	438
Audit & Consulting	64,802	45,735	50,935	50,935	5,200
Building Expense	33,362	35,077	35,140	42,652	7,575
Insurance	56,020	56,261	58,300	57,885	1,624
Uniform and Tool Expense	271	6,250	6,250	6,250	0
Computer Services	72,456	124,294	127,113	120,376	(3,918)
Other Contractual Services	(16,361)	11,125	(9,243)	144,315	133,190
Vehicle & Equip. Oper/Maintenance	<u>170,126</u>	<u>207,500</u>	<u>215,878</u>	<u>152,450</u>	<u>(55,050)</u>
Subtotal	963,591	1,056,866	989,131	1,125,665	68,799
<u>SUPPLIES & MATERIALS</u>	<u>271,299</u>	<u>343,372</u>	<u>342,393</u>	<u>342,993</u>	<u>(379)</u>
Total Oper/Maintenance	3,198,409	3,638,076	3,446,108	3,731,238	93,162
Principal Repayment	2,452,896	2,894,772	2,894,772	3,151,772	257,000
Interest Expense	349,713	411,719	384,219	558,533	146,814
Debt Issuance Expense	(17,849)	20,000	20,000	20,000	0
Cost Merchandise & Jobbing	16,436	829	25,788	(1,015)	(1,844)
Taxes	1,545,807	1,725,350	1,556,643	1,593,285	(132,065)
Capital (User Fees & Developer Pay)	<u>789,745</u>	<u>641,407</u>	<u>1,709,400</u>	<u>592,177</u>	<u>(49,230)</u>
Subtotal	8,335,157	9,332,153	10,036,930	9,645,990	313,837
Depreciation	1,894,342	1,881,667	1,900,639	1,982,577	100,910
Capital (G.O. Note/Revenue Bond)	<u>3,879,406</u>	<u>4,652,000</u>	<u>4,804,007</u>	<u>4,255,000</u>	<u>(397,000)</u>
GRAND TOTAL	<u>\$14,108,905</u>	<u>\$15,865,820</u>	<u>\$16,741,576</u>	<u>\$15,883,567</u>	<u>\$17,747</u>

Capital Outlay includes improvements to the distribution system in conjunction with 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 (\$4,255,000). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, and other smaller Utility capital items will be funded through User Fees (\$593,177).

G.O. NOTE

Main Replacement	\$ 3,300,000
Public Side Lead Service Replacement only	300,000
Water Valve & Manhole rehab/replacement	225,000
Automated Meter Reading program development	50,000
Interstate 1005-10-83 Ryan Road Water Main DOT project	180,000
N. Washington Water Main extension	200,000
Subtotal	<u>\$ 4,255,000</u>

USER FEES/CONTIBUTIONS

Network Computers	\$ 8,170
Information Technology Projects	50,000
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
Excavation Safety Equipment	5,000
3/4 ton large cargo van Ford Transit long low roof w/ CNG	43,000
Subtotal	<u>\$ 592,177</u>
Total	<u>\$ 4,847,177</u>

REVENUE COMMENT:

This budget does not include a rate increase; the Water Utility will be applying for a rate increase with the PSC that may be implemented during the 4th quarter of 2019.

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 4.99% in 2017 and is estimated to be 4.54% in 2018. The rate of return for 2019 is projected to be 3.44%. This projected rate of return will not cover the cost of our main replacement program thus putting the Utility in an even poorer cash reserve position. Thus is why it is important to make the change to an accelerated depreciation model and finance the main replacement program with user fees and not borrowing for such maintenance activities.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
Residential	\$3,613,463	\$4,069,000	\$3,921,000	\$3,912,800
Multi Family Residential	308,491	342,700	316,600	312,800
Commercial	1,032,962	1,089,800	1,086,200	1,079,300
Industrial	1,530,473	1,539,400	1,505,100	1,534,800
Public Authority	229,136	280,900	235,000	238,500
Private Fire Protection	54,462	58,000	56,650	57,900
Public Fire Protection	1,192,561	1,227,100	1,195,400	1,198,300
Forfeited	66,420	65,000	63,000	65,000
Equipment Rental	30,377	48,000	34,600	42,000
Merchandise & Jobbing	30,317	30,000	24,700	30,000
Miscellaneous Revenue	<u>88,965</u>	<u>80,700</u>	<u>84,325</u>	<u>84,100</u>
Subtotal	8,177,627	8,830,600	8,522,575	8,555,500
Interest Income	8,474	9,000	7,600	8,500
Capital Contributions	<u>292,498</u>	<u>0</u>	<u>1,220,000</u>	<u>0</u>
Total	<u>\$8,478,598</u>	<u>\$8,839,600</u>	<u>\$9,750,175</u>	<u>\$8,564,000</u>
Rate of Return	4.99%	5.70%	4.54%	3.44%
Operating Cash 12/31	(\$665,781)	(\$984,879)	(\$952,536)	(\$2,034,526)
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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017	2018	2018	2019
	Actual	Budget	Estimate	Budget

PERFORMANCE MEASURES:

Workload Measures (#)

Rounds Played

Riverside	31,627	33,900	30,323	33,285
Blackhawk	<u>20,494</u>	<u>21,095</u>	<u>13,726</u>	<u>19,718</u>
Total Rounds Played	52,121	54,995	44,049	53,003

Efficiency Measures

Cost Per Round

Riverside	\$30.52	\$26.64	\$26.80	\$26.02
Blackhawk	\$14.53	\$15.69	\$20.83	\$16.04

Revenue Per 9 Hole Round

Riverside	\$13.51	\$12.04	\$13.43	\$11.94
Blackhawk	\$4.18	\$4.23	\$4.48	\$4.20

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Riverside Golf Course	\$965,152	\$903,192	\$812,536	\$866,165
Blackhawk Golf Course	<u>297,780</u>	<u>330,879</u>	<u>285,946</u>	<u>316,307</u>
Total	<u>\$1,262,931</u>	<u>\$1,234,071</u>	<u>\$1,098,482</u>	<u>\$1,182,472</u>

BUDGET VARIANCES

(\$604)	Decrease in personnel services due to turnover savings for the Accountant position
<u>96</u>	Economic adjustments
(508)	TOTAL PERSONNEL SERVICES
(50,156)	Decrease in KemperSports' operating budget primarily due to turnover savings
<u>65</u>	Other
(50,091)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
(1,000)	Decrease in the golf cart debt service payment
(1,000)	TOTAL TRANSFERS
<u>(\$51,599)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$3,812	\$3,481	\$3,000	\$2,497	(\$984)
Benefits	<u>1,280</u>	<u>1,160</u>	<u>1,964</u>	<u>1,636</u>	<u>476</u>
Subtotal	5,092	4,641	4,964	4,133	(508)
CONTRACTUAL SERVICES					
Utilities	5,978	3,150	3,150	3,150	0
Insurance	1,106	1,207	1,207	1,272	65
Computer Maintenance	0	4,600	4,600	4,600	0
Other Contractual Services	1,189,410	1,165,723	1,029,811	1,115,567	(50,156)
Vehicle & Equipment	<u>126</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	1,196,620	1,174,680	1,038,768	1,124,589	(50,091)
SUPPLIES & MATERIALS	253	0	0	0	0
TRANSFERS	<u>60,966</u>	<u>54,750</u>	<u>54,750</u>	<u>53,750</u>	<u>(1,000)</u>
GRAND TOTAL	<u>\$1,262,931</u>	<u>\$1,234,071</u>	<u>\$1,098,482</u>	<u>\$1,182,472</u>	<u>(\$51,599)</u>
	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	
REVENUE:	\$1,252,346	\$1,247,001	\$1,098,485	\$1,193,092	<u>(\$53,909)</u>

REVENUE COMMENT:

Revenue projections were provided by KemperSports. Minimal fee increases are proposed for 2019. Fee increases have been approved by the Golf Course Advisory Committee.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
RECEIPTS:				
Green Fees	\$664,458	\$612,512	\$539,270	\$586,004
Cart Rentals	257,456	282,008	249,502	269,355
Beer/Food/Beverages	208,143	227,740	192,161	220,440
Pro Shop	113,275	117,095	110,898	111,357
Range	6,729	7,360	5,627	5,913
Miscellaneous	<u>2,285</u>	<u>286</u>	<u>1,027</u>	<u>23</u>
Total from Operations	<u>\$1,252,346</u>	<u>\$1,247,001</u>	<u>\$1,098,485</u>	<u>\$1,193,092</u>
Total Riverside	<u>\$956,608</u>	<u>\$916,715</u>	<u>\$824,325</u>	<u>\$880,989</u>
Total Blackhawk	<u>\$295,738</u>	<u>\$330,286</u>	<u>\$274,160</u>	<u>\$312,103</u>

FUND BALANCE:

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

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$55,494	\$53,331	\$44,909	\$44,912
Revenue	1,252,346	1,247,001	1,098,485	1,193,092
Expense	<u>1,262,931</u>	<u>1,234,071</u>	<u>1,098,482</u>	<u>1,182,472</u>
Total Fund Balance at December 31	<u>\$44,909</u>	<u>\$66,261</u>	<u>\$44,912</u>	<u>\$55,532</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
--	----------------	----------------	-------------------	----------------

ACTIVITIES:

Number of Burials (includes cremations)	108	105	106	107
Number of Lot Sales	37	75	83	79

BUDGET VARIANCES

(\$7,802)	Decrease in personnel costs due to turnover savings for the Public Works Maintenance Worker position
<u>1,262</u>	Economic adjustments
(6,540)	TOTAL PERSONNEL SERVICES
1,520	Increase in utilities based on historic actuals
318	Increase in liability, workers' compensation, auto, and property insurance premium allocation
<u>1,484</u>	Increase in vehicle operation and maintenance rates
3,322	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$3,218)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$127,849	\$85,489	\$102,392	\$80,182	(\$5,307)
Overtime	3,704	4,200	1,950	4,200	0
Benefits	<u>42,179</u>	<u>26,750</u>	<u>30,102</u>	<u>25,517</u>	<u>(1,233)</u>
Subtotal	173,732	116,439	134,444	109,899	(6,540)
CONTRACTUAL SERVICES					
Utilities	13,592	12,776	12,776	14,296	1,520
Postage	0	50	50	50	0
Building Expense	0	1,000	1,000	1,000	0
Insurance	4,538	5,034	5,034	5,352	318
Other Contractual Services	1,170	960	960	960	0
Advertising	49	500	500	500	0
Vehicle & Equipment	<u>48,728</u>	<u>49,865</u>	<u>49,855</u>	<u>51,349</u>	<u>1,484</u>
Subtotal	68,077	70,185	70,175	73,507	3,322
SUPPLIES & MATERIALS	9,147	12,250	11,800	12,250	0
GRAND TOTAL	<u>\$250,956</u>	<u>\$198,874</u>	<u>\$216,419</u>	<u>\$195,656</u>	<u>(\$3,218)</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUE:				
Burials	\$114,150	\$123,000	\$120,000	\$128,000
Grave Sales	36,160	60,000	78,000	68,000
Interest Income	<u>81,451</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$231,761</u>	<u>\$183,000</u>	<u>\$198,000</u>	<u>\$196,000</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	
FUND BALANCE:					
Beginning Balance at January 1		\$180,509	\$99,284	\$161,314	\$142,895
Revenue		231,761	183,000	198,000	196,000
Expense		<u>250,956</u>	<u>198,874</u>	<u>216,419</u>	<u>195,656</u>
Total Fund Balance at December 31		<u>\$161,314</u>	<u>\$83,410</u>	<u>\$142,895</u>	<u>\$143,239</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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 joined with the SHARE consortium. Through this consortium we partnered with Racine, Kenosha and Walworth Counties for circulation of materials, and began sharing the cost of automation services with those libraries.

The Hedberg Public Library is open Monday through Sunday, 68 hours per week. The Library has an active Friends of the Library 501(c)(3) organization which operates The Ground Floor coffee-shop and provides monetary support to the Library.

The Hedberg Public Library is 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 2017, 18.3% of the circulation of materials was to township residents.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Circulation of Materials	806,995	805,000	765,802	765,000
Electronic Circulation, Database Usage	256,639	260,000	212,814	250,000
Total Attendance	480,696	500,000	437,720	425,000
Volunteer Hours	7,183	8,250	6,500	7,100
Programs, Group Visits, Classes, Etc.	983	1,100	887	850
Participants in All Group Contacts	40,258	42,500	42,803	42,500

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Administration	\$600,979	\$603,450	\$601,573	\$596,082
Programming and Outreach	161,421	179,941	179,575	155,434
Operations	444,341	459,713	449,118	441,776
Public Services	1,049,093	1,123,676	1,123,796	1,108,197
Computer Systems	284,079	281,597	280,292	298,417
Technical Services	730,649	739,038	734,870	785,209
Youth Services	<u>508,768</u>	<u>543,752</u>	<u>540,875</u>	<u>573,969</u>
Operations Subtotal	3,779,330	3,931,167	3,910,099	3,959,084
Transfer to Library Capital Fund	78,165	0	0	0
Debt Service	<u>155,290</u>	<u>82,789</u>	<u>82,789</u>	<u>126,899</u>
Total	<u>\$4,012,785</u>	<u>\$4,013,956</u>	<u>\$3,992,888</u>	<u>\$4,085,983</u>

BUDGET VARIANCES

<u>\$23,813</u>	Economic adjustments
23,813	TOTAL PERSONNEL SERVICES
(2,000)	Decrease in postage based on historic actuals
8,912	Increase in professional development based on the Library Board of Trustees direction on continuing education
(1,920)	Decrease in audit and consulting based on historic actuals
(1,835)	Decrease in building expenses based on historic actuals
(1,511)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
(13,385)	Decrease in computer maintenance due to less software licensing fees
(8,000)	Decrease in vehicle and equipment costs based on historic actuals
<u>(951)</u>	Other
(20,690)	TOTAL CONTRACTUAL SERVICES
1,000	TOTAL SUPPLIES & MATERIALS
44,110	TOTAL TRANSFERS
23,794	TOTAL CAPITAL OUTLAY
<u>\$72,027</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,201,911	\$2,300,091	\$2,300,121	\$2,324,684	\$24,593
Benefits	<u>591,604</u>	<u>629,939</u>	<u>629,939</u>	<u>629,159</u>	<u>(780)</u>
Subtotal	2,793,514	2,930,030	2,930,060	2,953,843	23,813
<u>CONTRACTUAL SERVICES</u>					
Utilities	118,746	117,655	109,798	118,781	1,126
Postage	6,108	6,500	4,200	4,500	(2,000)
Professional Development	24,477	26,015	25,454	34,927	8,912
Audit & Consulting	12,886	13,060	10,710	11,140	(1,920)
Building Expenses	69,518	60,605	60,515	58,770	(1,835)
Insurance	30,248	30,528	30,528	29,017	(1,511)
Computer Maintenance	185,366	143,125	142,768	128,383	(14,742)
Other Contractual Services	49,385	66,364	62,644	66,644	280
Advertising	4,339	3,500	3,500	2,500	(1,000)
Vehicle & Equipment	<u>70,686</u>	<u>72,804</u>	<u>73,350</u>	<u>64,804</u>	<u>(8,000)</u>
Subtotal	571,758	540,156	523,467	519,466	(20,690)
<u>SUPPLIES & MATERIALS</u>	55,491	63,400	60,992	64,400	1,000
<u>TRANSFERS</u>	<u>233,455</u>	<u>82,789</u>	<u>82,789</u>	<u>126,899</u>	<u>44,110</u>
<u>CAPITAL OUTLAY</u>	<u>358,566</u>	<u>397,581</u>	<u>395,580</u>	<u>421,375</u>	<u>23,794</u>
GRAND TOTAL	<u>\$4,012,785</u>	<u>\$4,013,956</u>	<u>\$3,992,888</u>	<u>\$4,085,983</u>	<u>\$72,027</u>

REVENUE COMMENT:

The Operations Levy increases by \$37,661 to help offset increases in personnel. The Debt Service Levy increases by \$44,100 due to borrowing for capital projects. Revenue received by Rock County will increase by \$7,556.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

REVENUES:

Tax Levy:

Operations	\$3,117,296	\$3,250,226	\$3,250,226	\$3,287,887
Debt Service	<u>155,290</u>	<u>82,789</u>	<u>82,789</u>	<u>126,899</u>
Subtotal	3,272,586	3,333,015	3,333,015	3,414,786
State Exempt Computer Aid	19,770	20,060	20,060	20,060
Fines & Fees	84,486	90,000	75,000	75,000
Rock County & Non-Resident	469,169	473,981	473,981	481,537
Arrowhead Library System	85,000	40,000	40,000	40,000
Miscellaneous	<u>47,382</u>	<u>56,900</u>	<u>54,600</u>	<u>54,600</u>
Total	<u>\$3,978,392</u>	<u>\$4,013,956</u>	<u>\$3,996,656</u>	<u>\$4,085,983</u>

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

FUND BALANCE:

Undesignated Beginning Balance at January 1	\$649,053	\$487,328	\$614,660	\$618,428
Add: Revenue (Without Applied Fund Balance)	3,978,392	4,013,956	3,996,656	4,085,983
Less: Expenses	<u>4,012,785</u>	<u>4,013,956</u>	<u>3,992,888</u>	<u>4,085,983</u>
Total Fund Balance at December 31	<u>\$614,660</u>	<u>\$487,328</u>	<u>\$618,428</u>	<u>\$618,428</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Image & Engagement

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.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Programming Hours Broadcast Total

JATV Produced	3,923	3,700	4,047	4,047
Locally Produced	814	750	847	847
Imported Content	2,173	2,400	1,885	1,885
City of Janesville/Government	532	650	686	686
PSA & Community Calendar	1,318	1,260	1,295	1,295
Videos uploaded for Internet Viewing	189	180	180	180
Number of online YouTube views	117,795	130,000	130,000	130,000
Number of online Granicus views	6,869	55,000	55,000	55,000
Total number of online views	124,664	185,000	185,000	185,000

BUDGET VARIANCES

<u>\$9,397</u>	Economic adjustments
9,397	TOTAL PERSONNEL SERVICES
<u>2,620</u>	Increase in equipment to support JATV programming
2,620	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(40,904)</u>	Decrease in capital outlay based on JATV's Capital Improvement Plan (CIP)
(40,904)	TOTAL CAPITAL OUTLAY
<u>(\$28,887)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$123,599	\$139,159	\$139,159	\$148,462	\$9,303
Benefits	<u>24,558</u>	<u>26,870</u>	<u>26,870</u>	<u>26,964</u>	<u>94</u>
Subtotal	148,157	166,029	166,029	175,426	9,397
<u>CONTRACTUAL SERVICES</u>					
Postage	23	25	25	25	0
Professional Development	1,314	2,300	2,300	2,300	0
Insurance	0	1,000	1,000	1,000	0
Advertising	239	750	1,100	750	0
Vehicle & Equipment	<u>1,031</u>	<u>1,500</u>	<u>1,500</u>	<u>4,120</u>	<u>2,620</u>
Subtotal	2,607	5,575	5,925	8,195	2,620
<u>SUPPLIES & MATERIALS</u>					
	1,485	3,100	2,900	3,100	0
Total Operations and Maintenance	152,249	174,704	174,854	186,721	<u>12,017</u>
<u>CAPITAL OUTLAY</u>					
	<u>26,688</u>	<u>49,922</u>	<u>134,922</u>	<u>9,018</u>	<u>(40,904)</u>
GRAND TOTAL	<u>\$178,937</u>	<u>\$224,626</u>	<u>\$309,776</u>	<u>\$195,739</u>	<u>(\$28,887)</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.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

REVENUES:

Operating Funds	\$172,882	\$190,460	\$165,000	\$165,000
Tape Sales/Fees	345	100	125	100
Grants & Gifts	<u>581</u>	<u>200</u>	<u>300</u>	<u>200</u>
Total	<u>\$173,808</u>	<u>\$190,760</u>	<u>\$165,425</u>	<u>\$165,300</u>

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

FUND BALANCE:

Beginning Undesignated Balance at January 1	331,356	350,844	265,926	\$254,305
Add: Revenue	173,808	190,760	165,425	165,300
Less: Expenses	178,938	224,626	309,776	195,739
Change in Designated Fund Balance	<u>26,688</u>	<u>47,730</u>	<u>132,730</u>	<u>0</u>
Undesignated Fund Balance at December 31	352,914	364,708	254,305	223,866
Designated for Capital Expenditures	<u>45,742</u>	<u>0</u>	<u>0</u>	<u>0</u>
Designated Fund Balance	<u>45,742</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Fund Balance at December 31	<u>\$398,656</u>	<u>\$364,708</u>	<u>\$254,305</u>	<u>\$223,866</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: JANESVILLE INNOVATION CENTER (JIC)

GOAL:

- Promote entrepreneurial activities within Janesville and Rock County
- Create additional small businesses within the community
- Create additional employment opportunities with growth of small businesses
- Grow small businesses graduation to larger spaces within the City of Janesville

OBJECTIVES:

- Increase the awareness of entrepreneurial activities within Janesville and Rock County
- Provide education, coaching and mentoring for these startup businesses
- Provide business appropriate space for startup industrial and professional service companies
- Develop an entrepreneurial support network to encourage the formation of new business enterprises and to help them survive and further grow

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Economy; Partnerships

PROGRAM ACTIVITY STATEMENT:

The Janesville Innovation Center is a business incubator that was developed by the City of Janesville and is managed and operated under a master lease by Janesville Innovation Center, Inc. The corporation was created by the City of Janesville as a standalone, not for profit 501(c)(3) to operate and manage the facility by providing an opportunity to smaller, locally owned entrepreneurs to be nurtured through their formative years. The building provides smaller scale office and industrial space for these fledgling companies and through the operations manager and members of the Board; they are provided coaching, education, training and mentoring.

	2017	2018	2018	2019
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Operations and Management - hours	256	256	256	256
Property Management	64	64	70	64
Business Coaching	192	192	200	192
Business Contacts #	300	150	150	150
New Businesses #	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
Graduated Businesses #	2	2	2	1

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Operations	\$124,397	\$100,120	\$119,572	\$122,436
Entrepreneurial BD Program	<u>73,476</u>	<u>10,000</u>	<u>44,804</u>	<u>10,000</u>
Total	<u>\$197,873</u>	<u>\$110,120</u>	<u>\$164,376</u>	<u>\$132,436</u>

BUDGET VARIANCES

<u>\$32</u>	Economic adjustments
32	TOTAL PERSONNEL SERVICES
12,000	Increase in utilities for upgraded WiFi/telephone for clients
1,000	Increase in insurance premiums for Board of Directors
7,300	Increase in other contractual services for in-kind services
1,716	Increase in revolving loan program due to participant levels
<u>(232)</u>	Other
21,784	TOTAL CONTRACTUAL SERVICES
500	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
0	TOTAL CAPITAL OUTLAY
<u>\$22,316</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$4,117	\$3,699	\$3,699	\$3,736	\$37
Overtime	53	0	0	0	0
Benefits	<u>1,067</u>	<u>550</u>	<u>550</u>	<u>545</u>	<u>(5)</u>
Subtotal	5,237	4,249	4,249	4,281	32
CONTRACTUAL SERVICES					
Utilities	33,114	30,000	42,000	42,000	12,000
Audit & Consulting	1,250	1,700	1,400	1,500	(200)
Insurance	878	1,000	2,600	2,000	1,000
Other Contractual Services	96,993	57,900	68,219	65,200	7,300
Advertising	16,956	1,500	19,780	1,500	0
Revolving Loan Program	13,553	7,920	16,625	9,636	1,716
Vehicle & Equipment	<u>1,243</u>	<u>1,751</u>	<u>3,403</u>	<u>1,719</u>	<u>(32)</u>
Subtotal	163,987	101,771	154,027	123,555	21,784
SUPPLIES & MATERIALS	6,256	4,100	2,600	4,600	500
TRANSFERS	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CAPITAL OUTLAY	<u>12,393</u>	<u>0</u>	<u>3,500</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$197,873</u>	<u>\$110,120</u>	<u>\$164,376</u>	<u>\$132,436</u>	<u>\$22,316</u>

REVENUE COMMENT:

Revenue for the Innovation Center has outpaced the projected budget as the building was at full occupancy for approximately five months longer than the budget. The 2019 projected revenues reflect a gradual backfilling of vacant space within the building.

2017 Actual	2018 Budget	2018 Estimated	2019 Budget
----------------	----------------	-------------------	----------------

REVENUES:

Rental Income	122,517	124,340	143,411	124,340
Miscellaneous	3,800	0	4,200	0
Entrepreneurial Board Miscellaneous	66,062	0	0	0
Entrepreneurial Board Donations	22,000	0	18,000	0
Entrepreneurial Board Transfer In	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
Total	<u>\$224,379</u>	<u>\$124,340</u>	<u>\$175,611</u>	<u>\$134,340</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
FUND BALANCE:				
Undesignated Beginning Balance at January 1	(\$21,882)	(\$21,882)	\$4,624	\$15,859
Add: Revenue (Without Applied Fund Balance)	224,379	124,340	175,611	134,340
Less: Expenses	<u>197,873</u>	<u>110,120</u>	<u>164,376</u>	<u>132,436</u>
Total Fund Balance at December 31	<u>\$4,624</u>	<u>(\$7,662)</u>	<u>\$15,859</u>	<u>\$17,763</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Households Assisted (monthly average)	508	515	480	506
HQS Inspections - Initial/Annual	560	340	337	370
HQS Inspections - Reinspections	190	180	196	215

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Administration	\$317,912	\$313,662	\$330,753	\$340,980
Rent Assistance	2,677,736	2,706,505	2,500,000	2,700,000
Depreciation Expense	<u>3,238</u>	<u>3,050</u>	<u>3,050</u>	<u>3,050</u>
Total	<u>\$2,998,886</u>	<u>\$3,023,217</u>	<u>\$2,833,803</u>	<u>\$3,044,030</u>

BUDGET VARIANCES

\$39,907	Increase in personnel services due to the reallocation of 0.15 FTE of the Neighborhood Services Director and 0.21 FTE of the Housing Services Director from other Housing Services Division programs to more accurately reflect where time is spent
(17,498)	Decrease in personnel services due to turnover in Rent Assistance program positions
(11,712)	Decrease in health insurance costs due to changes in health insurance coverage
<u>12,079</u>	Economic adjustments
22,776	TOTAL PERSONNEL SERVICES
5,100	Increase in portability payments
(6,505)	Decrease in housing payments
<u>(658)</u>	Other
(2,063)	TOTAL CONTRACTUAL SERVICES
100	TOTAL SUPPLIES & MATERIALS
0	TOTAL DEPRECIATION
<u>\$20,813</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$195,591	\$161,072	\$161,072	\$184,795	\$23,723
Overtime	139	0	6,600	0	0
Benefits	<u>81,415</u>	<u>74,072</u>	<u>61,566</u>	<u>73,125</u>	<u>(947)</u>
Subtotal	277,146	235,144	229,238	257,920	22,776
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,087	1,100	1,400	1,400	300
Postage	4,146	4,000	3,900	4,050	50
Professional Development	4,764	1,952	3,411	2,702	750
Audit & Consulting	5,559	6,030	6,030	6,150	120
Building Expense	6,692	9,396	9,396	6,783	(2,613)
Insurance	2,138	2,127	2,127	2,302	175
Computer Maintenance	10,195	11,859	11,859	12,399	540
Other Contractual Services	47,023	39,154	60,542	44,254	5,100
Housing Payments	2,633,937	2,706,505	2,500,000	2,700,000	(6,505)
Advertising	85	650	500	650	0
Vehicle & Equipment	<u>691</u>	<u>700</u>	<u>700</u>	<u>720</u>	<u>20</u>
Subtotal	2,716,315	2,783,473	2,599,865	2,781,410	(2,063)
<u>SUPPLIES & MATERIALS</u>					
	2,186	1,550	1,650	1,650	100
<u>DEPRECIATION</u>					
	3,238	3,050	3,050	3,050	0
TOTAL	<u>\$2,998,886</u>	<u>\$3,023,217</u>	<u>\$2,833,803</u>	<u>\$3,044,030</u>	<u>\$20,813</u>

REVENUE COMMENT:

It is anticipated that HUD will provide 80% of our eligible Administrative fees in 2019. While insufficient to fully support the program, this is a higher level of funding than 2018, and, along with attrition savings, will allow us to increase the FTE count for this program by 0.36. 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 and service charges of \$343,750 support administrative and depreciation expenses of \$344,030. Housing Assistance Payments, including \$2,700,000 in grant funding and HUD held reserves from prior years, are used to provide direct rent assistance to clients.

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

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUE:				
Administrative Fees	334,101	321,008	339,649	343,750
Housing Assistance Payments	<u>2,755,526</u>	<u>2,706,505</u>	<u>2,502,000</u>	<u>2,701,250</u>
Total Revenue	3,089,627	3,027,513	2,841,649	3,045,000
Operating Res.Use (Increase)	<u>(90,741)</u>	<u>(4,296)</u>	<u>(7,846)</u>	<u>(970)</u>
Total Resources	<u>\$2,998,886</u>	<u>\$3,023,217</u>	<u>\$2,833,803</u>	<u>\$3,044,030</u>
FUND EQUITY:				
Administrative Fee Equity*	\$98,815	\$124,886	\$104,661	\$104,381
Housing Assistance Payments Equity	<u>(19,775)</u>	<u>0</u>	<u>(17,775)</u>	<u>(16,525)</u>
Total Fund Equity at December 31	<u>\$79,040</u>	<u>\$124,886</u>	<u>\$86,886</u>	<u>\$87,856</u>

*The Administrative Equity Includes Investment in Capital Assets of \$20,892 at 12/31/17.

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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Owner Rehabilitation Projects	15	19	10	19
Rental Rehabilitation Units	2	4	0	4
Home Buyer Workshop Participants	147	140	150	140
Home Ownership Down Payment Asst.	25	30	32	42
Home Ownership Rehabilitation	15	7	8	11
Neighborhood Stabilization Projects	0	2	2	2
Lead Hazard Reduc/Healthy Homes Projects	5	0	1	0
Pro Active Property Maintenance Inspections	1,527	2,364	2,352	2,400
Blight Elimination Projects	0	5	0	0
Home Buyer Development	1	7	2	6
Affordable Housing Development (projects)	0	0	0	3
Rental Development (units)	4	0	0	4

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Administration*				
General Administration	\$159,233	\$166,677	\$145,431	\$188,096
Neighborhood Development	13,193	14,495	14,315	14,979
Lead Hazard 2013-2016	<u>24,897</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	197,323	181,172	159,746	203,075
Program Services				
Neighborhood	46,608	96,200	85,115	90,228
Housing	655,800	1,308,104	662,666	2,193,196
Lead Hazard 2013-2016	120,967	0	8,100	0
Public Service**	<u>98,303</u>	<u>110,000</u>	<u>120,700</u>	<u>100,000</u>
Subtotal	921,678	1,514,304	876,581	2,383,424
Total	<u>\$1,119,001</u>	<u>\$1,695,476</u>	<u>\$1,036,327</u>	<u>\$2,586,499</u>

* General administration includes Administration for the CDBG, HOME, Homebuyer's Education and other prior 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.

BUDGET VARIANCES: ADMINISTRATION

(\$14,492)	Decrease in personnel services due to the reallocation of 0.05 FTE of the Neighborhood Services Director and 0.06 FTE of the Housing Services Director to other Housing Services Division programs to more accurately reflect where time is spent
<u>3,908</u>	Economic adjustments
(10,584)	TOTAL PERSONNEL SERVICES
34,637	Increase in audit and consulting for the 5-Year Consolidated Plan and Analysis of Impediments to Fair Housing Report
(3,700)	Decrease in building rent to changes in FTEs
<u>1,550</u>	Other
32,487	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
0	TOTAL CAPITAL OUTLAY
<u>\$21,903</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: ADMINISTRATION

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$127,142	\$97,696	\$93,670	\$91,331	(\$6,365)
Benefits	<u>50,395</u>	<u>38,264</u>	<u>34,697</u>	<u>34,045</u>	<u>(4,219)</u>
Subtotal	177,536	135,960	128,367	125,376	(10,584)
<u>CONTRACTUAL SERVICES</u>					
Utilities	642	650	0	650	0
Postage	919	425	800	800	375
Professional Development	439	3,908	700	3,908	0
Audit & Consulting	3,448	23,750	13,750	58,387	34,637
Building Rental	8,125	11,500	11,500	7,800	(3,700)
Insurance	1,318	1,208	1,208	1,159	(49)
Computer Maintenance	2,336	2,071	2,071	3,295	1,224
Other Contractual Services	135	0	100	0	0
Advertising/Promotions	<u>166</u>	<u>200</u>	<u>150</u>	<u>200</u>	<u>0</u>
Subtotal	17,527	43,712	30,279	76,199	32,487
<u>SUPPLIES & MATERIALS</u>	1,876	1,500	1,100	1,500	0
<u>CAPITAL OUTLAY</u>	384	0	0	0	0
ADMINISTRATION TOTAL	<u>\$197,323</u>	<u>\$181,172</u>	<u>\$159,746</u>	<u>\$203,075</u>	<u>\$21,903</u>

Program Services

The budget for Program Services has a net increase of \$869,120. A total of \$625,000 is included for potential financial support for the development/redevelopment of affordable housing. The budget provides increased funding for homeownership, including a contract with Wisconsin Partnership for Housing Development for the construction of two single-family homes and Movin' Out for Down Payment Assistance for disabled households. There are reductions in rehabilitation service delivery due to attrition savings. The Demolition Assistance Grant program is proposed to be eliminated and the Neighborhood Stabilization Program was concluded in 2018.

BUDGET VARIANCES: PROGRAM SERVICES

(\$5,000)	Eliminate the Demolition Assistance Grant Program
<u>(972)</u>	Other
(5,972)	TOTAL NEIGHBORHOOD
329,815	Increase funding for Homeownership Programs
(13,938)	Decrease funding for Rehab Service Delivery due to turnover savings
575,000	Increase funding to support Affordable Housing Projects
<u>(5,785)</u>	Other
885,092	TOTAL HOUSING
(2,000)	Decrease in Boys & Girls Club allocation
1,000	Increase in Community Action's allocation
(9,000)	Decrease in ECHO's allocation
(7,000)	Decrease in HealthNet's allocation
<u>7,000</u>	Increase in Project 16:49's allocation
(10,000)	TOTAL PUBLIC SERVICE ALLOCATIONS
<u>\$869,120</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: PROGRAM SERVICES

	2017	2018	2018	2019	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>Neighborhood</u>					
Code Enforcement	\$46,608	\$91,200	\$85,115	\$90,228	(\$972)
Blight Elimination	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>
Subtotal	46,608	96,200	85,115	90,228	(5,972)
<u>Housing</u>					
Owner Rehabilitation	151,834	399,145	149,072	396,360	(2,785)
Rental Rehabilitation	67,971	60,886	300	60,886	0
Home Ownership	342,893	642,237	415,984	972,052	329,815
CDBG Housing Service Delivery	91,572	152,836	96,510	138,898	(13,938)
Neighborhood Stabilization Program	1,530	3,000	800	0	(3,000)
Affordable Housing	0	50,000	0	625,000	575,000
Lead Hazard 2013-2016	<u>120,967</u>	<u>0</u>	<u>8,100</u>	<u>0</u>	<u>0</u>
Subtotal	776,767	1,308,104	670,766	2,193,196	885,092
<u>Public Service Allocations (1)</u>					
Boys and Girls Club	0	2,000	2,200	0	(2,000)
Community Action	0	6,000	6,500	7,000	1,000
ECHO Emergency Rent	57,518	52,000	57,100	43,000	(9,000)
Healthnet	40,785	50,000	54,900	43,000	(7,000)
Project 16:49	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>
Subtotal	98,303	110,000	120,700	100,000	(10,000)
PROGRAM TOTAL	<u>\$921,678</u>	<u>\$1,514,304</u>	<u>\$876,581</u>	<u>\$2,383,424</u>	<u>\$869,120</u>

REVENUE COMMENT:

New Community Development Block Grant (CDBG) revenue for 2019 is anticipated to come from our 2019 allocation (\$505,693), prior year's grant (\$160,458), and 2019 program income (\$126,000).

New HOME Investment Partnership (HOME) revenue for 2019 is anticipated to come from our 2019 allocation (\$208,050), 2019 County-wide Community Housing Development Organization allocation (\$112,000), prior year's grants (\$511,736), and 2019 program income (\$110,000). Program income received in 2019 will be allocated in 2020.

The Neighborhood Stabilization Programs (NSP) were concluded in 2018 and there are no estimated current year grants, under other State and Federal Grant Programs in 2019.

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

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
<u>CDBG</u>				
Formula Allocation	\$429,946	\$512,576	\$403,764	\$666,151
Program Income	<u>319,396</u>	<u>142,000</u>	<u>183,154</u>	<u>126,000</u>
Subtotal	749,342	654,576	586,918	792,151
<u>NSP</u>				
Formula Allocation	864	3,000	0	0
Program Income	<u>2,100</u>	<u>0</u>	<u>200</u>	<u>0</u>
Subtotal	2,964	3,000	200	0
<u>HOME Consortium</u>				
Formula Allocation	262,319	441,018	294,214	831,786
Program Income	<u>178,375</u>	<u>100,000</u>	<u>133,000</u>	<u>110,000</u>
Subtotal	440,694	541,018	427,214	941,786
<u>Other State & Federal Grants</u>				
Current Year	134,634	0	0	0
Program Income	<u>29,829</u>	<u>7,000</u>	<u>34,262</u>	<u>0</u>
Subtotal	164,463	7,000	34,262	0
Total	<u>\$1,357,463</u>	<u>\$1,205,594</u>	<u>\$1,048,594</u>	<u>\$1,733,937</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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Safe & Healthy Community

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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Vacant Property Inspections	0	1,300	560	1,000
Vacant Buildings-Identified/Registered	0	350	100	200
Vacant Buildings-Identified/Exempt	0	100	10	20

BUDGET VARIANCES

(\$5,948)	Decrease in personnel services due to the reallocation of 0.05 FTE of the Housing Services Director to other Housing Services Division programs to more accurately reflect were time is spent
(19,773)	Decrease in health insurance costs due to health insurance coverage being declined
<u>4,079</u>	Economic adjustments
(21,642)	TOTAL PERSONNEL SERVICES
400	Increase in postage based on historic actuals
800	Increase in professional development to include Leadership Development Academy for the Vacant Building Coordinator position
(900)	Increase in contractual services based on historic actuals
<u>(364)</u>	Decrease in vehicle operation and maintenance expenses based on historic actuals
(64)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$21,706)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$0	\$52,460	\$27,000	\$52,242	(\$218)
Benefits	<u>0</u>	<u>31,157</u>	<u>2,549</u>	<u>9,733</u>	<u>(21,424)</u>
Subtotal	0	83,617	29,549	61,975	(21,642)
<u>CONTRACTUAL SERVICES</u>					
Postage	0	400	540	800	400
Professional Development	0	400	0	1,200	800
Other Contractual Services	0	1,400	0	500	(900)
Vehicle & Equipment	<u>0</u>	<u>750</u>	<u>386</u>	<u>386</u>	<u>(364)</u>
Subtotal	0	2,950	926	2,886	(64)
<u>SUPPLIES & MATERIALS</u>					
	0	500	425	500	0
GRAND TOTAL	<u>\$0</u>	<u>\$87,067</u>	<u>\$30,900</u>	<u>\$65,361</u>	<u>(\$21,706)</u>

2017 Actual	2018 Budget	2018 Estimated	2019 Budget
----------------	----------------	-------------------	----------------

Revenues	\$ -	\$ 88,000	\$ 31,000	\$ 66,000	<u>(\$22,000)</u>
-----------------	------	-----------	-----------	-----------	--------------------------

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.

FUND BALANCE:

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
Undesignated Beginning Balance at January 1	\$0	\$0	\$0	\$100
Add: Revenue	0	88,000	31,000	66,000
Less: Expenses	<u>0</u>	<u>87,067</u>	<u>30,900</u>	<u>65,361</u>
Total Fund Balance at December 31	<u>\$0</u>	<u>\$933</u>	<u>\$100</u>	<u>\$739</u>

DEPARTMENT: WHEEL TAX / ENHANCED STREET REHAB PROGRAM

PROGRAM: STREET MAINTENANCE

GOAL:

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

OBJECTIVE:

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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

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.

2017 Actual	2018 Budget	2018 Estimated	2019 Budget
----------------	----------------	-------------------	----------------

ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	11.1	11.1	10.5	12.0
Reconstruction	0.9	0.9	1.3	0.4

2017 Actual	2018 Budget	2018 Estimated	2019 Budget
----------------	----------------	-------------------	----------------

ELEMENT COST:

Resurfacing/Reconstruction	<u>963,000</u>	<u>963,000</u>	<u>998,000</u>	<u>1,027,215</u>
Total	<u>\$963,000</u>	<u>\$963,000</u>	<u>\$998,000</u>	<u>\$1,027,215</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 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 a 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 specifically for the enhanced street rehabilitation program.

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.

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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

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 24,300 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 24,300 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.

The City of Janesville entered into an agreement with several local companies to pay costs to remediate and care long-term for several disposal facilities south of Black Bridge Road. The US EPA is also party to that agreement in an oversight role. The companies have bought out their liability for long-term care and the City now funds all such activities. 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 two separate landfills. Remedial activities include gas and leachate collection systems operation and maintenance and landfill cap monitoring and maintenance.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	181,749	172,300	174,200	170,500
Waste Collection and Recycling Programs				
Billable Units	24,182	24,175	24,185	24,300
Unit Cost Collection/Disposal/Recycling	\$ 107.32	\$ 106.22	\$ 106.22	\$ 110.20
Temporary Sanitary Landfill Surcharge	\$ 21.12	\$ 21.10	\$ 21.10	\$ 20.99
Amount Billed/Unit/Year	\$ 128.44	\$ 127.31	\$ 127.31	\$ 131.19
Tire Recycling				
Tons	147	146	160	150
Contract Processing Cost (per ton)	\$185.00	\$185.00	\$185.00	\$185.00
Appliance Recycling				
Tons	429	350	350	400
Net Operating Cost (per ton)	(\$115.70)	(\$124.57)	(\$124.57)	(\$112.50)

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Solid Waste Collection	\$1,763,584	\$1,684,413	\$1,720,540	\$1,736,741
Solid Waste Disposal	4,277,873	4,363,210	4,426,254	4,458,294
Recycling Program	809,551	938,015	893,230	951,531
Industrial Waste Superfund Landfills	<u>39,551</u>	<u>42,552</u>	<u>47,250</u>	<u>44,531</u>
Subtotal	<u>6,890,559</u>	<u>7,028,190</u>	<u>7,087,274</u>	<u>7,191,097</u>
Debt Retirement - Landfill	923,500	1,185,113	1,207,113	1,059,859
Debt Retirement - Automated Collection	<u>288,750</u>	<u>283,400</u>	<u>283,400</u>	<u>287,680</u>
Subtotal	<u>1,212,250</u>	<u>1,468,513</u>	<u>1,490,513</u>	<u>1,347,539</u>
Transfer for Long Term Care Escrow	226,000	226,000	226,000	226,000
Transfer to Capital Projects Fund	0	1,978,000	1,978,000	750,000
Transfer to Industrial Waste Fund	<u>29,176</u>	<u>42,552</u>	<u>47,250</u>	<u>0</u>
Subtotal	<u>1,467,426</u>	<u>3,715,065</u>	<u>3,741,763</u>	<u>2,323,539</u>
Total	<u>\$8,357,985</u>	<u>\$10,743,255</u>	<u>\$10,829,037</u>	<u>\$9,514,636</u>

BUDGET VARIANCES

(\$16,296)	Decrease in health insurance costs due to changes in health insurance coverage
(11,004)	Decrease in personnel services due to attrition
33,685	Increase in personnel services due to the reallocation of staff within DPW
<u>29,476</u>	Economic adjustments
35,861	TOTAL PERSONNEL SERVICES
3,368	Increase in utilities based on historic actuals and projected rate increases
9,000	Increase in building expenses for scalehouse and maintenance building repair
(64,600)	Decrease in other contractual services due to lower landfill tipping fees for residential waste disposal
(10,340)	Decrease in licenses due to lower landfill tonnage and associated DNR tonnage fees
93,954	Increase in vehicle operation and maintenance rates
<u>7,034</u>	Other
38,416	TOTAL CONTRACTUAL SERVICES
(500)	TOTAL SUPPLIES & MATERIALS
<u>89,130</u>	Increase in capital outlay for landfill equipment upgrades and portable litter control fencing
89,130	TOTAL CAPITAL OUTLAY
(120,974)	Decrease in transfers for the debt service payment
(42,552)	Decrease in transfers to the Industrial Waste Fund
<u>(1,228,000)</u>	Decrease in transfers to the Capital Projects Fund
(1,391,526)	TOTAL TRANSFERS
<u>(\$1,228,619)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,097,649	\$1,166,559	\$1,169,360	\$1,183,058	\$16,499
Overtime	111,973	66,200	69,404	65,900	(300)
Benefits	539,459	537,360	541,447	557,022	19,662
Miscellaneous Benefits	<u>5,678</u>	<u>4,200</u>	<u>5,260</u>	<u>4,200</u>	<u>0</u>
Subtotal	1,754,759	1,774,319	1,785,471	1,810,180	35,861
<u>CONTRACTUAL SERVICES</u>					
Utilities	92,716	142,519	142,514	145,887	3,368
Postage	127	0	0	0	0
Professional Development	2,976	2,389	2,735	2,764	375
Audit & Consulting	41,831	33,500	33,500	33,500	0
Building Expense	6,764	4,000	5,000	13,000	9,000
Insurance	27,848	33,000	33,002	35,837	2,837
Uniform and Tools	0	1,000	1,000	1,000	0
Computer Maintenance	34,740	30,004	30,000	33,826	3,822
Other Contractual Services	1,200,695	1,052,055	1,038,760	987,455	(64,600)
Licenses	2,156,535	2,262,900	2,317,562	2,252,560	(10,340)
Vehicle & Equipment	<u>1,499,922</u>	<u>1,617,904</u>	<u>1,618,630</u>	<u>1,711,858</u>	<u>93,954</u>
Subtotal	5,064,154	5,179,271	5,222,703	5,217,687	38,416
<u>SUPPLIES & MATERIALS</u>	71,646	74,600	79,100	74,100	(500)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,130</u>	<u>89,130</u>
Operation and Maintenance Expenditures	6,890,559	7,028,190	7,087,274	7,191,097	162,907
<u>TRANSFERS</u>					
Debt Retirement	1,212,250	1,468,513	1,490,513	1,347,539	(120,974)
Long Term Care Escrow	226,000	226,000	226,000	226,000	0
Transfer to Industrial Waste Fund	29,176	42,552	47,250	0	(42,552)
Transfer to Capital Projects Fund	<u>0</u>	<u>1,978,000</u>	<u>1,978,000</u>	<u>750,000</u>	<u>(1,228,000)</u>
	1,467,426	3,715,065	3,741,763	2,323,539	(1,391,526)
GRAND TOTAL	<u>\$8,357,985</u>	<u>\$10,743,255</u>	<u>\$10,829,037</u>	<u>\$9,514,636</u>	<u>(\$1,228,619)</u>

MAJOR CAPITAL PROGRAM:

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

	Total	G.O.	Capital
<u>CAPITAL OUTLAY</u>	<u>Capital</u>	<u>Note</u>	<u>Projects</u>
			<u>Fund</u>
Clay Purchase for Sanitary Landfill Construction	\$ 250,000	\$ -	\$ 250,000
Preliminary Construction of Cell 6 (Sanitary Landfill Expansion)	1,000,000	500,000	500,000
Three Replacement Waste Collection Vehicles	<u>910,000</u>	<u>910,000</u>	<u>-</u>
Total	<u>\$ 2,710,000</u>	<u>\$ 1,960,000</u>	<u>\$ 750,000</u>

REVENUE COMMENT:

This budget proposes an increase of \$3.99 in the base resident solid waste management user fee per year, for an annual rate of \$110.20 per billable unit per year in 2019. The increase is primarily due to an increase in solid waste collection expenses. The temporary sanitary landfill surcharge decreases by \$0.11, to \$20.99 per year per billable unit. This brings the total user fee for 2019 to \$131.19 per billable unit.

Total Sanitation revenue is expected to decrease \$6,629 from the 2018 budget due to a decrease in the expected commercial waste tonnage and decreased disposal rates for contracted daily cover wastes, as outlined in existing contracts. There is a projected decrease of 1,800 tons of waste disposed compared to the 2018 budget. This budget does propose a \$2.00 per ton increase in the Sanitary Landfill gate rate which affects non-contract commercial haulers. There is no fee increase proposed for customers utilizing the public drop-off area at the sanitary landfill.

Sanitation Fund balance at the end of 2014 was a negative \$259,812. Sanitation Fund balance by the end of 2019 is projected to be a positive \$2,275,332 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 2019, the surcharge will have recovered approximately \$2,550,000.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUES:				
Sanitary Landfill				
Advance Disposal	\$ 321,415	\$ 324,000	\$ 432,000	\$ 456,000
Green County	277,415	295,000	261,000	295,000
Janesville Residential Waste	606,997	641,000	655,200	684,000
John's Hauling	579,546	663,000	689,994	673,000
Waste Management	1,236,735	1,212,000	1,354,991	1,252,000
Nieuwenhuis Disposal	302,557	305,000	333,500	339,250
City of Beloit	388,839	377,000	406,000	427,750
Lenorud Services	391,579	413,000	231,000	0
All Other Accounts	1,413,357	1,180,000	1,278,000	1,387,000
Wastes Used as Daily Cover	346,400	291,000	194,250	162,750
Landfill Gas Agreement	<u>49,259</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	5,914,097	5,751,000	5,885,935	5,726,750
Demolition Landfill	131,321	75,000	100,000	90,000
Recycling Program				
State Recycling Grant	225,608	225,000	225,000	225,000
Curbside Collection	58,796	40,000	48,000	0
Appliance/Metal Recycling	51,693	45,000	45,000	45,000
Tire Recycling	28,682	25,000	25,000	25,000
Bins Sales/Cart Service Fees	<u>2,017</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	366,797	338,000	346,000	298,000
Resident Waste Management Fee	<u>3,090,969</u>	<u>3,157,296</u>	<u>3,160,796</u>	<u>3,199,917</u>
Transfer to Industrial Waste	29,176	42,552	47,250	0
Transfer Landfill Debt to General Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	279,176	292,552	297,250	250,000
Total Revenue - Sanitation Fund	<u>\$9,782,360</u>	<u>\$9,613,848</u>	<u>\$9,789,981</u>	<u>\$9,564,667</u>
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$1,829,606	\$3,307,956	\$3,264,357	\$2,225,301
Add: Revenue	9,782,360	9,613,848	9,789,981	9,564,667
Less: Expenses	<u>8,347,609</u>	<u>10,743,255</u>	<u>10,829,037</u>	<u>9,514,636</u>
Total Fund Balance at December 31	<u>\$3,264,357</u>	<u>\$2,178,549</u>	<u>\$2,225,301</u>	<u>\$2,275,332</u>

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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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. The City's initial contract was extended through 2016. In 2016, the City solicited proposals from health care providers and selected Dean Health Systems to continue providing services to the City workforce for a five year period 2017-2021.

The City's goal is 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
Risk Management	\$119,892	\$140,942	\$134,109	\$149,576
Liability Insurance	61,748	345,700	295,397	344,500
Workers' Compensation	859,018	558,000	500,420	575,000
Property/Other Insurance	211,136	211,000	313,124	211,800
Health, Dental & Vision Insurance	10,738,940	10,089,718	9,761,546	10,230,000
Flex Benefits	<u>175,548</u>	<u>170,000</u>	<u>213,000</u>	<u>213,000</u>
Total	<u>\$12,166,282</u>	<u>\$11,515,360</u>	<u>\$11,217,596</u>	<u>\$11,723,876</u>

BUDGET VARIANCES

<u>\$8,634</u>	Economic adjustments
8,634	TOTAL PERSONNEL SERVICES
(1,200)	Decrease in liability insurance premiums
17,000	Increase in worker's compensation premiums
800	Increase in property/other insurance premiums
140,282	Increase in health, dental, and vision insurance costs based on changes in rates and coverages
43,000	Increase in employee-funded flex benefits costs based on historic actuals
<u>1,000</u>	Other
200,882	TOTAL CONTRACTUAL SERVICES
<u>(1,000)</u>	Decrease in supplies and materials based on historic actuals
(1,000)	TOTAL SUPPLIES & MATERIAL
<u>\$208,516</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$88,114	\$88,663	\$109,578	\$95,732	\$7,069
Benefits	<u>\$24,257</u>	<u>\$22,660</u>	<u>\$32,829</u>	<u>\$24,225</u>	<u>1,565</u>
Subtotal	112,371	111,323	142,407	119,957	8,634
<u>CONTRACTUAL SERVICES</u>					
Utilities	221	250	220	250	0
Postage	631	10	2,500	1,510	1,500
Professional Development	0	1,810	0	1,810	0
Audit & Consulting	122,980	105,950	101,450	105,950	0
Building Expense	6,253	6,774	6,774	6,774	0
Insurance	11,862,322	11,257,835	10,945,699	11,457,217	199,382
Taxes	42,673	0	2,596	0	0
Other Contractual Services	7,132	19,633	5,500	19,633	0
Recruiting Expense	11,110	10,000	10,000	10,000	0
Vehicle and Equipment	<u>83</u>	<u>0</u>	<u>400</u>	<u>0</u>	<u>0</u>
Subtotal	12,053,404	11,402,262	11,075,139	11,603,144	200,882
<u>SUPPLIES & MATERIALS</u>	506	1,775	50	775	(1,000)
Subtotal	12,166,282	11,515,360	11,217,596	11,723,876	208,516
GRAND TOTAL	<u>\$12,166,282</u>	<u>\$11,515,360</u>	<u>\$11,217,596</u>	<u>\$11,723,876</u>	<u>\$208,516</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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

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 certain other City departments. The VOM Fund was established to ensure 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.

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ACTIVITIES:				
General Administration (Hours)	8,035	8,100	8,100	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	639	700	650	700
Unscheduled Work Orders (Repairs)	<u>1,590</u>	<u>2,100</u>	<u>2,300</u>	<u>2,100</u>
Subtotal	2,229	2,800	2,950	2,800
Direct Labor (Hours)	6,936	7,800	10,000	9,000
Indirect Labor (Hours)	<u>5,536</u>	<u>4,500</u>	<u>3,500</u>	<u>3,300</u>
Subtotal	12,472	12,300	13,500	12,300
Facility Maintenance (Hours)	622	750	650	750
Support Programs (Hours)	<u>2,430</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
Total Hours	<u>23,559</u>	<u>23,250</u>	<u>24,350</u>	<u>23,250</u>

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
ELEMENT COST:				
General Administration	\$506,822	\$495,858	\$473,548	\$462,345
Vehicle Maintenance	2,104,746	2,293,877	2,250,760	2,442,548
Facility Maintenance	181,529	179,057	142,995	183,773
Support Programs	<u>110,332</u>	<u>90,054</u>	<u>90,060</u>	<u>63,329</u>
Subtotal Operating	2,903,429	3,058,846	2,957,363	3,151,995
Capital	<u>885,000</u>	<u>1,114,600</u>	<u>1,097,000</u>	<u>1,426,700</u>
Total	<u>\$3,788,429</u>	<u>\$4,173,446</u>	<u>\$4,054,363</u>	<u>\$4,578,695</u>

BUDGET VARIANCES

\$17,222	Increase in retiree health and life insurance costs
(8,576)	Change in health insurance costs due to changes in health insurance coverage
(45,573)	Decrease in personnel services due to attrition
(31,172)	Decrease in personnel services due to the reallocation of staff within DPW
<u>20,789</u>	Economic adjustments
(47,310)	TOTAL PERSONNEL SERVICES
3,107	Increase in liability, workers' compensation, auto, and property insurance premium allocation
2,903	Increase in computer maintenance allocation
6,675	Increase in other contractual services based on historic actuals
<u>1,174</u>	Other
13,859	TOTAL CONTRACTUAL SERVICES
80,000	Increase in supplies and materials for vehicle replacement parts and tires
40,600	Increase in supplies and materials based on projected gas and diesel fuel prices
<u>6,000</u>	Other
126,600	TOTAL SUPPLIES & MATERIALS
	Increase in transfers to the Capital Projects Fund for vehicle and equipment replacements
<u>312,100</u>	
312,100	TRANSFERS
<u>\$405,249</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$653,452	\$660,942	\$635,755	\$612,636	(\$48,306)
Overtime	23,954	25,100	27,500	25,100	0
Benefits	<u>279,994</u>	<u>295,005</u>	<u>297,305</u>	<u>296,001</u>	<u>996</u>
Subtotal	957,400	981,047	960,560	933,737	(47,310)
CONTRACTUAL SERVICES					
Utilities	53,664	55,484	17,005	55,851	367
Professional Development	1,389	6,500	6,500	6,500	0
Audit & Consulting	49,263	0	0	0	0
Building Expense	70,340	90,000	90,000	90,000	0
Insurance	96,258	105,218	105,220	108,325	3,107
Uniform and Tool Expense	17,648	15,750	17,443	15,750	0
Computer Maintenance	21,746	25,697	25,700	28,600	2,903
Other Contractual Services	30,050	17,550	24,225	24,225	6,675
Vehicle & Equipment	<u>122,119</u>	<u>132,900</u>	<u>31,910</u>	<u>133,707</u>	<u>807</u>
Subtotal	462,477	449,099	318,003	462,958	13,859
SUPPLIES & MATERIALS	1,483,552	1,628,700	1,678,800	1,755,300	126,600
TRANSFERS	885,000	1,114,600	1,097,000	1,426,700	312,100
GRAND TOTAL	<u>\$3,788,429</u>	<u>\$4,173,446</u>	<u>\$4,054,363</u>	<u>\$4,578,695</u>	<u>\$405,249</u>

Historical Fuel Purchases and Costs

		2015	2016	2017	2018 Budget	2019 Budget
Diesel	Gallons	176,358	177,564	185,900	180,000	185,000
	Total Cost	\$ 368,672	\$ 306,102	\$ 368,370	\$ 468,000	\$ 468,000
	Avg. Cost/Gallon	\$ 2.09	\$ 1.72	\$ 1.98	\$ 2.60	\$ 2.80
Gasoline	Gallons	102,645	98,938	98,433	106,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 225,243	\$ 188,178	\$ 211,595	\$ 254,400	\$ 259,700
	Avg. Cost/Gallon	\$ 2.19	\$ 1.90	\$ 2.15	\$ 2.40	\$ 2.45

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 - 2019

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
2006	702	Pickup 2WD 3/4 Ton w/Utility Body	\$ 41,200	13
2007	4060	Pickup 1 Ton - Aerial Sign Shop	60,000	12
2007	4905	Pickup 4WD 1/2 Ton	28,000	12
2001	802	Van - 15-Passenger	35,400	18
2002	4037	Dump Truck Single Axle (last truck made in Janesville)	153,100	17
2006	4041	Dump Truck Single Axle	163,000	13
2006	4042	Dump Truck Single Axle	163,000	13
2006	4046	Dump Truck Tandem Axle	179,000	13
2006	4047	Dump Truck Tandem Axle	179,000	13
2007	4608	Street Sweeper	195,000	12
2006	4768	Mower - Parks	18,000	13
2006	4769	Mower - Parks	18,000	13
2007	4771	Mower - Parks	18,000	12
		Plows, salt spreaders and other attachments	116,000	
		Miscellaneous small equipment	60,000	
		SUBTOTAL CAPITAL OUTLAY	\$ 1,426,700	
		CAPITAL CARRYOVER FROM 2018	\$ -	
		TOTAL CAPITAL CARRYOVER	\$ -	
		TOTAL CAPITAL OUTLAY	\$ 1,426,700	

	2017 Actual	2018 Budget	2018 Estimated	2019 Budget
REVENUE:				
Vehicle Repair	\$510,571	\$725,000	\$725,000	\$725,000
Equipment Rental - Operations	1,611,547	1,700,000	2,000,000	1,850,000
Replacement - Capital	1,650,000	1,650,000	1,650,000	1,650,000
Miscellaneous	<u>15,751</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$3,787,869</u>	<u>\$4,100,000</u>	<u>\$4,400,000</u>	<u>\$4,250,000</u>

	2017 Actual	2018 Estimated	2019 Budget
OPERATING CASH:			
Beginning Cash Balance	\$231,192	\$156,281	\$434,918
Operating Revenue	2,137,869	3,236,000	3,209,000
O & M Expenditures	2,903,429	2,957,363	3,151,995
<u>Adjust for Changes</u>	<u>690,649</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$156,281	\$434,918	\$491,923
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$87,225	\$64,259	\$131,259
Replacement Revenue	895,290	1,164,000	1,041,000
<u>Capital Outlay</u>	<u>918,256</u>	<u>1,097,000</u>	<u>1,426,700</u>
Cash Balance Capital Replacement	\$64,259	\$131,259	(\$254,441)
TOTAL CASH	<u>\$220,540</u>	<u>\$566,177</u>	<u>\$237,482</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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

**City of Janesville
2019 Capital Improvement Plan**

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Capital Equipment	\$1,367,000	\$ -	\$ 1,108,000	\$ 2,475,000
Awarded JTS Buses	\$325,000	-	-	\$325,000
Body Worn Cameras	\$250,000	-	-	\$250,000
Golf Course Capital Projects	\$150,000	-	-	\$150,000
GPS for Snowplowing Equipment	\$30,000	-	-	\$30,000
Install Emergency Generators at Fire Stations	\$80,000	-	-	\$80,000
IT Strategic Plan 2018 - 2022	\$200,000	-	\$100,000	\$300,000
JFD Vehicle Replacement	\$202,000	-	\$48,000	\$250,000
Replace Three Waste Collection Vehicles	-	-	\$910,000	\$910,000
Traffic Signal & Street Light Infrastructure Replacement	\$50,000	-	-	\$50,000
Traffic Signal Safety Improvements	\$80,000	-	-	\$80,000
Waste Collection Carts	-	-	\$50,000	50,000
Construct and Improve Streets	\$5,766,760	\$ 1,920,661	\$ 4,689,054	\$12,376,475
ARISE - Bridge Rehabilitation - Milwaukee Street	-	-	\$1,390,000	\$1,390,000
Center Ave DOT Reconditioning & RR Bridge Replacement Design	\$135,000	\$605,000	-	\$740,000
Concrete Joint Repair	\$75,000	-	-	\$75,000
Curb & Gutter Replacement	\$2,126,000	-	-	\$2,126,000
New and Replacement Sidewalks	\$340,000	-	\$250,000	\$590,000
Reconstruction Ruger Ave - Wright Rd. to USH 14	\$820,660	\$1,315,661	\$1,957,054	\$4,093,375
Reconstruction USH 14 - Lexington Dr. to Deerfield Dr.	\$45,100	-	-	\$45,100
Street Rehabilitation Program	\$2,225,000	-	\$1,092,000	\$3,317,000
Economic Development	\$ -	\$ -	\$ 195,000	\$ 195,000
Demolition of 20 E. Court Street	-	-	\$195,000	\$195,000
Landfill	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000
Clay Procurement	-	-	\$250,000	\$250,000
Preliminary Construction Landfill Cell 6 (Expansion)	-	-	\$1,000,000	\$1,000,000

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Parks and Public Grounds	\$ 476,000	\$ 338,000	\$ -	\$ 814,000
Bike Trail Repair/Replacement	50,000	-	-	50,000
Northeast Regional Trail Extension - Sandhill to Rotamer	86,000	338,000	-	424,000
Oak Hill Cemetery Road Repair	100,000	-	-	100,000
Playground Replacement	80,000	-	-	80,000
Property Acquisitions (Neighborhood and Downtown)	100,000	-	-	100,000
Sandstone Dr. Park	60,000	-	-	60,000
Public Buildings and Grounds	\$ 1,340,000	\$ -	\$ 650,000	\$ 1,990,000
City Hall Concrete Plaza Improvements	\$1,000,000	-	-	1,000,000
Complete Design for Indoor Sports Complex	\$100,000	-	\$50,000	150,000
Hedberg Public Library Renovation	-	-	\$600,000	600,000
Ice Arena Infrared Heater Replacement	\$75,000	-	-	75,000
Miscellaneous Public Buildings Improvements	\$50,000	-	-	50,000
Parking Ramp Maintenance	\$15,000	-	-	15,000
Police Services Center Rooftop Unit Replacement	\$100,000	-	-	100,000
Stormwater Improvements	\$ -	\$ -	\$ 3,055,000	\$ 3,055,000
Greenbelt Construction, Wright Rd/STH 26	-	-	615,000	615,000
Monterey Area River Restoration (MARR)	-	-	600,000	600,000
Spring Brook Shoreline Repairs	-	-	120,000	120,000
Storm Sewer Cleaning & Televising	-	-	115,000	115,000
Storm Sewer Lining & Point Repairs	-	-	300,000	300,000
Storm Structure/Inlet Maintenance	-	-	1,305,000	1,305,000
Wastewater	\$ -	\$ -	\$ 1,505,000	\$ 1,505,000
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	\$ -	\$ -	\$ 4,255,000	\$ 4,255,000
Automated Meter Reading Program Development	-	-	50,000	50,000
Interstate 1005-10-83 Ryan Road Water Main DOT project	-	-	180,000	180,000
N. Washington Street Water Main Extension	-	-	200,000	200,000
Public Side Lead Water Service Replacement	-	-	300,000	300,000
Water Main Improvements/Replacements	-	-	3,300,000	3,300,000
Water Structure Replacement	-	-	225,000	225,000
Total	\$8,949,760	\$2,258,661	\$16,707,054	\$27,915,475

PROJECT DESCRIPTIONS:**Acquire Capital Equipment - \$2,475,000****(a) Awarded JTS Buses - \$325,000**

The initial purchase of the current JTS fleet of buses began in 2002 and these buses are eligible for replacement. JTS has received Federal Transit Administration grant awards to fund 80% of ten replacement buses and 70% for the cost of one replacement bus. The local share of these replacement buses is equivalent to about \$1,150,000, of which the City currently has \$495,000 on hand. The remaining local share will be borrowed in the General Fund in 2019 (\$325,000) and 2020 (\$330,000).

(b) Body Worn Cameras - \$250,000

In 2019, the Janesville Police Department will replace officers' body worn cameras. The Department's existing cameras are beginning to fail and are expensive to repair. The equipment is projected to cost \$250,000 in General Fund borrowing. Storage of the camera video will be funded through the Department's operating budget.

(c) Golf Course Capital Projects - \$150,000

When the City of Janesville took over operation of the golf courses, it acquired aged equipment and infrastructure from the previous lessee. In 2019, the City will begin a partial replacement of the irrigation system at Blackhawk Golf Course, funded by General Fund borrowing.

(d) GPS for Snowplowing Equipment - \$30,000

The City began implementing GPS technology in all snowplowing equipment in 2015. The upgraded system will allow for optimization of routes, more efficient allocation of equipment resources during action events, turn-by-turn route instructions for operators via in-cab display, and real-time monitoring of chemical application rates. This \$30,000 project will be funded by General Fund borrowing.

(e) Install Emergency Generators at Fire Stations - \$80,000

In 2019, the Janesville Fire Department will begin installing emergency backup generators at two of the four outlying fire stations. The current 2021 capital improvement plan contains installation of generators at the remaining stations and fire training center. Generators will provide backup power to Department facilities that house equipment and personnel, and will be essential for timely emergency responses during times of inclement weather and other loss of power situations. This project will be funded by General Fund borrowing.

(f) Information Technology Improvements - \$300,000

The City will continue implementation of the Information Technology Strategic Plan. This plan addresses improving the efficiency of City services and providing citizen satisfaction through the use of information technology. Funds are requested from General Fund borrowing (\$200,000), Wastewater Utility borrowing (\$50,000), and the Water Utility operating budget (\$50,000) to obtain consulting services and purchase hardware and software for the implementation of specific citywide information technology priority projects, as determined by the City Manager.

(g) JFD Vehicle Replacement - \$250,000.

In 2019, a 2009 Medtec Ambulance will be replaced. This vehicle is beyond its estimated service life and requires excessive maintenance. The ambulance replacement will be funded by General Fund borrowing (\$202,000) and transfer revenue from the JFD Vehicle Replacement Fund (\$48,000).

(h) Replace Three Waste Collection Vehicles - \$910,000

The Operations Division of Public Works will purchase three replacement waste collection vehicles in 2019, funded by borrowing in the Sanitation Fund. Six of the City's waste collection trucks were purchased when the City converted to automated collection. Three are planned for replacement in 2019 and three in 2020. Lead times on the trucks are generally about one year.

(i) 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. In 2019, \$50,000 is programmed in General Fund borrowing.

(j) Traffic Signal Safety Improvements - \$80,000

In 2019, the City will use \$80,000 in General Fund borrowing to secure grant funding and implement safety improvements via traffic signal alterations at the following intersections: Racine and Randall; Milwaukee and Randall; and Memorial and Washington.

(k) Waste Collection Carts - \$50,000

The Operations Division of Public Works must periodically replenish the inventory of waste collection carts to address new residential construction and damaged carts. In 2019, \$50,000 from the Sanitation Fund operating budget will be designated to fund the purchase of waste collection carts.

Construct and Improve Streets - \$12,376,475

(a) ARISE - Bridge Rehabilitation - Milwaukee Street - \$1,390,000

Replacement of the E. Milwaukee Street Bridge began in October 2018 and will be completed in 2019 through the Wisconsin Department of Transportation (WisDOT). The WisDOT bid for this project came in significantly over estimate, and the local share of the project is increasing accordingly. In 2018, the City borrowed \$757,000 in TID 36, and will borrow an additional \$1.39 million in TID 36 in 2019.

(b) Center Ave DOT Reconditioning & RR Bridge Replacement Design - \$740,000

In 2024, WisDOT will place pavement, select base, and select curb along Center Ave (USH 51) from five points to Nicolet. The USH 51 Bridge over the rail road tracks south of Delavan will also be replaced. Because this is a major rehabilitation of a connecting highway and the bridge is on a connecting highway, WisDOT will fund 100% of the construction costs of this project which are estimated at more than \$10 million, but the City is required to pay for 25% of the design costs. The City will fund \$135,000 of the \$235,000 local share design cost using General Fund borrowing in 2019, and will borrow the remaining \$100,000 in 2020.

(c) 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 2019.

(d) Curb & Gutter Replacement - \$2,126,000

Curb and gutter replacement costs in 2019 are projected to total \$2,126,000 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.

(e) New and Replacement Sidewalks - \$590,000

In 2019, new and replacement sidewalks total \$590,000 (General Fund borrowing - \$340,000 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.

(f) Reconstruction Ruger Ave - Wright Rd. to USH 14 - \$4,093,375

Ruger Avenue from Wright Road to USH 14 is scheduled for reconstruction from a rural cross section to an urban street in 2019. The City, Rock County and State of Wisconsin will share the cost of this project which is currently designated as CTH MM. Upon completion of the project, the City will assume maintenance jurisdiction. The total project cost is estimated to be \$4,378,375, with \$4,093,375 of the costs occurring in 2019. The City's portion of the project cost is \$1,315,660. Prior Note proceeds in the amount of \$75,000 have been applied to the local share. The City will borrow \$820,660 in the General Fund in 2019, and use \$210,000 in re-programmed dollars in 2019. An additional \$210,000 in re-programmed dollars will be used in 2020 to fund the remaining local share.

- (g) Reconstruction USH 14 - Lexington Dr. to Deerfield Dr. - \$45,100
USH 14 from Lexington to Deerfield Drive is scheduled for reconstruction in 2022. This WisDOT project is expected to cost approximately \$1.6 million, with the City borrowing \$45,100 in the General Fund for design in 2019. The City intends to borrow an additional \$50,000 in both 2020 and 2022 to fund the local share of this project.
- (h) Street Rehabilitation Program - \$3,317,000
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 2019, the program will rehabilitate 12 miles of streets at an estimated total cost of \$3,317,000 (General Fund - \$2,225,000, Wheel Tax - \$1,027,000, and operating budget - \$65,000).

Provide Financial Assistance for Economic Development - \$195,000

- (a) Demolition of 20 E. Court Street - \$195,000
The property at 20 E. Court Street was acquired by the City in 2018 for the purpose of demolition and possible redevelopment. The building will be demolished in 2018 using TID funds in the amount of \$195,000 to be borrowed in 2019.

Construct and Close Landfills - \$1,250,000

- (a) Clay Procurement - \$250,000
The City currently has an insufficient quantity of clay on hand in preparation for the construction of Landfill Cell 6. In 2019, the City intends to borrow \$250,000 in the Sanitation Fund for clay procurement.
- (b) Preliminary Construction of Landfill Cell 6 - \$1,000,000
Funding in the amount of \$1 million is proposed to begin the process of constructing Cell 6 of the Landfill, the first cell in the expansion. These funds will come from Sanitation Fund borrowing. An additional \$3.5 million is currently programmed for Sanitation Fund borrowing in 2020 to complete the construction of Cell 6.

Acquire, Improve & Maintain Parks and Public Grounds - \$814,000

- (a) Bike Trail Repair/Replacement - \$50,000
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 \$50,000 is proposed to complete repairs in 2019.
- (b) Northeast Regional Trail Extension - Sandhill to Rotamer - \$424,000
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 \$424,000 funded in 2019. In 2018, the City borrowed \$70,000, and intends to borrow \$86,000 in the General Fund in 2019. The remaining \$408,000 will be paid with WisDOT grant funds.
- (c) Oak Hill Cemetery Road Repair - \$100,000
In 2019, the City will repair approximately 1,450 feet of roadway at Oak Hill Cemetery using General Fund debt. This is the first of multiple anticipated phases to repair Oak Hill Cemetery Road.
- (d) Playground Replacement - \$80,000
In 1996, the City began a program to renovate/replace playground equipment in parks. To date, the initial cycle has not been completed. The renovation/replacement of playground equipment will continue in 2019, with improvements proposed for Zonta Park and Valley Park.

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

Major downtown and neighborhood planning efforts have recommended that the City become more active in the acquisition of vacant and/or blighted properties in the downtown and older residential neighborhoods. Available Community Development Block Grant funds are not sufficient for this effort. Funding in the amount of \$100,000 is proposed to maintain a pool of funds for such property acquisitions.

(f) 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 2019. Currently, the park is not maintained and isn't usable by residents.

Acquire, Improve & Maintain Public Buildings and Grounds - \$1,990,000

(a) City Hall Concrete Plaza Improvements - \$1,000,000

The concrete plaza that covers a portion of the garage in front of the Jackson Street entrance of City Hall is failing and presents a public safety issue. This project cost is estimated at \$1 million, which will be funded by General Fund borrowing. The project will include removal of the concrete deck; applying the proper membrane material to reseal the garage roof below; and may include plantings to create the appearance of a green roof with a new walkway leading to the front entry.

(b) Complete Design for Indoor Sports Complex - \$150,000

The 2018 Note Issue provided funding for the City to hire a consultant to perform a feasibility study for an indoor sports complex. User groups of the Ice Arena have expressed desire to build a new facility given the current facility's age and condition. Depending on the results of the feasibility study, the City is programming to design the sports complex in 2019. The design will be funded by General Fund borrowing (\$100,000) and the Janesville Area Convention and Visitors Bureau (JACVB) operating budget (\$50,000), pending JACVB Board approval.

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

In 2019, the City intends to borrow \$600,000 to proceed with the Hedberg Public Library renovation project. In 2018, the roof of the library was replaced using City funds (\$383,000). In 2019, the City plans to borrow an additional \$600,000 for interior renovations for a total investment of nearly \$1 million. 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.

(d) Ice Arena Infrared Heater Replacement - \$75,000

The infrared heater at the Janesville Ice Arena is malfunctioning and requires replacement. Should the results of the feasibility study for the indoor sports complex come back unfavorable, the City will borrow \$75,000 in the General Fund to replace the infrared heater at the Ice Arena.

(e) Miscellaneous Public Building Improvements - \$50,000

The City owns and operates numerous public facilities and needs to plan for unforeseen emergencies or required improvements that arise. In 2019, \$50,000 is proposed to address unforeseen issues that arise in City facilities.

(f) Parking Ramp Maintenance - \$15,000

The downtown parking ramp on North Parker Drive was constructed in 2010. In 2018, the City borrowed \$15,000 to begin needed joint repair and crack sealing work on the ramp. An additional \$15,000 will be borrowed from the General Fund to complete this maintenance.

(g) Police Services Building Rooftop Unit Replacement - \$100,000

The Police Services Building's HVAC system is malfunctioning and requires a replacement rooftop unit. This work will be performed in 2019, with \$100,000 in General Fund borrowing programmed.

Stormwater Improvements - \$3,055,000

(a) Greenbelt Construction, Wright Rd/STH 26 - \$615,000

This project involves the construction of a new greenbelt extending from Hwy. 26 southeast to the future N. Wright Road Regional Pond. It also includes a temporary outlet pipe for the Walnut Grove Pond. The funding for this project will be stormwater land division assessments previously collected.

(b) Monterey Area River Restoration (MARR) - \$600,000

In 2017, the City Council voted to remove the Monterey Dam and restore the impacted shoreline. In 2018, the City removed the dam and began restoration of the river corridor based on designs 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 an additional \$600,000 in the Stormwater Fund to pay for the continued restoration of the area unless the City is successful in receiving additional grant funding from two DNR grant applications submitted in 2018.

(c) Spring Brook Shoreline Repairs - \$120,000

Spring Brook is a small stream that flows through Palmer Park and Blackhawk Golf Course. There is erosion along the creek that needs to be addressed in order to avoid future issues. The \$120,000 project will be funded by Stormwater Fund borrowing.

(d) Storm Sewer Cleaning & Televising - \$115,000

Storm sewer cleaning and televising projects totaling \$115,000 have been identified for 2019. The annual sewer televising program will identify segments along streets proposed for rehabilitation which require storm sewer system repairs. This project will be funded by the operating budget.

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

Storm sewer lining and point repair projects totaling \$300,000 have been identified for 2019. The annual sewer televising program will identify segments along streets proposed for rehabilitation which require storm sewer system repairs. This project will be funded by the operating budget.

(f) Storm Structure/Inlet Maintenance - \$1,305,000

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 2019, storm structure/inlet maintenance costs total \$1,305,000 to be funded by the operating budget. Some structures only need repairs to the upper portion while others need total replacement.

Construct and Extend Sewer Mains – \$1,505,000

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

This program supports an ongoing effort to prevent water inflow and infiltration into the sanitary sewer. In 2019, the program will total \$300,000, funded by borrowing in the Wastewater Fund. This program focused on sanitary sewer structures in the past, but has recently shifted to sewer laterals.

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

Sanitary sewer cleaning and televising projects totaling \$40,000 have been identified for 2019 and will be funded through the operating budget. The sanitary sewer televising program will identify segments which require system repairs.

- (c) 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. Wastewater Fund borrowing in the amount of \$800,000 is proposed in 2019, which is a continuation of prior years' service levels.
- (d) 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 2019 through the operating budget.

Construct and Extend Water Mains - \$4,255,000

- (a) Automated Meter Reading Program Development - \$50,000
The Water Utility is beginning the process of moving to automated meter reading. This new program, which will take three years to complete, will allow Water Utility staff to be more efficient and provide a higher level of service to customers by providing consumption data to help customers better manage their water use. Water Utility Fund borrowing in the amount of \$50,000 is programmed for 2019.
- (b) Interstate 1005-10-83 Ryan Road Water Main, DOT Project - \$180,000
WisDOT will construct a Ryan Road underpass of I-39/90 in 2019. The City intends to install a water main loop along this corridor as a part of the WisDOT project. In 2019, the City will borrow \$180,000 in the Water Utility Fund for this project.
- (c) N. Washington Street Water Main Extension - \$200,000
Currently, the water main on N. Washington ends short of Riverside Park. This creates a long, dead end pipe that is unable to maintain the required system pressure when fire hydrants are open. Construction of a water main extension will eliminate this issue. Funds in the amount of \$200,000 will be borrowed in 2019 from the Water Utility Fund for this project.
- (d) Public Side Lead Water Service Replacement - \$300,000
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 \$300,000 is proposed for the 2019 program.
- (e) Water Main Improvements/Replacements - \$3,300,000
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 Structure Replacement - \$225,000
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 \$225,000 in 2019 funded by borrowing in the Water Utility Fund.

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2018

Equalized Value of Real and Personal Property	<u>\$4,910,020,700</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$245,501,035</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2018 (39.59% of Legal Limit)	<u>97,195,000 *</u>
Remaining Legal Debt Margin	<u>\$148,306,035</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$19,477,885

* Does not include Water Utility Revenue Debt in the amount of \$1,210,884

**General Obligation Debt Service for 2019 and
Total Outstanding Indebtedness as of December 31, 2018**

			2019		2019 Principal & Interest	12/31/2018		
			Principal	Interest		Principal	Interest	Total
Water Utility								
2010 L.T. Note	970,000	Water Utility Impr.	100,000	4,163	104,163	200,000	5,588	205,588
2011 L.T. Note	2,460,000	Water Utility Impr.	250,000	35,813	285,813	1,350,000	68,813	1,418,813
2011A L.T. Note	310,000	Water Utility Impr.	75,000	844	75,844	75,000	844	75,844
2012 L.T. Note	1,145,000	Water Utility Impr.	150,000	11,000	161,000	625,000	25,350	650,350
2012A L.T. Note	440,000	Water Utility Impr.	60,000	4,300	64,300	245,000	9,950	254,950
2013 L.T. Note	900,000	Water Utility Impr.	105,000	13,588	118,588	580,000	40,856	620,856
2013A L.T. Note	85,000	Water Utility Impr.	25,000	181	25,181	25,000	181	25,181
2014 L.T. Note	2,210,000	Water Utility Impr.	215,000	28,950	243,950	1,730,000	96,350	1,826,350
2014A L.T. Note	1,400,000	Water Utility Impr.	150,000	15,000	165,000	900,000	45,750	945,750
2015 L.T. Note	3,001,000	Water Utility Impr.	295,000	61,950	356,950	2,065,000	241,900	2,306,900
2016 L.T. Note	4,333,000	Water Utility Impr.	450,000	63,925	513,925	3,315,000	256,713	3,571,713
2016A L.T. Note	975,000	Water Utility Impr.	185,000	1,850	186,850	185,000	1,850	186,850
2017 L.T. Note	3,985,000	Water Utility Impr.	409,000	78,940	487,940	3,439,000	392,635	3,831,635
2018 L.T. Note	4,879,000	Water Utility Impr.	479,000	148,497	627,497	4,879,000	748,647	5,627,647
Water Utility Total			\$ 2,948,000	\$ 469,000	\$ 3,417,000	\$ 19,613,000	\$ 1,935,426	\$ 21,548,426
Wastewater Utility								
2010 L.T. Note	525,000	Wastewater Utility Impr.	50,000	2,081	52,081	100,000	2,794	102,794
2011 L.T. Note	1,860,000	Wastewater Utility Impr.	200,000	14,250	214,250	600,000	26,250	626,250
2012 L.T. Note	1,530,000	Wastewater Utility Impr.	130,000	8,900	138,900	510,000	20,400	530,400
2013 L.T. Note	1,515,000	Wastewater Utility Impr.	150,000	17,400	167,400	755,000	51,300	806,300
2014 L.T. Note	2,434,000	Wastewater Utility Impr.	245,000	23,400	268,400	1,405,000	70,475	1,475,475
2015 L.T. Note	776,000	Wastewater Utility Impr.	75,000	15,150	90,150	505,000	57,600	562,600
2016 L.T. Note	1,108,000	Wastewater Utility Impr.	130,000	15,925	145,925	835,000	63,213	898,213
2016A L.T. Note	425,000	Wastewater Utility Impr.	65,000	650	65,650	65,000	650	65,650
2017 L.T. Note	1,054,000	Wastewater Utility Impr.	118,000	20,630	138,630	908,000	101,125	1,009,125
2018 L.T. Note	1,515,000	Wastewater Utility Impr.	205,000	44,933	249,933	1,515,000	215,558	1,730,558
Wastewater Utility Total			\$ 1,368,000	\$ 163,320	\$ 1,531,320	\$ 7,198,000	\$ 609,365	\$ 7,807,365
Storm Sewer Utility Improvements								
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enh.	125,000	5,203	130,203	250,000	6,984	256,984
2012 L.T. Note	435,000	Storm Improvements	45,000	3,150	48,150	180,000	7,200	187,200
2014 L.T. Note	254,000	Storm Sys. Imps., GIS & CADD enh.	37,500	1,975	39,475	125,000	5,175	130,175
2015 L.T. Note	427,000	Storm Improvements	40,000	9,400	49,400	310,000	36,850	346,850
2016 L.T. Note	973,000	Storm Improvements	105,000	14,175	119,175	735,000	54,113	789,113
2016A L.T. Note	285,000	Storm Improvements	95,000	950	95,950	95,000	950	95,950
2018 L.T. Note	1,472,000	Storm Improvements	197,000	43,600	240,600	1,472,000	210,625	1,682,625
Storm Sewer Utility Improvements Total			\$ 644,500	\$ 78,453	\$ 722,953	\$ 3,167,000	\$ 321,897	\$ 3,488,897
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	50,000	7,492	57,492	356,000	30,820	386,820
WRS Internal Service Total			\$ 50,000	\$ 7,492	\$ 57,492	\$ 356,000	\$ 30,820	\$ 386,820
Library								
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	5,000	208	5,208	10,000	279	10,279
2013A L.T. Note	343,000	WRS Prior Service Costs	32,000	4,564	36,564	218,000	18,712	236,712
2017 L.T. Note	75,000	RFID Self-Check Units	25,000	750	25,750	50,000	1,000	51,000
2018 L.T. Note	383,000	Library Roof Replacement	48,000	11,378	59,378	383,000	56,528	439,528
Library Total			\$ 110,000	\$ 16,899	\$ 126,899	\$ 661,000	\$ 76,519	\$ 737,519
Golf Courses Fund								
2016 L.T. Note	305,000	Golf Course Equipment- Golf Carts	50,000	3,750	53,750	200,000	8,125	208,125
Golf Courses Total			\$ 50,000	\$ 3,750	\$ 53,750	\$ 200,000	\$ 8,125	\$ 208,125
Sanitation - Waste Management								
2010 L.T. Note	240,000	Odor Remediation Project	25,000	1,041	26,041	50,000	1,397	51,397
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	1,781	26,781	75,000	3,281	78,281
2012 L.T. Note	2,580,000	Automated Waste Collection Equipment	260,000	18,200	278,200	1,040,000	41,600	1,081,600
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	11,200	171,200	640,000	25,600	665,600
2016 L.T. Note	2,000,000	Landfill Ph. 4- Construction	200,000	29,900	229,900	1,545,000	120,250	1,665,250
2016 L.T. Note	50,000	Landfill Ph. 2- Leachate Recirculation	5,000	775	5,775	40,000	3,212	43,212
2016A L.T. Note	349,000	Ph III - Leachate Upgrade	108,000	1,080	109,080	108,000	1,080	109,080
2016A L.T. Note	81,000	Constr. of Phase II (Final)	27,000	270	27,270	27,000	270	27,270
2016A L.T. Note	48,000	Horizontal Gas Collection Sys.	16,000	160	16,160	16,000	160	16,160
2016A L.T. Note	42,000	Scale/Scalehouse Replacement	14,000	140	14,140	14,000	140	14,140
2017 L.T. Note	1,342,000	Closure - Phase 3	137,000	26,780	163,780	1,164,000	134,055	1,298,055
2017 L.T. Note	1,000,000	Clay Procurement	102,000	19,930	121,930	867,000	99,545	966,545
2017 L.T. Note	375,000	Steel-Wheel Compactor Upgrade	38,000	7,490	45,490	325,000	37,605	362,605
2017 L.T. Note	285,000	Paving Impr.	29,000	5,690	34,690	247,000	28,500	275,500
2017 L.T. Note	250,000	Landfill Expansion Permit Process	25,000	4,990	29,990	217,000	24,900	241,900
2017 L.T. Note	109,000	Extend Metropolitan Area Network	11,000	2,190	13,190	95,000	10,970	105,970
2017 L.T. Note	75,000	Waste Collection Carts	8,000	1,480	9,480	65,000	7,300	72,300
2018 L.T. Note	150,000	Superfund Site Remediation	20,000	4,442	24,442	150,000	21,617	171,617
Sanitation - Waste Management Total			\$ 1,210,000	\$ 137,539	\$ 1,347,539	\$ 6,685,000	\$ 561,482	\$ 7,246,482

**General Obligation Debt Service for 2019 and
Total Outstanding Indebtedness as of December 31, 2018**

			2019		2019 Principal & Interest	12/31/2018		
			Principal	Interest		Principal	Interest	Total
TIF Districts & Land Acquisition								
2010 L.T. Note	865,000	TIF #23	100,000	5,275	105,275	200,000	7,075	207,075
2012 L.T. Note	400,000	TIF #25	70,000	4,500	74,500	260,000	9,800	269,800
2012A L.T. Note	660,000	TIF #26	150,000	11,700	161,700	660,000	27,700	687,700
2013 L.T. Note	350,000	TIF #21	40,000	4,600	44,600	200,000	13,500	213,500
2014 L.T. Note	176,000	TIF #21	25,000	1,250	26,250	75,000	2,250	77,250
2014 L.T. Note	635,000	TIF #25	60,000	6,600	66,600	395,000	20,500	415,500
2014 L.T. Note	1,683,000	TIF #22	240,000	12,000	252,000	720,000	21,600	741,600
2015 L.T. Note	219,000	TIF #22	65,000	4,550	69,550	195,000	9,100	204,100
2016 L.T. Note	1,935,000	TIF #22 - Dollar General CTH G Imps	935,000	33,460	655,460	1,811,000	55,510	1,866,510
2016 L.T. Note	356,000	TIF #22 - Dollar General Innovation Dr. Imps	118,000	6,490	124,490	354,000	10,915	364,915
2016 L.T. Note	200,000	TIF #35- Shine Medical Technologies	20,000	3,000	23,000	155,000	12,100	167,100
2016A L.T. Note	105,000	TIF #27	35,000	350	35,350	35,000	350	35,350
2016B L.T. Note	2,085,000	TIF #35- Shine Medical Technologies	265,000	17,893	282,893	1,360,000	53,704	1,413,704
2017 L.T. Note	30,000	TIF #36 - Court St. Two-Way	3,000	600	3,600	26,000	3,015	29,015
2017 L.T. Note	40,000	TIF #36 - E. Milwaukee St. Bridge Rehab	4,000	810	4,810	35,000	4,105	39,105
2017 L.T. Note	185,000	TIF #36 - W. Milwaukee St. Rehab	18,000	3,690	21,690	159,000	18,675	177,675
2017 L.T. Note	402,000	TIF #36 - Jackson St. Lighting Impr.	40,000	8,100	48,100	350,000	40,870	390,870
2017 L.T. Note	317,000	TIF #22 - Progress Drive Extension	80,000	4,000	84,000	240,000	7,200	247,200
2017 L.T. Note	1,213,000	TIF #36 - Town Square W. Side Impr.	120,000	24,300	144,300	1,050,000	122,610	1,172,610
2018 L.T. Note	2,023,000	TIF #36 - Town Square W. Side Impr. Phase 2	263,000	65,115	328,115	2,023,000	320,085	2,343,085
2018 L.T. Note	1,397,000	TIF #36 - River Street Reconstruction	171,000	38,735	209,735	1,397,000	215,465	1,612,465
2018 L.T. Note	757,000	TIF #36 - E. Milwaukee St. Bridge Rehab	93,000	20,988	113,988	757,000	116,553	873,553
2018 L.T. Note	483,000	TIF #36 - Court St. Two-Way	59,000	13,397	72,397	483,000	74,478	557,478
2018 L.T. Note	136,000	TIF #37 - Water & Sewer Expansion for Redev.	-	4,465	4,465	136,000	22,930	158,930
2018 L.T. Note	70,000	TIF #36 - Downtown Wayfinding Signage	9,000	1,939	10,939	70,000	10,744	80,744
TIF Districts & Land Acquisition Total			\$ 2,670,000	\$ 297,807	\$ 2,967,807	\$ 13,146,000	\$ 1,200,834	\$ 14,346,834
Special Assessment Fund								
2013 L.T. Note	400,000	DPW Infrastructure Impr.	80,000	800	80,800	80,000	800	80,800
2014 L.T. Note	418,000	DPW Infrastructure Impr.	82,500	2,475	84,975	165,000	3,300	168,300
2015 L.T. Note	379,000	DPW Infrastructure Impr.	80,000	5,300	85,300	230,000	10,550	240,550
2016 L.T. Note	268,000	DPW Infrastructure Impr.	55,000	3,950	58,950	210,000	8,400	218,400
2017 L.T. Note	533,000	DPW Infrastructure Impr.	108,000	9,580	117,580	533,000	26,590	559,590
2018 L.T. Note	494,000	DPW Infrastructure Impr.	-	16,950	16,950	494,000	55,230	549,230
2018 L.T. Note	60,000	DPW Infrastructure Impr.	-	1,754	1,754	60,000	6,434	66,434
Special Assessment Fund Total			\$ 405,500	\$ 40,809	\$ 446,309	\$ 1,772,000	\$ 111,304	\$ 1,883,304
GENERAL CITY								
General Government								
2010 L.T. Note	350,000	Gen'l Bldg. Repairs	35,000	1,457	36,457	70,000	1,956	71,956
2010 L.T. Note	250,000	Tallman House	25,000	1,041	26,041	50,000	1,397	51,397
2010 L.T. Note	170,000	Oakhill Cemetery- Maint. Bldg, Chapel	17,000	708	17,708	34,000	950	34,950
2010 L.T. Note	100,000	Riverside Park - Storage Building	10,000	416	10,416	20,000	559	20,559
2011 L.T. Note	300,000	Tallman House	38,000	2,707	40,707	114,000	4,987	118,987
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	24,000	1,920	25,920	79,000	3,555	82,555
2011 L.T. Note	60,000	Oakhill Cemetery- Capital Projects	7,000	559	7,559	23,000	1,039	24,039
2011 L.T. Note	50,000	City Service Center - Storage Building	6,000	457	6,457	19,000	862	19,862
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	29,000	2,030	31,030	116,000	4,640	120,640
2012 L.T. Note	185,000	Tallman House	19,000	1,330	20,330	76,000	3,040	79,040
2012A L.T. Note	6,000	Gen'l Bldg. Repairs - Ice Arena	3,000	30	3,030	3,000	30	3,030
2013 L.T. Note	145,000	City Service Center - Fuel Island	30,000	2,267	32,267	107,000	5,916	112,916
2013 L.T. Note	72,000	Oakhill Cemetery- Maintenance Building	14,000	1,173	15,173	54,000	3,194	57,194
2013 L.T. Note	50,000	Tallman House	9,000	762	9,762	35,000	2,094	37,094
2013A L.T. Note	2,111,000	WRS Prior Service Costs	193,000	28,153	221,153	1,341,000	115,746	1,456,746
2014 L.T. Note	250,000	IT Strategic Plan	25,000	3,200	28,200	210,000	10,220	220,220
2014 L.T. Note	90,000	Election Equip	18,000	180	18,180	18,000	180	18,180
2014 L.T. Note	75,000	IT Tech Improvements	15,000	150	15,150	15,000	150	15,150
2014 L.T. Note	45,000	IT - Complete PH II & III of ERP	4,000	530	4,530	32,000	1,715	33,715
2014 L.T. Note	25,000	Enterprise GIS Program Develop	2,000	290	2,290	17,000	905	17,905
2014 L.T. Note	16,000	Replacement of CADD system	1,000	200	1,200	12,000	655	12,655
2015 L.T. Note	118,000	IT Strategic Plan	12,000	2,320	14,320	78,000	8,550	86,550
2015 L.T. Note	22,000	IT Tech Improvements	5,000	150	5,150	10,000	200	10,200
2016 L.T. Note	288,000	City Hall- Boiler Replacement	32,000	4,145	36,145	216,000	16,053	232,053
2016 L.T. Note	205,000	IT Tech Improvements	23,000	2,930	25,930	153,000	11,440	164,440
2016 L.T. Note	30,000	IT Extend Metropolitan Area Network	3,000	445	3,445	23,000	1,777	24,777
2016A L.T. Note	144,000	General Building Repairs & Tallman House	48,000	480	48,480	48,000	480	48,480
2017 L.T. Note	660,000	City Hall - Elevator Modernization	73,000	12,840	85,840	567,000	62,695	629,695
2017 L.T. Note	303,000	IT Extend Metropolitan Area Network	33,000	5,930	38,930	261,000	29,080	290,080
2017 L.T. Note	209,000	IT Tech Improvements	23,000	4,050	27,050	179,000	19,760	198,760
2017 L.T. Note	47,000	Roof Repairs	5,000	900	5,900	40,000	4,355	44,355
2017 L.T. Note	50,000	City Hall Roof Replace/Chambers Renov.	6,000	1,000	7,000	44,000	4,910	48,910
2017 L.T. Note	40,000	City Hall Deck / Upper Garage Ceiling Repr.	4,000	780	4,780	34,000	3,850	37,850
2017 L.T. Note	8,000	IT Tech Improvements - Govern/New World	1,000	150	1,150	7,000	610	7,610
2018 L.T. Note	1,353,000	City Hall - Roof Replace/Council Chambers Renov.	186,000	37,727	223,727	1,353,000	183,122	1,536,122
2018 L.T. Note	165,000	IT Tech Improvements	23,000	4,193	27,193	165,000	21,953	186,953
2018 L.T. Note	126,000	IT Extend Metropolitan Area Network	18,000	3,513	21,513	126,000	16,863	142,863
2018 L.T. Note	80,000	Miscellaneous Public Buildings Improvements	11,000	2,233	13,233	80,000	10,783	90,783
2018 L.T. Note	60,000	Mobile Workforce Implementation	8,000	1,537	9,537	60,000	7,882	67,882
2018 L.T. Note	25,000	City Hall - Permanent EOC (Design)	3,000	692	3,692	25,000	3,392	28,392
2018 L.T. Note	25,000	Roof Repairs	3,000	701	3,701	25,000	3,356	28,356
2018 L.T. Note	18,000	Council Vote Cast System	2,000	469	2,469	18,000	2,449	20,449
General Government Total			\$ 1,046,000	\$ 136,744	\$ 1,182,744	\$ 5,957,000	\$ 577,349	\$ 6,534,349

**General Obligation Debt Service for 2019 and
Total Outstanding Indebtedness as of December 31, 2018**

			2019		2019 Principal & Interest	12/31/2018		
			Principal	Interest		Principal	Interest	Total
Public Safety								
2011 L.T. Note	1,000,000	Fire - Vehicle Replacement	125,000	9,266	134,266	387,000	17,126	404,126
2011 L.T. Note	800,000	Public Safety Equipment - Police/Fire Radio	99,000	7,414	106,414	309,000	13,714	322,714
2011 L.T. Note	500,000	Fire Station #1 Construction Yr. 3	62,000	4,628	66,628	193,000	8,542	201,542
2012 L.T. Note	80,000	Police Records Manag.	9,000	570	9,570	33,000	1,290	34,290
2012A L.T. Note	370,000	Police Services Constr. - Yr 2 Funding	189,000	1,890	190,890	189,000	1,890	190,890
2012A L.T. Note	58,000	Ambulance/Pumper	29,000	290	29,290	29,000	290	29,290
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	256,000	19,797	275,797	930,000	51,901	981,901
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	25,000	2,047	27,047	95,000	5,471	100,471
2014 L.T. Note	3,000,000	Fire Station #1 - Construction Yr. 4	233,000	38,610	271,610	2,261,000	123,090	2,384,090
2014 L.T. Note	574,000	Public Safety Equip - Fire Vehicle Replace	45,000	7,380	52,380	433,000	23,585	456,585
2014 L.T. Note	410,000	Replacement of Fire SCBA	32,000	5,260	37,260	309,000	16,890	325,890
2015 L.T. Note	3,000,000	Central Fire Station	291,000	61,590	352,590	2,028,000	228,180	2,256,180
2015 L.T. Note	465,000	Fire - Vehicle Replacement	47,000	9,250	56,250	309,000	33,980	342,980
2015 L.T. Note	85,000	Police - SWAT Equipment	9,000	1,700	10,700	57,000	6,255	63,255
2016 L.T. Note	500,000	Central Fire Station	56,000	7,150	63,150	373,000	27,655	400,655
2016 L.T. Note	569,000	Fire - Vehicle Replacement	65,000	8,155	73,155	426,000	31,483	457,483
2016 L.T. Note	101,000	Police - SWAT Equipment & Video Equip.	11,000	1,440	12,440	75,000	5,595	80,595
2016A L.T. Note	18,000	Public Safety Equipment - Police	6,000	60	6,060	6,000	60	6,060
2017 L.T. Note	525,000	Fire Engine	58,000	10,230	68,230	451,000	50,125	501,125
2017 L.T. Note	156,000	Fire - Vehicle Replacement	17,000	3,090	20,090	136,000	15,110	151,110
2018 L.T. Note	449,000	Fire - Vehicle Replacement	62,000	12,518	74,518	449,000	60,788	509,788
2018 L.T. Note	140,000	Cardiac Monitor/ Defibrillator Replacement	19,000	3,566	22,566	140,000	18,776	158,776
Public Safety Total			\$ 1,745,000	\$ 215,901	\$ 1,960,901	\$ 9,618,000	\$ 741,796	\$ 10,359,796
Public Works								
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	166,500	6,931	173,431	333,000	9,303	342,303
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	1,353	33,853	65,000	1,816	66,816
2010 L.T. Note	200,000	Property Acquisition	20,000	833	20,833	40,000	1,118	41,118
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	292,000	20,805	312,805	876,000	38,325	914,325
2011 L.T. Note	140,000	Property Acquisition	25,000	281	25,281	25,000	281	25,281
2011A L.T. Note	160,000	DPW Infrastructure Impr.	25,000	1,781	26,781	75,000	3,281	78,281
2012 L.T. Note	2,020,000	DPW Infrastructure Impr.	207,000	14,490	221,490	828,000	33,120	861,120
2012 L.T. Note	310,000	Property Acquis. - 55 S. River St.	43,000	2,970	45,970	170,000	6,760	176,760
2012 L.T. Note	125,000	Property Acquisitions	13,000	910	13,910	52,000	2,080	54,080
2012 L.T. Note	100,000	Parking Plaza Repairs	10,000	740	10,740	42,000	1,700	43,700
2012 L.T. Note	20,000	Traffic Signal Impr.	2,000	140	2,140	8,000	320	8,320
2012A L.T. Note	132,000	DPW Infrastructure Impr.	66,000	660	66,660	66,000	660	66,660
2012A L.T. Note	31,000	Parking Plaza Repairs	16,000	160	16,160	16,000	160	16,160
2012A L.T. Note	18,000	Traffic Signal Impr.	9,000	90	9,090	9,000	90	9,090
2012A L.T. Note	17,000	Marshall Auditorium	9,000	90	9,090	9,000	90	9,090
2013 L.T. Note	2,666,000	DPW Infrastructure Impr.	433,000	34,063	467,063	1,594,000	89,849	1,683,849
2013 L.T. Note	1,050,000	Landfill Closure Ph. 2	107,000	12,305	119,305	535,000	36,113	571,113
2013 L.T. Note	1,000,000	Clay Procurement	100,000	11,500	111,500	500,000	33,750	533,750
2013 L.T. Note	435,000	DPW- Transit Operations & Maint. Facility	89,000	6,897	95,897	324,000	18,051	342,051
2013 L.T. Note	80,000	Replace Stationary Compactors & Contain.	8,000	920	8,920	40,000	2,700	42,700
2013 L.T. Note	20,000	Traffic Signal & Street Light Replacement	3,000	263	3,263	12,000	719	12,719
2014 L.T. Note	2,260,000	DPW Infrastructure Impr.	196,000	27,250	223,250	1,611,000	86,255	1,697,255
2014 L.T. Note	1,610,000	Pretreatment Facility - GF Portion	160,000	16,500	176,500	968,000	50,325	1,018,325
2014 L.T. Note	500,000	Replace Street Lights with LEDs	39,000	6,400	45,400	376,000	20,485	396,485
2014 L.T. Note	30,000	Traffic Signal & Street Light Replacement	3,000	360	3,360	21,000	1,065	22,065
2015 L.T. Note	4,511,000	DPW Infrastructure Impr.	459,000	89,940	548,940	3,003,000	330,485	3,333,485
2015 L.T. Note	130,000	Landfill Ph. 2- Leachate Recirculation	10,000	3,100	13,100	100,000	12,250	112,250
2015 L.T. Note	35,000	Traffic Signal Red LED Light Replacements	4,000	670	4,670	23,000	2,445	25,445
2015 L.T. Note	20,000	Traffic Signal and Streetlight Replace	2,000	430	2,430	14,000	1,545	15,545
2015 L.T. Note	17,000	GPS for Snowplowing Equipment	2,000	310	2,310	11,000	1,245	12,245
2016 L.T. Note	4,254,000	Construct and Improve Streets	480,000	60,945	540,945	3,181,000	235,933	3,416,933
2016 L.T. Note	1,500,000	Parking Plaza Removal	169,000	21,500	190,500	1,122,000	83,215	1,205,215
2016 L.T. Note	86,000	Traffic Signal Red LED Light Replacements	10,000	1,225	11,225	64,000	4,623	68,623
2016 L.T. Note	72,000	Traffic Signal and Pedestrian Signals	8,000	995	8,995	52,000	3,818	55,818
2016 L.T. Note	42,000	Transit- Bus Technology Improvements	5,000	610	5,610	32,000	2,430	34,430
2016 L.T. Note	25,000	Public Works- Work Order System	3,000	405	3,405	21,000	1,538	22,538
2016A L.T. Note	510,000	DPW Flood Remediation & Infra. Imps.	171,000	1,710	172,710	171,000	1,710	172,710
2016A L.T. Note	1,022,000	Downtown Parking Structure & Property Acquis	319,000	3,190	322,190	319,000	3,190	322,190
2017 L.T. Note	4,014,000	DPW Infrastructure Impr.	441,000	78,330	519,330	3,453,000	383,190	3,836,190
2017 L.T. Note	196,000	Transit Buses	22,000	3,820	25,820	169,000	18,580	187,580
2017 L.T. Note	100,000	Property Acquisitions	11,000	1,950	12,950	86,000	9,530	95,530
2017 L.T. Note	77,000	Traffic Signal and Pedestrian Signals	8,000	1,500	9,500	66,000	7,370	73,370
2017 L.T. Note	65,000	Transit Service/Utility Truck	7,000	1,270	8,270	56,000	6,190	62,190
2018 L.T. Note	4,110,000	DPW Infrastructure Impr.	563,000	131,781	694,781	4,110,000	573,291	4,683,291
2018 L.T. Note	298,000	DPW Two-Way Radio System Update	41,000	7,589	48,589	298,000	39,509	337,509
2018 L.T. Note	278,000	Transit Bus Annunciation/ GPS System	38,000	7,087	45,087	278,000	36,772	314,772
2018 L.T. Note	250,000	Transit Buses	34,000	6,368	40,368	250,000	33,413	283,413
2018 L.T. Note	65,000	Traffic Signal and Pedestrian Signals	11,000	1,609	12,609	65,000	8,284	73,284
2018 L.T. Note	64,000	Marsh Creek & Spring Brook Pedestrian Bridges	9,000	1,784	10,784	64,000	8,684	72,684
2018 L.T. Note	15,000	Parking Ramp Maintenance	2,000	399	2,399	15,000	1,974	16,974
Public Works Total			\$ 4,903,000	\$ 597,207	\$ 5,500,207	\$ 25,618,000	\$ 2,249,627	\$ 27,867,627

**General Obligation Debt Service for 2019 and
Total Outstanding Indebtedness as of December 31, 2018**

			2019		2019 Principal & Interest	12/31/2018		
			Principal	Interest		Principal	Interest	Total
Leisure Services								
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	583	14,583	28,000	782	28,782
2010 L.T. Note	100,000	Golf Course Capital	10,000	416	10,416	20,000	559	20,559
2011 L.T. Note	195,000	Palmer Park - Parking Lot	24,000	1,860	25,860	77,000	3,465	80,465
2011 L.T. Note	100,000	Golf Course Capital	12,000	945	12,945	39,000	1,740	40,740
2011 L.T. Note	50,000	Skateboard Park	6,000	458	6,458	19,000	863	19,863
2011 L.T. Note	40,000	Renovate Playgrounds/Equip.	5,000	356	5,356	15,000	656	15,656
2012 L.T. Note	780,000	Ice Arena Renovation	80,000	5,600	85,600	320,000	12,800	332,800
2012 L.T. Note	200,000	Golf Course Equipment	20,000	1,460	21,460	83,000	3,350	86,350
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	15,000	1,090	16,090	62,000	2,540	64,540
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	11,000	810	11,810	46,000	1,840	47,840
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	11,000	730	11,730	42,000	1,640	43,640
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	7,000	430	7,430	25,000	970	25,970
2012 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	350	5,350	20,000	800	20,800
2012 L.T. Note	40,000	Renovate Playgrounds/Equip.	4,000	300	4,300	17,000	710	17,710
2012A L.T. Note	55,000	Golf Course- Riverside Irrigation System	30,000	300	30,300	30,000	300	30,300
2012A L.T. Note	18,000	Bike Trail Impr.	9,000	90	9,090	9,000	90	9,090
2012A L.T. Note	18,000	Tennis Courts - Palmer Park	9,000	90	9,090	9,000	90	9,090
2012A L.T. Note	12,000	Renovate Playgrounds/Equip.	6,000	60	6,060	6,000	60	6,060
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	19,000	1,415	20,415	67,000	3,673	70,673
2013 L.T. Note	70,000	Camden Playground Renovation	13,000	1,150	14,150	53,000	3,020	56,020
2013 L.T. Note	50,000	Aquatics Renovation	9,000	763	9,763	35,000	2,094	37,094
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	9,000	763	9,763	35,000	2,094	37,094
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	9,000	763	9,763	35,000	2,094	37,094
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	7,000	640	7,640	29,000	1,775	30,775
2014 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	290	2,290	17,000	905	17,905
2015 L.T. Note	326,000	Splash Pad	33,000	6,500	39,500	217,000	23,845	240,845
2015 L.T. Note	110,000	Golf Course Equipment	22,000	660	22,660	44,000	880	44,880
2015 L.T. Note	40,000	Playground Replacement	4,000	780	4,780	26,000	2,890	28,890
2016 L.T. Note	90,000	Golf Course Equipment	10,000	1,305	11,305	68,000	5,103	73,103
2016 L.T. Note	40,000	Playground Replacement	5,000	550	5,550	29,000	2,040	31,040
2016A L.T. Note	516,000	Ice Arena, Youth Sports & Renovate Equip.	171,000	1,710	172,710	171,000	1,710	172,710
2017 L.T. Note	755,000	Ice Arena Dehumidification Impr.	83,000	14,710	97,710	649,000	71,910	720,910
2017 L.T. Note	80,000	Playground Replacement	9,000	1,560	10,560	69,000	7,575	76,575
2017 L.T. Note	75,000	Golf Course Equipment	7,000	1,470	8,470	64,000	7,310	71,310
2017 L.T. Note	70,000	Bike Trail - Repair/Replace	8,000	1,370	9,370	60,000	6,745	66,745
2017 L.T. Note	50,000	Dawson Softball Facility Improvements	6,000	980	6,980	43,000	4,820	47,820
2017 L.T. Note	25,000	Ice Arena Impr.	3,000	470	3,470	21,000	2,310	23,310
2018 L.T. Note	145,000	ARISE Fitness Court, Pickelball Courts	20,000	4,044	24,044	145,000	19,569	164,569
2018 L.T. Note	85,000	Bike Trail - Repair/Replace	12,000	2,366	14,366	85,000	11,576	96,576
2018 L.T. Note	70,000	Northeast Regional Trail- Sandhill to Rotamer (Design)	10,000	1,954	11,954	70,000	9,454	79,454
2018 L.T. Note	65,000	Playground Replacement & Traxler Park Bleachers	9,000	1,811	10,811	65,000	8,816	73,816
2018 L.T. Note	60,000	Aquatic Vessels Caulking & Painting	8,000	1,678	9,678	60,000	8,023	68,023
2018 L.T. Note	60,000	Ice Arena Dehumidification Impr.	8,000	1,678	9,678	60,000	8,023	68,023
2018 L.T. Note	55,000	Dawson Softball Electrical Updates	8,000	1,532	9,532	55,000	7,697	62,697
2018 L.T. Note	25,000	Indoor Sports Facility Feasibility Study	3,000	701	3,701	25,000	3,356	28,356
Leisure Services Total			825,000	69,939	894,939	3,204,000	262,960	3,466,960
TOTAL GENERAL CITY & DPW IMPROVEMENTS			\$ 8,519,000	\$ 1,019,791	\$ 9,538,791	\$ 44,397,000	\$ 3,831,732	\$ 48,228,732
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 17,975,000	\$ 2,234,862	\$ 20,209,862	\$ 97,195,000	\$ 8,687,504	\$ 105,882,504
Wastewater Utility Revenue								
CWF #4335-02	1,100,828	Wastewater Utility Impr.	69,647	4,947	74,594	214,739	8,964	223,703
CWF #4335-05	284,140	Wastewater Utility Impr.	19,361	287	19,648	19,361	287	19,648
CWF #4335-07	2,032,973	Wastewater Utility Impr.	120,492	13,513	134,005	631,639	38,044	669,683
CWF #4335-09	26,462,000	Wastewater Utility Impr.	1,461,337	369,552	1,830,889	17,919,141	2,200,817	20,119,958
CWF #4335-10	986,325	Wastewater Utility Impr.	46,056	16,079	62,135	693,005	113,623	806,628
Wastewater Utility Revenue Total			\$ 1,716,893	\$ 404,378	\$ 2,121,271	\$ 19,477,885	\$ 2,361,735	\$ 21,839,620
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Impr.	124,068	17,212	141,280	789,833	57,311	847,144
SDWL #5119-02	1,336,937	Water Utility Impr.	79,704	10,483	90,187	421,051	29,576	450,627
Water Utility Revenue Total			\$ 203,772	\$ 27,695	\$ 231,467	\$ 1,210,884	\$ 86,887	\$ 1,297,771
TOTAL LONG-TERM DEBT			\$ 19,895,665	\$ 2,666,935	\$ 22,562,600	\$ 117,883,769	\$ 11,136,126	\$ 129,019,895