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Council President Gruber and City Councilmembers:

City Administration and staff have worked diligently these past five months to deliver the adopted 2020 City and Library budgets. When we began the process in early August, we projected a General Fund shortfall of nearly \$300,000. Today, I'm pleased to offer to you a balanced General Fund budget under the City's Expenditure Restraint Program (ERP) limit that also decreases the City's draw on the fund balance for operating expenditures by \$36,258 from the amount included in the adopted 2020 budget. I cannot reiterate enough how proud I am of the staff's team approach and efforts to develop this year's budget.

The adopted 2020 City and Library budgets meet all of the budget parameters established by the City Council as guidance for developing a budget proposal:

Must-Have

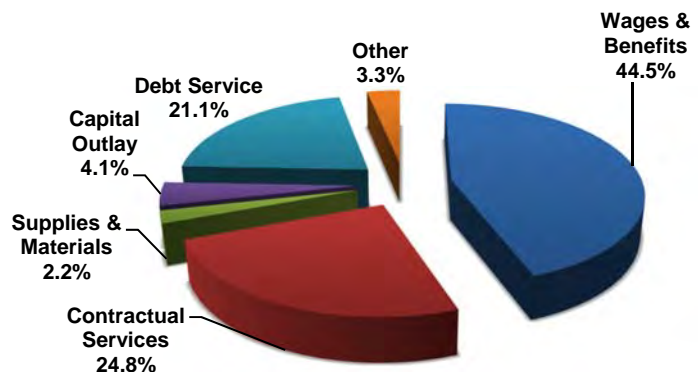
- ✓ Increase the operating property tax levy to the maximum allowable amount under Wisconsin levy limits law
- ✓ Maintain or reduce the amount of applied General Fund balance utilized
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit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

Nice-to-Have

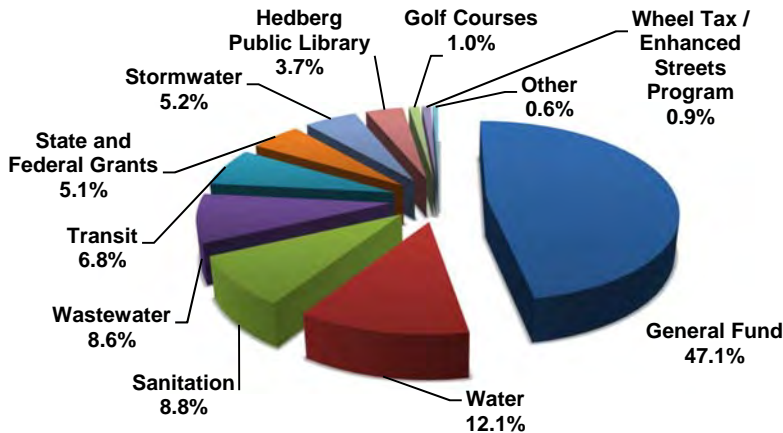
- ✓ Allocate a proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on August 1, 2019

Overview

The adopted 2020 City and Library budgets for all funds totals \$111,788,048, which represents an increase of \$2,649,006, or 2.4%, compared to the amended 2019 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budgeted expenditures at 44.5%; followed by Contractual Services at 24.8%; and Debt Service at 21.1%.



The adopted 2020 City and Library operating budgets for all funds is \$79,923,738, which represents an increase of \$3,782,499, or 5.0%, compared to the amended 2019 budget. Additionally, the adopted 2020 City and Library capital and debt service budgets for all funds totals \$31,864,310, which represents a decrease of \$1,132,993, or 3.4%, compared to the amended 2019 budget. This decrease in the capital and debt service budgets is primarily due to a decrease in the 2020 JTS capital budget as the City was awarded federal and state grant funding for bus replacements in previous years.



The adopted 2020 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 47.1% of the overall budget, followed by the Water Utility (12.1%), Sanitation (8.8%), the Wastewater Utility (8.6%), and Transit (6.8%).

Most of these funds will be discussed in further detail.

The table below depicts the financial impact of the adopted 2020 City and Library budgets for the average Janesville household:

<u>Funding Source</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Property Taxes¹				
Operating	\$647.45	\$703.96	\$56.51	8.7%
Debt Service	270.46	285.80	15.34	5.7%
Hedberg Public Library	94.37	102.92	8.55	9.1%
Wheel Tax²	40.00	40.00	0.00	0.0%
Janesville Municipal Utilities Bill				
Water ³	177.12	268.56	91.44	51.6%
Wastewater	301.04	301.04	0.00	0.0%
Stormwater ⁴	81.28	107.44	26.16	32.2%
Solid Waste Management Fee	131.19	147.84	16.65	12.7%
Total Increase	\$1,742.91	\$1,957.56	\$214.65	12.3%

Assumptions

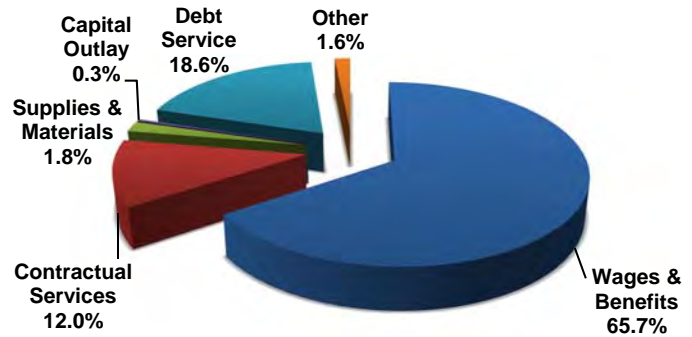
- | | | |
|-------------------------------------------------------------------------------------------|-----------------|-----------------|
| 1. Assessed Value | \$4,067,030,710 | \$5,053,272,400 |
| Median Assessed Home Value | \$112,400 | \$147,600 |
| 2. Avg. number of cars per household | 2 | 2 |
| 3. Avg. residential customer with a 5/8" meter and consumes 1,600 cubic feet per quarter. | | |
| 4. Avg. residential property with 3,200 sqft. of impervious surface area (ERU) | | |

Of note, the median assessed home in Janesville will pay \$80.40 more in property taxes for municipal programs and services in 2020. However, \$57.57 of that increase results from the citywide revaluation or properties shifting the tax burden from commercial to residential properties. This shift in tax burden is due to residential property values increasing at a faster percentage than commercial property values over the past few years.

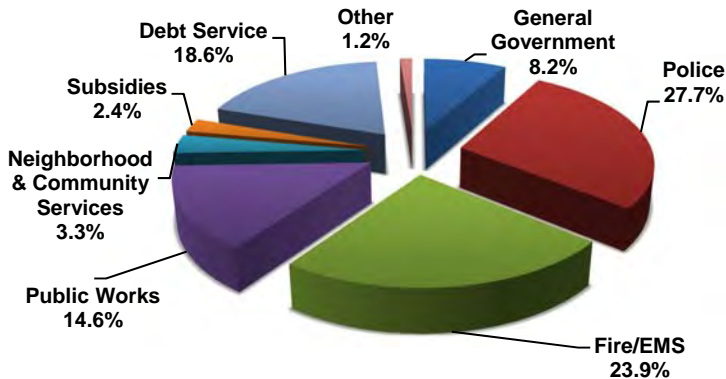
General Fund

The adopted 2020 General Fund budget anticipates expenditures totaling \$52,665,734, which represents an increase of \$751,978, or 1.4%, compared to the amended 2019 General Fund budget. The adopted 2020 General Fund operating budget totals \$42,881,096, which is an increase of \$753,721, or 1.8%, from the amended 2019 General Fund operating budget. Meanwhile, the adopted 2020 General Fund debt service budget totals \$9,784,638, which represents a decrease of \$1,743, or 0.02%, compared to the amended 2019 General Fund debt service budget. This decrease is primarily due to the elimination of the General Fund’s contribution to the Special Assessment Fund’s debt service payment.

The following pie charts break down the adopted 2020 General Fund budget by use of funds and by programs. Most of the programs and services provided from the General Fund are heavily dependent upon human capital. Wages & Benefits represent the largest category of expenditures at 65.7% of the adopted 2020 General Fund budget, followed by Debt Service (18.6%) and Contractual Services (12.0%).



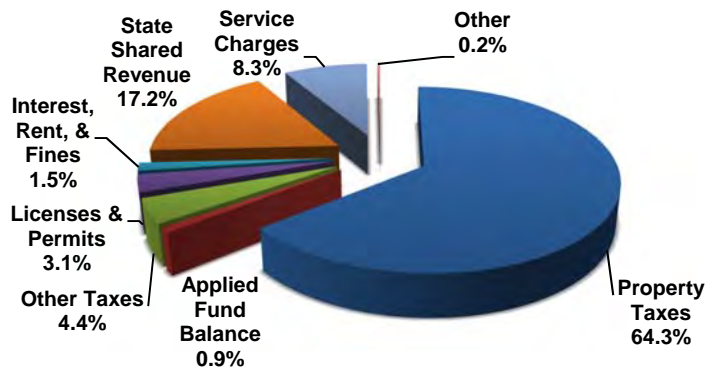
Within the adopted 2020 General Fund operating budget, which excludes debt service, personnel costs represent 80.7% of total expenditures.



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 adopted expenditures at 51.6%, followed by Debt Service (18.6%) and Public Works (14.6%). If debt service is excluded, Public Safety represents 63.4% of the adopted 2020 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 64.3% followed by State Shared Revenue (17.2%) and Service Charges (8.3%).



The adopted 2020 General Fund property tax levy totals \$33,886,016, which represents an increase of \$672,791 or 2.0%, compared to 2019. This is the smallest property tax levy increase to support the General Fund budget in my tenure as City Manager. Lastly, the adopted 2020 General Fund

budget decreases the amount of applied fund balance utilized to \$473,531, which represents a decrease of \$607,633, or 56.2%, from the amended 2019 budget.

Non-property tax revenues total \$18,306,187, an increase of \$686,820, or 3.9%, from the amended 2019 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 user fee increases for select services. The adopted 2020 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 22, 2019 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 2020 General Fund budget:

Property Tax Levy	\$ 672,791
JFD Service Revenue	351,860
General Transportation Aid (GTA)	205,000
State Shared Revenue	117,682
Interest Income	50,000
Community Development Permits	47,326
PILOT Payment	30,000
Room Tax Revenue	(21,088)
Cable TV Franchise Fees	(30,000)
Bartender Licenses	(46,000)
Applied Fund Balance for Operating Expenditures	(601,326)
<u>Other</u>	<u>(24,267)</u>
Total Revenue Changes	\$ 751,978

Program/Expenditure Changes

The adopted 2020 General Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Wages and Wage-Driven Fringe Benefits	\$1,070,908
Annual Street Rehabilitation Program	205,000
Transit Subsidy	105,717
HR & Benefits Generalist	78,433
Computer Maintenance	56,610
Elections	50,129
Citywide Emergency Operations Plan (EOP)	25,000
ADA Compliance Study of City Facilities	25,000
Ambulance Billing	19,370
Insurance	18,410
Utilities	16,568
Citizen Satisfaction Survey	15,000
JPD Climate and Community Surveys	10,000

Comprehensive Salary & Benefits Survey	10,000
Enhanced Downtown Parking Enforcement	3,961
Debt Service	(1,743)
HR Intern	(16,793)
Municode Ordinance Codification	(20,000)
Crack Sealing	(54,000)
Citywide Revaluation of Properties	(72,682)
Transfers to Special Accounts / Capital Project Funds	(99,044)
Contingency	(172,331)
Shift JPD Patrol Vehicles to Note Issue	(288,510)
Supplemental Appropriation for Snow Removal Program	(300,000)
<u>Other</u>	<u>66,975</u>
Total Program/Expenditure Changes	\$ 751,978

Water and Wastewater Utilities

The adopted 2020 Water & Wastewater budget is \$23,158,601, an increase of \$3,965,807, or 20.7%, from the amended 2019 budget. This increase is primarily due to the Public Service Commission (PSC) approving the Water Utility's rate case in September of 2019 to raise \$3.5 million per year to cash finance the water main replacement program.

Revenue Changes

The adopted 2020 Water Utility budget is based on the revenue requirements and water rates adjustments approved by the PSC in September of 2019. Overall, the PSC approved a 53% increase in Water Utility revenue for 2020. The adopted 2020 Wastewater Utility budget includes no rate increase.

The financial impact of the Utility rate increases on the average residential customer will be \$22.86 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2020 Utilities budget includes a number of significant program and expenditure changes that are identified in the following table:

Water	
Water Main Replacements	\$3,500,000
Debt Service	424,438
Wages and Wage-Driven Fringe Benefits	223,305
Booster Pump Equipment Maintenance	52,400
Cost Merchandise & Jobbing	(75,345)
Capital Projects	(89,007)
Well Maintenance	(158,258)
Other	(15,127)

Wastewater	
Structure Replacements	295,605
Collection System Inspections	92,000
Wages and Wage-Driven Fringe Benefits	89,814
Supplies & Materials	56,052
Utilities	22,673
Debt Service	(21,909)
WWTP Maintenance Projects	(109,000)
Capital Projects	(353,300)
<u>Other</u>	<u>31,466</u>
Total Program/Expenditure Changes	\$3,965,807

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, Recycling, and Industrial Waste. The adopted 2020 Sanitation Fund budget totals \$9,870,230, which is an increase of \$355,594, or 3.7%, from the amended 2019 budget. This increase is primarily due to the significant cost increase to process recyclables.

Revenue Changes

The Sanitary Landfill anticipates a decrease of 10,300 tons of solid waste disposed next year, which will result in \$135,065, or 2.4%, less revenue for 2020. Additionally, the adopted 2020 Sanitation Fund budget includes a \$16.65, or 12.7%, increase in the per household solid waste management fee from \$131.19 to \$147.84 per year.

The financial impact of the solid waste management fee increase on the average residential customer will be \$4.16 per quarter on their Janesville Municipal Utilities bill.

The following table summarizes major revenue changes in the adopted 2020 Sanitation Fund budget:

Solid Waste Management Fee	\$442,763
Demolition Landfill	20,000
<u>Sanitary Landfill</u>	<u>(135,065)</u>
Total Revenue Changes	\$327,698

Program/Expenditure Changes

The adopted 2020 Sanitation Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Recycling Program	\$265,900
Transfer to Capital Projects Fund	250,000
Debt Service	177,780
Wages and Wage-Driven Fringe Benefits	45,910
Capital Outlay	(21,000)
Vehicle Operation and Maintenance	(54,499)
Landfill Tipping Fees	(81,760)
Transfer to Long-Term Care Fund	(226,000)
<u>Other</u>	<u>(737)</u>
Total Program/Expenditure Changes	\$355,594

Stormwater Utility

The adopted 2020 Stormwater Utility budget is \$5,845,329, an increase of \$1,434,794, or 32.5%, from the amended 2019 budget. This increase is primarily due to funding 50% of curb & gutter replacement program costs from the Stormwater Utility starting in 2020.

Revenue Changes

The annual stormwater rate is based on an Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The Stormwater Utility proposes a \$26.16, or 32.2%, increase per ERU for an annual stormwater rate of \$107.44 per ERU in 2020. Of note, \$23.26 of the \$26.16 increase in the annual stormwater rate is due to funding 50% of curb & gutter replacement program costs from the Stormwater Utility starting in 2020.

The financial impact of the stormwater rate increase on the average residential customer will be \$6.54 per quarter on their Janesville Municipal Utilities bill.

Program/Expenditure Changes

The adopted 2020 Stormwater Utility budget includes a number of significant program and expenditure changes that are identified as follows:

Curb & Gutter Replacements	\$1,223,500
Storm Sewer Maintenance	290,000
Impervious Area Mapping	38,000
Vehicle Operation and Maintenance	29,000
Wages and Wage-Driven Fringe Benefits	2,623
Debt Service	(162,497)
<u>Other</u>	<u>14,168</u>
Total Program/Expenditure Changes	\$1,434,794

State and Federal Grants

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

Revenue Changes

The adopted 2020 State and Federal Grants budget is \$5,675,329, an increase of \$44,800, or 0.8%, from the amended 2019 budget. This increase is primarily due the City being awarded another State Lead Hazard Reduction grant for next year.

Program/Expenditure Changes

The adopted 2020 State and Federal Grants budget includes a number of significant program and expenditure changes that are identified as follows:

Rent Assistance	
Payments for Households Assisted	\$ 45,000
Wage and Wage-Driven Fringe Benefits	9,903
Payments for Portability	7,546
Computer Maintenance	6,595
Other	(321)
State and Federal Grants	
Lead Hazard Reduction Programs	263,000
Rehabilitation Programs	108,072
Public Service Activities	49,800
Administration	(44,230)
Affordable Housing Projects	(110,000)
Home Ownership Programs	(291,507)
<u>Other</u>	<u>942</u>
Total Program/Expenditure Changes	\$ 44,800

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 2020 JTS operating budget totals \$3,766,783, which is an increase of \$125,114, or 2.0% from the amended 2019 JTS operating budget. This increase is primarily due to economic adjustments and increased retiree health insurance costs.

Revenue Changes

State Operating Assistance for JTS is projected to decrease to 22.2% of expenditures while Federal Operating Assistance is projected to increase to 30.8% of expenditures. State and Federal Assistance revenue is projected to total \$1,996,400, an increase of \$23,344, or 1.2%, from the amended 2019 JTS operating budget. This increase is primarily due to the increase in the adopted 2020 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 \$549,598, a decrease of \$4,647, or 0.8%, from the amended 2019 budget. This decrease is primarily due to JTS ridership projected to decrease 3.9% from the amount projected in the amended 2019 JTS operating budget.

The Local Operating Subsidy is projected to be \$1,188,785, an increase of \$105,717, or 9.8%, from the amended 2019 JTS operating budget. This revenue increase is primarily due to increased operating expenditures for 2020.

Program/Expenditure Changes

The adopted 2020 JTS budget provides for the continuation of current service levels.

Golf Courses

The adopted 2020 Golf Courses budget is \$1,170,195, a decrease of \$12,277, or 1.0% from the amended 2019 budget. The adopted 2020 Golf Courses budget projects revenues to be \$1,180,049, which is a decrease of \$13,043, or 1.1% from 2019. Lastly, the Golf Courses budget does not include any General Fund subsidy in 2020.

Closing

The adopted 2020 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 2020 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 programs and 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 2020 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 2020 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 a smooth budgetary process.

Respectfully Submitted,



Mark A. Freitag
City Manager

The City of Janesville 2020-2024 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.

2020 – 2024 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. 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 Strategic Plan guide the development of department, division, office, program, and service budgets. For instance, the following are examples of some of the tasks from the 2020-2024 Strategic Plan that are included in the adopted 2020 budget:

- Conduct a city-wide citizen satisfaction survey
- Complete ADA facility barrier audits
- Conduct a salary and benefits survey for non-union positions
- Develop a city-wide Emergency Operations Plan
- Purchase upgraded JATV cameras

Additionally, the following are examples of some of the tasks from the 2020-2024 Strategic Plan that are included in the 2020 Major Capital Projects Budget:

- Construct the east side of the Town Square
- Implement traffic signal safety improvements at Racine Avenue and Randall Avenue
- Replace aging sign shop technology
- Evaluate Rockport Pool and Palmer Wading Pool
- Implement automated meter reading technology
- Address safety issues at the JPD Pistol Range
- Purchase a second set of turnout gear for Firefighters/Paramedics

The City Council adopted the 2020-2024 Strategic Plan on December 9, 2019. The City’s historical 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 2019	Adopted 2020	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$33,213,225	\$33,886,016	\$672,791	2.03%
Fund Balance Applied ¹	1,081,164	473,531	(607,633)	-56.20%
Other Taxes	2,304,642	2,305,054	412	0.02%
Licenses & Permits	1,680,570	1,649,736	(30,834)	-1.83%
Interest, Rents, & Fines	755,000	770,000	15,000	1.99%
State Shared Revenues	8,758,195	9,080,877	322,682	3.68%
Service Charges	3,112,160	3,500,920	388,760	12.49%
Recreation	851,800	872,600	20,800	2.44%
Other & Transfers In	<u>157,000</u>	<u>127,000</u>	<u>(30,000)</u>	<u>-19.11%</u>
TOTAL REVENUES	<u>\$51,913,756</u>	<u>\$52,665,734</u>	<u>\$751,978</u>	<u>1.45%</u>
EXPENDITURES				
General Government	\$4,134,305	\$4,321,036	\$186,731	4.52%
Public Safety	26,555,698	27,184,243	628,545	2.37%
Public Works ²	7,646,365	7,712,474	66,109	0.86%
Neighborhood & Community Serv.	1,723,209	1,763,562	40,353	2.34%
Economic Adjustments	99,764	89,037	(10,727)	-10.75%
Insurance & Other	538,591	546,959	8,368	1.55%
Contingency Account ³	172,331	0	(172,331)	N/A
General Fund Subsidies ⁴	1,257,112	1,263,785	6,673	0.53%
Debt Service	<u>9,786,381</u>	<u>9,784,638</u>	<u>(1,743)</u>	<u>-0.02%</u>
TOTAL EXPENDITURES	<u>\$51,913,756</u>	<u>\$52,665,734</u>	<u>\$751,978</u>	<u>1.45%</u>

1. The adopted 2019 budget was amended to include \$571,375 for snow removal activities, the Special Accounts Fund, the Capital Projects Fund, and contingency.

2. The adopted 2019 budget was amended to include \$300,000 for snow removal activities.

3. The adopted 2019 budget was amended to include \$172,331 for contingency.

4. The adopted 2019 budget was amended to include \$99,044 for the Special Accounts Fund and Capital Projects Fund.

City of Janesville - General Fund Balance				
	Actual	Amended	Estimated	Adopted
	2018	Budget	2019	Budget
	2018	2019	2019	2020
Revenue	\$50,172,318	\$50,832,592	\$51,636,019	\$52,192,203
Expenditures	49,072,954	51,913,756	50,939,263	52,665,734
Net change in fund balance	1,099,364	(1,081,164)	696,756	(473,531)
Fund balance - beg of year	<u>8,272,908</u>	<u>9,372,272</u>	<u>9,372,272</u>	<u>10,069,028</u>
Fund balance - end of year	<u>\$9,372,272</u>	<u>\$8,291,108</u>	<u>\$10,069,028</u>	<u>\$9,595,497</u>

	Actual	Amended	Estimated	Proposed
	2018	Budget	2019	Budget
	2018	2019	2019	2020
Nonspendable Fund Balance	<u>\$1,348,920</u>	<u>\$1,000,000</u>	<u>\$750,000</u>	<u>\$750,000</u>
Assigned Fund Balance	\$509,789	1,081,164	473,531	473,531
Unassigned Fund Balance	<u>7,513,563</u>	<u>6,209,944</u>	<u>8,845,497</u>	<u>8,371,966</u>
Unrestricted Fund Balance	<u>\$8,023,352</u>	<u>\$7,291,108</u>	<u>\$9,319,028</u>	<u>\$8,845,497</u>
Total General Fund Balance	<u>\$9,372,272</u>	<u>\$8,291,108</u>	<u>\$10,069,028</u>	<u>\$9,595,497</u>
General Fund				
Operating Expenditures	40,079,303	42,127,375	40,980,551	42,881,096
Contingency	-	-	172,331	-
Debt Service	<u>8,993,651</u>	<u>9,786,381</u>	<u>9,786,381</u>	<u>9,784,638</u>
Total Expenditures	<u>\$49,072,954</u>	<u>\$51,913,756</u>	<u>\$50,766,932</u>	<u>\$52,665,734</u>
Two Months Operating Expenditures	<u>\$6,679,884</u>	<u>\$7,021,229</u>	<u>\$6,830,092</u>	<u>\$7,146,849</u>
Unrestricted fund balance / operating expense for subsequent year's budget	20.0%	17.3%	22.7%	20.6%

*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 \$750,000 at December 31, 2019.

The level of the unrestricted fund balance (assigned and unassigned 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 \$9,319,028 as of December 31, 2019. The proposed 2020 budget includes \$473,531 of applied fund balance to reduce the tax levy. Therefore, the resulting unassigned fund balance is projected to be \$8,845,497 as of December 31, 2020.

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 at December 31, 2020 of \$8,845,497 divided by the budgeted 2020 operating expenditures of \$42,881,096 yields a ratio of 20.6% which is within the City Council's policy.

City of Janesville
FUND BALANCES
December 31, 2018 and 2019

	Actual 12/31/2018	Estimated 12/31/2019
<u>Enterprise Funds:</u>		
Water Utility	\$46,142,137	\$46,837,383
Wastewater Utility	57,463,484	58,648,109
Storm Water Utility	7,257,747	8,983,488
Transit	<u>8,321,866</u>	<u>7,786,866</u>
Total Enterprise Funds *	<u>\$119,185,234</u>	<u>\$122,255,846</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$368,638	\$456,984
Insurance Fund	<u>3,537,174</u>	<u>2,548,883</u>
Total Internal Service Funds*	<u>\$3,905,812</u>	<u>\$3,005,867</u>
<u>Special Revenue:</u>		
Golf Courses	(74,529)	(65,347)
Oakhill Cemetery	132,571	97,607
Hedberg Public Library	734,437	432,860
JATV	269,312	247,492
Janesville Innovation Center (JIC)	790	43,993
Housing & Neighborhood Services Grants	1,486,788	1,265,145
Sanitation Fund (including Industrial Waste)	3,024,514	2,887,649
Special Accounts	3,940,994	3,989,647
TIF Districts	<u>1,585,977</u>	<u>3,933,582</u>
Total Special Revenue Funds	<u>\$11,100,854</u>	<u>\$12,832,628</u>
<u>Component Unit:</u>		
Housing - Section 8 Rent Assistance	<u>\$87,159</u>	<u>\$79,095</u>
<u>Debt Service Fund:</u>	<u>\$3,824,838</u>	<u>\$2,500,000</u>
<u>Capital Project Fund</u>	<u>\$7,792,666</u>	<u>\$5,000,000</u>
<u>General Fund</u>		
Nonspendable	\$1,348,920	\$750,000
Assigned	509,789	767,531
Unassigned	<u>7,513,563</u>	<u>8,551,497</u>
Total Unrestricted	<u>8,023,352</u>	<u>9,319,028</u>
Total General Fund Balance	<u>\$9,372,272</u>	<u>\$10,069,028</u>

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

**REVENUE SUMMARY
2020 BUDGET**

	Actual 2018	Amended Budget 2019	9 Months Actual 2019	Estimated 2019	Adopted Budget 2020	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property Levy	\$32,127,549	\$33,213,225	\$33,210,536	\$33,213,225	\$33,886,016	\$672,791	2.03%
Fund Balance Applied ¹	0	1,081,164	0	0	473,531	(607,633)	-56.20%
Subtotal	\$32,127,549	\$34,294,389	\$33,210,536	\$33,213,225	\$34,359,547	\$65,158	0.19%
OTHER TAXES							
Property Tax Refunds	(\$94,855)	(\$25,000)	(\$514,108)	(\$191,824)	(\$25,000)	\$0	0.00%
Penalties & Interest	201,851	195,000	199,385	200,000	195,000	0	0.00%
Water Utility Tax	1,592,033	1,500,000	1,125,000	1,589,800	1,530,000	30,000	2.00%
Mobile Home Fees	94,510	75,000	86,154	82,000	70,000	(5,000)	-6.67%
Hotel/Motel Tax	424,170	454,142	299,669	454,142	433,054	(21,088)	-4.64%
Wheel Tax	101,699	105,500	71,543	102,000	102,000	(3,500)	-3.32%
Subtotal	\$2,319,408	\$2,304,642	\$1,267,643	\$2,236,118	\$2,305,054	\$412	0.02%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$282,736	\$307,930	\$227,514	\$304,052	\$259,770	(\$48,160)	-15.64%
Cable TV License Fee	678,848	650,000	343,924	688,000	620,000	(30,000)	-4.62%
Community Development Permits	692,642	722,640	634,165	749,702	769,966	47,326	6.55%
Subtotal	\$1,654,226	\$1,680,570	\$1,205,603	\$1,741,754	\$1,649,736	(\$30,834)	-1.83%
INTEREST, RENTS & FINES							
Interest on General Investments	\$395,024	\$260,000	\$621,588	\$715,000	\$310,000	\$50,000	19.23%
Rental of City Property	167,593	175,000	90,573	170,000	170,000	(5,000)	-2.86%
Court Fines	279,871	295,000	208,437	280,000	280,000	(15,000)	-5.08%
Sale of City Property	290,240	25,000	3,988	10,000	10,000	(15,000)	-60.00%
Subtotal	\$1,132,728	\$755,000	\$924,587	\$1,175,000	\$770,000	\$15,000	1.99%
STATE SHARED REVENUES							
State Shared Revenues	\$5,796,798	\$5,743,379	\$2,165,295	\$5,793,379	\$5,757,965	\$14,586	0.25%
State Highway Aids	2,342,128	2,383,352	1,786,809	2,382,412	2,588,352	205,000	8.60%
State Payt – Computer Value Reimbursement	180,543	184,200	184,912	184,912	184,912	712	0.39%
State Payt – Personal Property Value Reimbursement	0	142,264	142,966	142,966	151,021	8,757	6.16%
State Payt – Cable TV License Fee Reimbursement	0	0	0	0	68,627	68,627	N/A
State Payt – Municipal Services	106,290	115,000	0	115,000	115,000	0	0.00%
State Aid – Fire Inspections	185,268	190,000	208,668	208,668	215,000	25,000	13.16%
Subtotal	\$8,611,027	\$8,758,195	\$4,488,650	\$8,827,337	\$9,080,877	\$322,682	3.68%
SERVICE CHARGES							
Parking Fees	\$51,104	\$42,000	\$72,588	\$82,500	\$71,525	\$29,525	70.30%
Real Estate Search Fees	72,375	87,500	55,040	83,500	89,375	1,875	2.14%
Nuisance Reinspection Charge	30,776	20,000	39,284	45,000	30,000	10,000	50.00%
Public Works	81,277	59,000	49,016	67,500	67,500	8,500	14.41%
Police Department	43,382	54,500	29,255	41,275	41,500	(13,000)	-23.85%
Fire Department	3,115,028	2,849,160	2,160,800	3,154,910	3,201,020	351,860	12.35%
Subtotal	\$3,393,942	\$3,112,160	\$2,405,983	\$3,474,685	\$3,500,920	\$388,760	12.49%
RECREATION							
Recreation Management	\$814,435	\$851,800	\$661,947	\$844,850	\$872,600	\$20,800	2.44%
Subtotal	\$814,435	\$851,800	\$661,947	\$844,850	\$872,600	\$20,800	2.44%

**REVENUE SUMMARY
2020 BUDGET**

	Actual 2018	Amended Budget 2019	9 Months Actual 2019	Estimated 2019	Adopted Budget 2020	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
OTHER REVENUES							
Wastewater Serv. Charge	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	<u>69,003</u>	<u>107,000</u>	<u>50,925</u>	<u>73,050</u>	<u>77,000</u>	(30,000)	-28.04%
Subtotal	\$119,003	\$157,000	\$100,925	\$123,050	\$127,000	(\$30,000)	-19.11%
TOTAL GENERAL FUND WITHOUT							
PROPERTY TAXES	<u>\$18,044,769</u>	<u>\$17,619,367</u>	<u>\$11,055,338</u>	<u>\$18,422,794</u>	<u>\$18,306,187</u>	<u>\$686,820</u>	<u>3.90%</u>
TOTAL GENERAL FUND WITH							
PROPERTY TAXES	<u>\$50,172,318</u>	<u>\$51,913,756</u>	<u>\$44,265,874</u>	<u>\$51,636,019</u>	<u>\$52,665,734</u>	<u>\$751,978</u>	<u>1.45%</u>
ENTERPRISE							
Transit System	\$3,532,691	\$11,600,257	\$2,871,146	\$6,056,370	\$7,606,905	(\$3,993,352)	-34.42%
Stormwater Utility	4,197,776	4,312,000	3,420,215	5,481,387	5,747,000	1,435,000	33.28%
Wastewater Utility	10,169,410	10,417,500	8,101,199	10,700,300	10,588,400	170,900	1.64%
Water Utility	<u>9,811,204</u>	<u>8,564,000</u>	<u>6,392,211</u>	<u>8,614,100</u>	<u>12,820,082</u>	<u>4,256,082</u>	<u>49.70%</u>
Total Enterprise	\$27,711,081	\$34,893,757	\$20,784,771	\$30,852,157	\$36,762,387	\$1,868,630	5.36%
SPECIAL REVENUE							
Golf Courses	\$1,000,764	\$1,193,092	\$966,077	\$1,085,241	\$1,180,049	(\$13,043)	-1.09%
Oak Hill Cemetery	190,825	196,000	119,410	169,500	172,000	(24,000)	-12.24%
Hedberg Public Library	3,984,216	4,085,983	4,016,014	4,069,583	4,185,043	99,060	2.42%
JATV Cable Public Access	170,105	165,300	87,968	174,100	172,457	7,157	4.33%
Janesville Innovation Center (JIC)	159,827	134,340	126,112	164,547	96,200	(38,140)	-28.39%
N&CS – Rent Assistance	2,891,604	3,045,000	2,157,752	3,086,700	3,092,000	47,000	1.54%
N&CS – State and Federal Grants	1,093,693	1,733,937	568,213	1,439,600	1,923,392	189,455	10.93%
N&CS – Vacant Building Registration Program	28,700	66,000	35,900	51,500	70,000	4,000	6.06%
Sanitation (including Industrial Waste)	10,537,744	9,564,667	6,940,997	9,326,459	9,892,365	327,698	3.43%
Wheel Tax / Enhanced Street Rehab Program	<u>983,791</u>	<u>1,027,215</u>	<u>697,348</u>	<u>995,000</u>	<u>995,000</u>	<u>(32,215)</u>	<u>-3.14%</u>
Total Special Revenue	\$21,041,269	\$21,211,534	\$15,715,791	\$20,562,230	\$21,778,506	\$566,972	2.67%
INTERNAL SERVICE							
Insurance	\$12,247,829	\$11,565,062	\$11,274,698	\$15,056,413	\$12,593,645	\$1,028,583	8.89%
Vehicle Operation & Maintenance	4,478,737	4,250,000	3,538,966	4,445,000	4,250,000	0	0.00%
Prior Service	<u>60,154</u>	<u>0</u>	<u>57,492</u>	<u>57,492</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Internal Service	\$16,786,720	\$15,815,062	\$14,871,156	\$19,558,905	\$16,843,645	\$1,028,583	6.50%
TOTAL NON-GENERAL	<u>\$65,539,070</u>	<u>\$71,920,353</u>	<u>\$51,371,718</u>	<u>\$70,973,292</u>	<u>\$75,384,538</u>	<u>\$3,464,185</u>	<u>4.82%</u>

1. The adopted 2019 budget was amended to include \$571,375 for snow removal activities, the Special Accounts Fund, the Capital Projects Fund, and contingency.

**EXPENDITURE SUMMARY
2020 BUDGET**

	Actual 2018	Amended Budget 2019	9 Months Actual 2019	Estimated 2019	Adopted Budget 2020	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$6,426	\$6,854	\$4,148	\$5,740	\$21,972	\$15,118	220.57%
City Manager	472,018	527,283	\$384,862	521,634	545,597	18,314	3.47%
City Assessor	484,850	602,204	\$374,210	538,841	536,474	(65,730)	-10.91%
City Attorney	671,953	540,356	\$459,354	617,581	550,110	9,754	1.81%
Clerk-Treasurer/Elections	591,857	601,810	\$424,881	559,465	640,149	38,339	6.37%
Economic Development	156,410	173,125	\$118,274	156,484	175,720	2,595	1.50%
Finance	417,033	413,904	\$296,885	412,536	440,400	26,496	6.40%
Human Resources	247,969	270,840	\$185,620	264,750	347,046	76,206	28.14%
Information Technology	833,246	997,929	\$658,809	968,544	1,063,568	65,639	6.58%
Total General Government	\$3,881,762	\$4,134,305	\$2,907,043	\$4,045,575	\$4,321,036	\$186,731	4.52%
PUBLIC SAFETY							
Police Department	\$14,006,168	\$14,429,994	\$10,210,012	\$14,337,694	\$14,582,883	\$152,889	1.06%
Fire Department	<u>11,728,540</u>	<u>12,125,704</u>	<u>8,514,349</u>	<u>11,873,533</u>	<u>12,601,360</u>	<u>475,656</u>	<u>3.92%</u>
Total Public Safety	\$25,734,708	\$26,555,698	\$18,724,361	\$26,211,227	\$27,184,243	\$628,545	2.37%
PUBLIC WORKS							
Engineering	<u>\$600,203</u>	<u>\$657,862</u>	<u>\$468,463</u>	<u>\$657,815</u>	<u>\$786,202</u>	<u>\$128,340</u>	<u>19.51%</u>
Operations							
Parking Facilities	135,054	141,123	87,638	123,847	136,512	(4,611)	-3.27%
Public Buildings	582,699	651,492	482,024	622,088	664,903	13,411	2.06%
Snow Removal ¹	1,391,925	1,722,320	1,409,554	1,701,152	1,456,455	(265,865)	-15.44%
Street Maintenance	634,426	606,730	324,085	641,972	790,001	183,271	30.21%
Traffic Management	931,588	983,514	679,004	944,661	994,668	11,154	1.13%
Weed Control	<u>44,491</u>	<u>46,523</u>	<u>36,030</u>	<u>42,057</u>	<u>57,015</u>	<u>10,492</u>	<u>22.55%</u>
Subtotal	\$3,720,183	\$4,151,702	\$3,018,335	\$4,075,777	\$4,099,554	(\$52,148)	-1.26%
Parks	1,552,330	1,604,758	1,203,426	1,600,617	1,641,428	36,670	2.29%
Planning & Building and Development	<u>1,142,006</u>	<u>1,232,043</u>	<u>810,463</u>	<u>1,084,207</u>	<u>1,185,290</u>	<u>(46,753)</u>	<u>-3.79%</u>
Total Public Works	\$7,014,722	\$7,646,365	\$5,500,687	\$7,418,416	\$7,712,474	\$66,109	0.86%
NEIGHBORHOOD & COMMUNITY SERVICES							
Property Maintenance	\$240,395	\$290,331	\$198,661	\$292,189	\$306,661	\$16,330	5.62%
Recreation	<u>1,383,015</u>	<u>1,432,878</u>	<u>1,136,380</u>	<u>1,438,081</u>	<u>1,456,901</u>	<u>24,023</u>	<u>1.68%</u>
Total Neighborhood & Community	\$1,623,410	\$1,723,209	\$1,335,041	\$1,730,270	\$1,763,562	\$40,353	2.34%
ECONOMIC ADJUSTMENTS							
Economic Adjustments & Sick Payouts	<u>\$100,155</u>	<u>\$99,764</u>	<u>(\$2,649)</u>	<u>\$101,053</u>	<u>\$89,037</u>	<u>(\$10,727)</u>	<u>-10.75%</u>
Total Economic Adjustments	\$100,155	\$99,764	(\$2,649)	\$101,053	\$89,037	(\$10,727)	-10.75%
INSURANCE							
Workers' Comp, Liability & Property	<u>\$114,753</u>	<u>\$106,715</u>	<u>\$123,260</u>	<u>\$131,715</u>	<u>\$109,252</u>	<u>\$2,537</u>	<u>2.38%</u>
Total Insurance	\$114,753	\$106,715	\$123,260	\$131,715	\$109,252	\$2,537	2.38%
OTHER							
Refunds & Adjustments	\$34,635	\$1,000	(\$293)	\$1,000	\$1,000	\$0	0.00%
Copy Machine Expense	16,815	17,000	1,481	17,000	17,000	0	0.00%
Misc. & Unclassified	<u>435,445</u>	<u>413,876</u>	<u>421,661</u>	<u>412,890</u>	<u>419,707</u>	<u>5,831</u>	<u>1.41%</u>
Total Other	\$486,895	\$431,876	\$422,849	\$430,890	\$437,707	\$5,831	1.35%
CONTINGENCY ACCOUNT²							
	\$0	\$172,331	\$0	\$0	\$0	(\$172,331)	-100.00%
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$1,047,898	\$1,083,068	\$812,301	\$909,692	\$1,188,785	\$105,717	9.76%
Special Accounts / Capital Projects Fund ³	0	99,044	0	99,044	0	(99,044)	-100.00%
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	\$1,122,898	\$1,257,112	\$868,551	\$1,083,736	\$1,263,785	\$6,673	0.53%
Total Operating	\$40,079,303	\$42,127,375	\$29,879,143	\$41,152,882	\$42,881,096	\$753,721	1.79%
RETIREMENT OF INDEBTEDNESS							
General Fund	\$8,513,651	\$9,306,381	\$9,306,381	\$9,306,381	\$9,534,638	\$228,257	2.45%
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>0</u>	<u>(230,000)</u>	<u>-100.00%</u>
Total Long-Term Debt	\$8,993,651	\$9,786,381	\$9,786,381	\$9,786,381	\$9,784,638	(\$1,743)	-0.02%
GRAND TOTAL-GENERAL FUND	<u>\$49,072,954</u>	<u>\$51,913,756</u>	<u>\$39,665,524</u>	<u>\$50,939,263</u>	<u>\$52,665,734</u>	<u>\$751,978</u>	<u>1.45%</u>

**EXPENDITURE SUMMARY
2020 BUDGET**

	Actual 2018	Amended Budget 2019	9 Months Actual 2019	Estimated 2019	Adopted Budget 2020	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	3,532,691	11,600,257	\$2,902,906	\$6,056,370	7,606,905	(\$3,993,352)	-34.42%
Stormwater Utility	3,755,567	4,410,535	3,153,143	4,195,946	5,845,239	1,434,704	32.53%
Wastewater Utility	9,442,907	9,546,804	8,314,637	9,563,068	9,650,205	103,401	1.08%
Water Utility	<u>11,031,702</u>	<u>9,645,990</u>	<u>8,597,886</u>	<u>9,675,906</u>	<u>13,508,396</u>	<u>3,862,406</u>	<u>40.04%</u>
Total Enterprise	\$27,762,867	\$35,203,586	\$22,968,572	\$29,491,290	\$36,610,745	\$1,407,159	4.00%
SPECIAL REVENUE							
Golf Courses	\$1,120,202	\$1,182,472	\$908,247	\$1,076,059	\$1,170,195	(\$12,277)	-1.04%
Oak Hill Cemetery	219,568	195,656	155,435	204,464	202,416	6,760	3.46%
Hedberg Public Library	3,864,438	4,085,983	2,768,820	4,371,160	4,185,043	99,060	2.42%
JATV Cable Public Access	299,450	195,739	132,857	195,920	203,934	8,195	4.19%
Janesville Innovation Center (JIC)	163,661	132,436	102,813	121,344	149,330	16,894	12.76%
N&CS – Rent Assistance	2,883,484	3,044,030	2,234,331	3,094,764	3,112,753	68,723	2.26%
N&CS – State and Federal Grants	881,635	2,586,499	655,079	1,661,243	2,562,576	(23,923)	-0.92%
N&CS – Vacant Building Registration Program	35,866	65,361	44,178	64,715	60,092	(5,269)	-8.06%
Sanitation (including Industrial Waste)	10,777,587	9,514,636	7,462,747	9,463,324	9,870,230	355,594	3.74%
Wheel Tax / Enhanced Street Rehab Program	<u>998,000</u>	<u>1,027,215</u>	<u>0</u>	<u>1,027,215</u>	<u>995,000</u>	<u>(32,215)</u>	<u>-3.14%</u>
Total Special Revenue	\$21,243,891	\$22,030,027	\$14,464,507	\$21,280,208	\$22,511,569	\$481,542	2.19%
INTERNAL SERVICE							
Insurance	\$10,836,035	\$11,723,876	\$11,793,412	\$16,044,704	\$12,730,394	\$1,006,518	8.59%
Prior Service	60,154	0	57,492	57,492	0	0	N/A
Vehicle Operation & Maintenance	<u>4,478,680</u>	<u>4,578,695</u>	<u>3,015,725</u>	<u>4,356,654</u>	<u>4,369,141</u>	<u>(209,554)</u>	<u>-4.58%</u>
Total Internal Service	\$15,374,869	\$16,302,571	\$14,866,629	\$20,458,850	\$17,099,535	\$796,964	4.89%
GRAND TOTAL–NON–GENERAL	<u>\$64,381,627</u>	<u>\$73,536,184</u>	<u>\$52,299,708</u>	<u>\$71,230,348</u>	<u>\$76,221,849</u>	<u>\$2,685,665</u>	<u>3.65%</u>

1. The adopted 2019 budget was amended to include \$300,000 for snow removal activities.
2. The adopted 2019 budget was amended to include \$172,331 for contingency.
3. The adopted 2019 budget was amended to include \$99,044 for the Special Accounts Fund and Capital Projects Fund.

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2020 BUDGET**

Description	Adopted 2020 Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>INFORMATION TECHNOLOGY</u>	
* Domain Controller (Zeus)	\$ 7,595
* Email Server (Otto)	24,265
* Fire MDT Toughbook's (4)	13,352
* Police MDT Toughbook's (8)	29,240
* Monitors (2)	570
* PC Replacement (32)	38,848
* GIS Production Server (Underdog)	20,996
* GIS Test Server (Tinkerbell)	9,185
* Laptop Replacements (10)	14,800
* Replace Badge Printer for Human Resources	5,000
* Police File Server (Bandit)	8,818
* New World App Server (Bullet)	8,362
	<u>\$ 181,031</u>
TOTAL GENERAL GOVERNMENT	<u>\$ 181,031</u>
TOTAL GENERAL FUND	<u>\$ 181,031</u>

* Replacement/Repair of Existing Equipment/Facilities

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2020 BUDGET**

Description	Adopted 2020 Budget
ENTERPRISE FUNDS	
TRANSIT	
<u>Grant Portion of Transit Assets</u>	
* Replace 2 Buses - Formulary FTA/State grant (new request)	\$ 800,000
* Replace 6 Buses (FTA approved)	2,135,041
* Replace 3 Service Vehicles (FTA approved)	124,800
TOTAL TRANSIT	<u>\$ 3,059,841</u>
STORMWATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Curb & Gutter Replacements	\$ 1,223,500
Leaf Vacuum Truck	120,000
* Storm Sewer Cleaning & Televising	90,000
* Storm Sewer Lining & Point Repairs	42,000
* Storm Structure Rehab & Replacement	1,420,000
TOTAL STORMWATER UTILITY	<u>\$ 2,895,500</u>
WATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Water Main Replacements	\$ 3,500,000
* Computer Equipment	8,170
* Meter Replacement	375,000
* Hydrant Replacement	70,000
* Excavation Safety Equipment	5,000
* 4-WD Dump Body Pickup with Plow	45,000
TOTAL WATER UTILITY	<u>\$ 4,003,170</u>
WASTEWATER UTILITY	
<u>Funded by User Fee Revenues/Replacement Funds</u>	
* Computer Equipment	\$ 3,000
* Ferric Chloride Pumps	10,000
* Laboratory Equipment	5,000
* Safety Equipment	2,000
* 6" Sludge Flow Meter	8,500
* Composite Refrigerated Samplers	24,000
* Gas Skid Compressor & Motor	20,000
* Lab Water System	35,000
* Copier	5,200
TOTAL WASTEWATER UTILITY	<u>\$ 112,700</u>
TOTAL ENTERPRISE FUNDS	<u><u>\$ 10,071,211</u></u>

* Replacement/Repair of Existing Equipment/Facilities

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2020 BUDGET**

Description	Adopted 2020 Budget
SPECIAL REVENUE FUNDS	
HEDBERG PUBLIC LIBRARY	
* Computer Replacements (5-Year Plan)	\$ 36,301
* All Data	1,575
* Ancestry Library	2,993
* CQ Research	1,444
* Foundation Directory Online	3,301
* Gale Legal Forms	4,090
* Gale Small Business Builder	2,380
* Gale Small Business Resource Center	2,981
* Hoopla	37,060
* Kanopy	4,500
* Mango	5,936
* Morningstar	4,541
* Niche Academy	2,249
* Novelista Plus	3,397
* P4A Antiques	580
* Reference USA	9,350
* Tumblebooks	880
* Value Line	6,195
* Youth Service Apps	300
* Magazine and Newspaper Subscriptions	22,000
* Music CD's, Audiobooks, DVD's	78,252
* Purchase New Books, Adult and Children	185,500
TOTAL HEDBERG LIBRARY	<u>\$ 415,805</u>
JATV-12	
4K Professional Camcorders (3 at \$3,333)	\$ 9,999
Blackmagic Design Video Converter (3 at \$75)	225
* Headphones	150
* Lens for Panasonic Mirrorless Camera	300
* NDI Camera	1,200
* Solid State Internal Hard Drives	600
TOTAL JATV-12	<u>\$ 12,474</u>

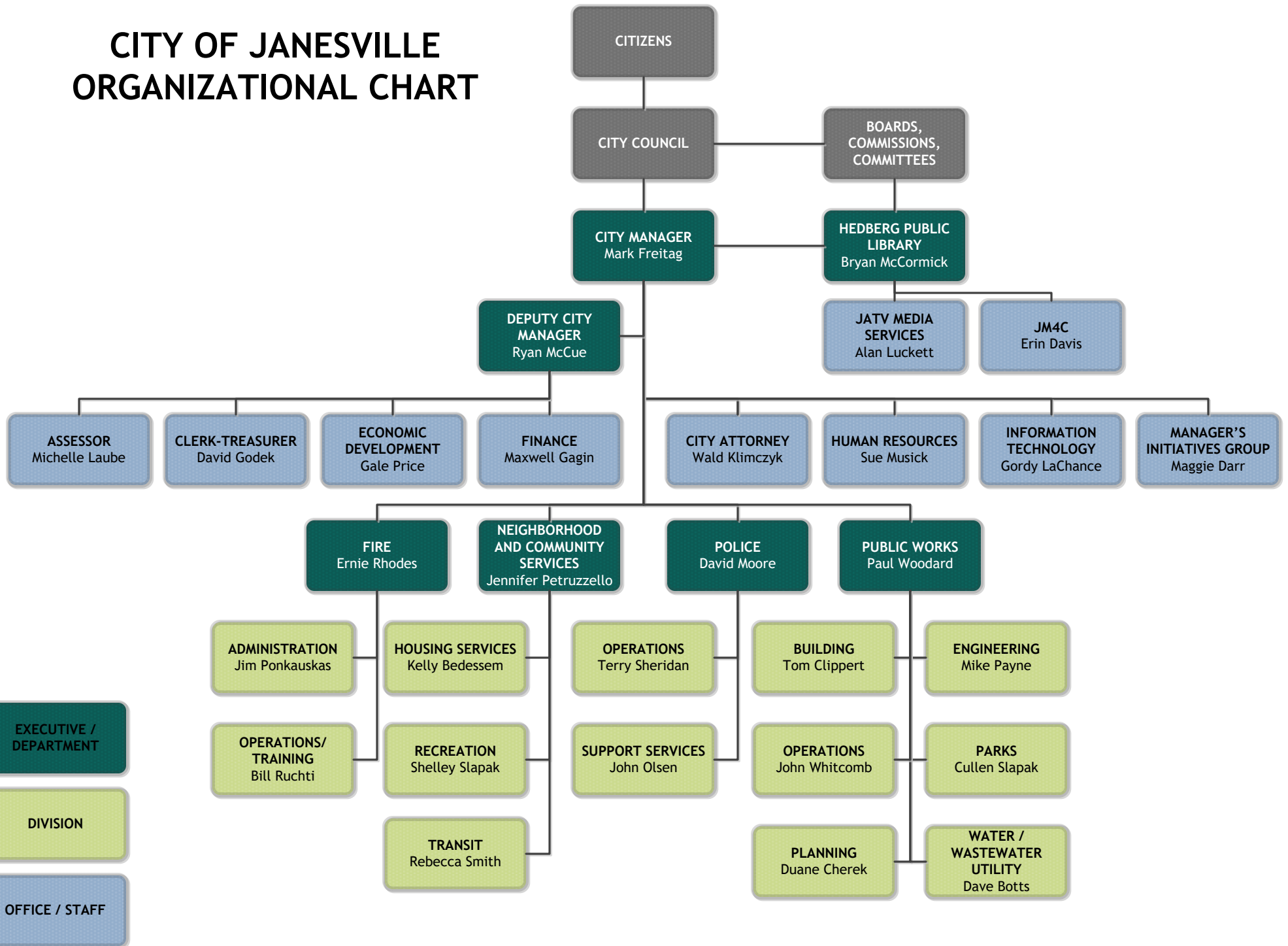
* Replacement/Repair of Existing Equipment/Facilities

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2020 BUDGET**

Description	Adopted 2020 Budget
SANITATION	
* Waste Collection Carts	\$ 50,000
* Replace Leachate Pumping PLC	15,000
Additional Monitor & Printer for CC Processing at Landfill	500
* Replacement of Env. Tech. Computer	1,480
* Replacement of Demolition Landfill Computer	1,150
TOTAL SANITATION	<u>\$ 68,130</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$ 496,409</u>
INTERNAL SERVICE FUNDS	
VOM	
* Pickup 2WD 3/4 Ton w/ Utility Body	\$ 41,200
* Loader - Wheeled (Landfill)	250,000
* Roller - Blacktop (Upgraded to Larger Unit + \$20,000)	45,000
* Sweeper - Garage (Upgraded to Larger Unit + \$25,000)	50,000
* Pickup - 2WD-3/4 Ton HD	29,000
* Pickup - 2WD-3/4 Ton HD W/Dump	29,000
* Pickup - 4WD-3/4 Ton - K2500HD W/Dump	31,000
* Pickup - 4WD-3/4 Ton HD W/Plow and Fuel Tank	29,000
* Landfill Roll-off Truck (Cab & Chassis Only)	150,000
* Mower - 16 FT 4WD	91,000
* Mower - 16 FT 4WD	91,000
* Mower - 6 FT Zero Turn	19,000
* Mower - 6 FT	19,000
Snow Pusher - Folding Wing (New Equipment)	25,000
Tow-Behind Asphalt Hot Box (New Equipment)	35,000
* Plows, Salt Spreaders and Other Attachments	60,000
* Miscellaneous Small Equipment	60,000
TOTAL VOM	<u>\$ 1,054,200</u>
TOTAL INTERNAL SERVICE FUNDS	<u>\$ 1,054,200</u>

* Replacement/Repair of Existing Equipment/Facilities

CITY OF JANESVILLE ORGANIZATIONAL CHART



STAFFING TABLE 2020 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
Property Appraiser II	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 2020 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
HR & Benefits Generalist	1
Administrative Assistant I	1
Safety Coordinator (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 2020 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 2020 BUDGET

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

Engineering

Director of Public Works	1
City Engineer	1
Assistant City Engineer	2
Senior Civil Engineer	4
Civil Engineer	1
Public Works Project Manager	1
GIS Coordinator	1
Planning/GIS Analyst	1
Senior Engineering Tech	3
Engineering Tech II	3
Engineering Tech I	1
Administrative Assistant II	1
Engineering Intern (part-time)	2
GIS Intern (part-time)	<u>1</u>
	<u>23</u>

Operations (Streets, Public Buildings, Sanitation, Stormwater, VOM)

Operations Director	1
Operations Superintendent	1
Operations Supervisor	1
Solid Waste Manager	1
Environmental Technician	1
Cashier	1
VOM Supervisor	1
Equipment Parts Specialist	1
Fleet Support Specialist	1
Customer Service Representative	1
Crew Leader	4
Mechanic	5
Operator	17
Public Works Maintenance Worker	7
Buildings & Traffic Management Supervisor	1
Building Maintenance Technician	3
Electrician / Property Technician	1
Building Maintenance / Compost Cashier	1
Operations Support Specialist (part-time)	1
Customer Service Representative (part-time)	1
Cashier (part-time)	<u>2</u>
	<u>53</u>

STAFFING TABLE 2020 BUDGET

<u>DEPARTMENT / DIVISION / PROGRAM</u>	<u>POSITIONS</u>
<i>Parks Division</i>	
Parks Director	1
Parks Supervisor	1
Crew Leader	3
Operator II	4
Operator I	5
Operator	2
Public Works Maintenance Worker	2
Forestry Intern (part-time)	<u>1</u>
	<u>19</u>
<i>Planning and Building</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
Administrative Assistant I	1
MPO Intern (part-time)	1
Erosion Control Intern (part-time)	<u>1</u>
	<u>14</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 2020 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 2020 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)	47
Custodians	<u>2</u>
	<u>74</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 2020 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 Program Specialist	1
Property Maintenance Specialist I	1
Section 8 Housing Specialist	2
Vacant Building Coordinator	<u>1</u>
	<u>8</u>
TOTAL STAFF	<u>565</u>

FULL-TIME EQUIVALENTS Comparison of 2019 and 2020 Budget

<u>GENERAL FUND</u>	<u>2019</u> <u>Budgeted FTE</u>	<u>2020</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	5.85	(0.12)
Economic Development	1.93	1.83	(0.10)
Finance	4.38	4.38	0.00
Human Resources	2.55	3.05	0.50
Information Technology	3.45	3.45	0.00
Police Department	120.96	120.14	(0.83)
Fire Department	97.37	97.35	(0.02)
Engineering	5.29	6.60	1.31
Street Maintenance	3.26	3.31	0.05
Snow Removal	3.59	3.59	0.00
Weed Control	0.35	0.35	0.00
Parks	13.54	13.56	0.02
Planning and Building	12.07	10.91	(1.16)
Parking Facilities	0.45	0.45	0.00
Public Buildings	2.37	2.49	0.12
Traffic Management	4.53	4.53	0.00
Property Maintenance	2.70	2.70	0.00
Recreation	<u>20.14</u>	<u>20.45</u>	<u>0.31</u>
TOTAL GENERAL FUND	<u>319.64</u>	<u>319.72</u>	<u>0.08</u>

FULL-TIME EQUIVALENTS Comparison of 2019 and 2020 Budget

<u>NON-GENERAL FUND</u>	<u>2019</u> <u>Budgeted FTE</u>	<u>2020</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i>Enterprise Funds</i>			
Transit System	31.81	31.81	0.00
Stormwater Utility	14.34	13.69	(0.65)
Wastewater Utility	28.28	28.53	0.25
Water Utility	26.40	26.49	0.09
<i>Special Revenue Funds</i>			
Golf Courses	0.05	0.05	0.00
Hedberg Public Library	51.87	52.51	0.63
JATV-12	3.47	3.47	0.00
Janesville Innovation Center (JIC)	0.06	0.06	0.00
Neighborhood Services:			
Section 8 (Rent Assistance)	3.13	3.13	0.00
State and Federal Grants	4.05	4.10	0.05
Vacant Building Registration Program	1.10	1.05	(0.05)
Oakhill Cemetery	2.64	2.63	(0.01)
Police: Grants	2.25	2.25	0.00
Sanitation	22.56	22.53	(0.03)
<i>Internal Service Funds</i>			
Insurance Fund	1.50	1.50	0.00
Vehicle Operation & Maintenance (VOM)	11.04	11.02	(0.02)
<i>Other</i>			
Non-General Fund (Development)	<u>10.54</u>	<u>10.49</u>	<u>(0.05)</u>
TOTAL NON-GENERAL FUND	<u>215.10</u>	<u>215.32</u>	<u>0.22</u>
TOTAL BUDGET	<u>534.74</u>	<u>535.04</u>	<u>0.30</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>\$118</u>	Economic adjustments
118	TOTAL PERSONNEL SERVICES
<u>15,000</u>	Increase in audit & consulting to conduct a citizen satisfaction survey
15,000	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$15,118</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,357	\$2,392	\$2,383	\$2,476	\$84
Benefits	<u>707</u>	<u>722</u>	<u>727</u>	<u>756</u>	<u>34</u>
Subtotal	3,064	3,114	3,110	3,232	118
<u>CONTRACTUAL SERVICES</u>					
Professional Development	1,011	1,000	1,000	1,000	0
Audit & Consulting	0	0	0	15,000	15,000
Other Contractual Services	<u>219</u>	<u>1,000</u>	<u>330</u>	<u>1,000</u>	<u>0</u>
Subtotal	1,230	2,000	1,330	17,000	15,000
<u>SUPPLIES & MATERIALS</u>	2,132	1,740	1,300	1,740	0
GRAND TOTAL	<u>\$6,426</u>	<u>\$6,854</u>	<u>\$5,740</u>	<u>\$21,972</u>	<u>\$15,118</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 communications 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES: (Hours)				
Leadership and Management	5,573	6,053	6,053	6,053
Administrative Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,513</u>	<u>2,400</u>	<u>1,787</u>	<u>2,400</u>
Total Hours	<u>8,386</u>	<u>9,753</u>	<u>9,140</u>	<u>9,753</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Leadership and Management	\$341,318	\$354,592	\$354,881	\$364,891
Manager's Initiatives Group (MIG)	<u>130,700</u>	<u>172,691</u>	<u>166,753</u>	<u>180,706</u>
Total	<u>\$472,018</u>	<u>\$527,283</u>	<u>\$521,634</u>	<u>\$545,597</u>

BUDGET VARIANCES

<u>\$17,132</u>	Economic adjustments
17,132	TOTAL PERSONNEL SERVICES
597	Increase in professional development for a Wisconsin Policy Forum membership and other inflationary increases
<u>10</u>	Other
607	TOTAL CONTRACTUAL SERVICES
<u>575</u>	Increase in supplies & materials for the Emergency Operations Center (EOC)
575	TOTAL SUPPLIES & MATERIALS
<u>\$18,314</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$333,346	\$365,880	\$357,326	\$377,546	\$11,666
Benefits	<u>104,240</u>	<u>124,083</u>	<u>127,501</u>	<u>129,549</u>	<u>5,466</u>
Subtotal	437,586	489,963	484,827	507,095	17,132
<u>CONTRACTUAL SERVICES</u>					
Utilities	532	450	480	450	0
Postage	308	440	315	440	0
Professional Development	22,298	24,245	23,912	24,842	597
Advertising	<u>7,303</u>	<u>9,075</u>	<u>8,400</u>	<u>9,085</u>	<u>10</u>
Subtotal	30,441	34,210	33,107	34,817	607
<u>SUPPLIES & MATERIALS</u>	3,991	3,110	3,700	3,685	575
GRAND TOTAL	<u>\$472,018</u>	<u>\$527,283</u>	<u>\$521,634</u>	<u>\$545,597</u>	<u>\$18,314</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

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

24,400

24,950

24,952

25,000

440

440

436

440

1,970

2,100

1,863

2,000

2,500

2,500

2,119

2,500

3,500

3,500

3,500

3,500

84.0%

73.0%

100.0%

97.0%

BUDGET VARIANCES

<u>(\$45,029)</u>	Decrease in personnel services for the citywide revaluation of properties
<u>10,499</u>	Economic adjustments
<u>(34,530)</u>	TOTAL PERSONNEL SERVICES
720	Increase in utilities for Wi-Fi subscriptions for three mobile field devices
<u>(28,064)</u>	Decrease in contractual services for the citywide revaluation of properties
<u>16</u>	Other
<u>(27,328)</u>	TOTAL CONTRACTUAL SERVICES
<u>(3,872)</u>	Decrease in supplies & materials for the citywide revaluation of properties
<u>(3,872)</u>	TOTAL SUPPLIES & MATERIALS
<u>(\$65,730)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$319,770	\$332,297	\$314,301	\$336,986	\$4,689
Overtime	8,903	39,341	39,341	0	(39,341)
Benefits	<u>106,796</u>	<u>149,174</u>	<u>123,237</u>	<u>149,296</u>	<u>122</u>
Subtotal	435,469	520,812	476,879	486,282	(34,530)
<u>CONTRACTUAL SERVICES</u>					
Utilities	837	951	951	1,671	720
Postage	3,768	18,256	18,256	5,192	(13,064)
Professional Development	5,657	7,183	5,525	7,199	16
Audit & Consulting	14,300	14,100	14,100	14,100	0
Other Contractual Services	11,398	21,850	7,000	6,850	(15,000)
Vehicle Oper/Maintenance	<u>11,365</u>	<u>11,680</u>	<u>11,680</u>	<u>11,680</u>	<u>0</u>
Subtotal	47,324	74,020	57,512	46,692	(27,328)
<u>SUPPLIES & MATERIALS</u>					
	2,057	7,372	4,450	3,500	(3,872)
GRAND TOTAL	<u>\$484,850</u>	<u>\$602,204</u>	<u>\$538,841</u>	<u>\$536,474</u>	<u>(\$65,730)</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

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,500	3,500	3,500	3,500
Code Prosecutions	650	650	650	650
Collections	40	40	40	40
Worthless Checks	60	60	60	60
Other	<u>325</u>	<u>325</u>	<u>325</u>	<u>325</u>
Subtotal	4,575	4,575	4,575	4,575

Advisory	2,190	2,190	2,190	2,190
Labor Relations	<u>960</u>	<u>960</u>	<u>960</u>	<u>960</u>
Total	<u>7,725</u>	<u>7,725</u>	<u>7,725</u>	<u>7,725</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	7,794	12,000	9,500	10,100
Code Prosecutions	20	20	20	20
Collections	10	10	10	10
Worthless Checks	30	30	30	30
Other	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
Total	<u>7,874</u>	<u>12,080</u>	<u>9,580</u>	<u>10,180</u>

BUDGET VARIANCES

<u>\$14,138</u>	Economic adjustments
14,138	TOTAL PERSONNEL SERVICES
1,250	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(5,634)</u>	Decrease in capital outlay for books and online legal research
<u>(5,634)</u>	TOTAL CAPITAL OUTLAY
<u>\$9,754</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$296,151	\$315,053	\$315,053	\$323,889	\$8,836
Benefits	<u>106,111</u>	<u>112,229</u>	<u>112,229</u>	<u>117,531</u>	<u>5,302</u>
Subtotal	402,354	427,282	427,282	441,420	14,138
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,999	1,400	1,615	1,650	250
Postage	733	1,000	850	800	(200)
Professional Development	2,741	2,500	2,900	3,500	1,000
Audit & Consulting	245,601	100,000	175,200	100,000	0
Summons & Subpoenas	<u>1,511</u>	<u>1,300</u>	<u>3,000</u>	<u>1,500</u>	<u>200</u>
Subtotal	252,585	106,200	183,565	107,450	1,250
<u>SUPPLIES & MATERIALS</u>					
	5,391	1,240	1,100	1,240	0
<u>CAPITAL OUTLAY</u>					
	<u>11,623</u>	<u>5,634</u>	<u>5,634</u>	<u>0</u>	<u>(5,634)</u>
GRAND TOTAL	<u>\$671,953</u>	<u>\$540,356</u>	<u>\$617,581</u>	<u>\$550,110</u>	<u>\$9,754</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Treasury				
Receipts (Transactions)	29,819	29,000	29,000	29,000
Vendor Checks Processed	4,462	4,500	4,500	4,400
Electronic Funds Transfers Processed	4,866	5,000	5,000	5,300
Real Estate Searches	1,698	1,900	1,500	1,500
Clerk				
Minutes	40	40	40	40
Legal Notices	136	100	150	150
Ordinances/Resolutions	150	145	150	150
Licenses Processed	7,242	7,500	7,500	7,500
Elections				
Elections (#)	4	2	1	4
Registered Voters (#)	35,662	33,000	34,600	37,000
Votes Cast (#)	52,673	15,000	10,170	67,000

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Clerk-Treasurer	\$476,009	\$527,093	\$505,966	\$513,225
Elections	<u>115,848</u>	<u>74,717</u>	<u>53,499</u>	<u>126,924</u>
Total	<u>\$591,857</u>	<u>\$601,810</u>	<u>\$559,465</u>	<u>\$640,149</u>

BUDGET VARIANCES

(\$6,796)	Decrease in personnel services due to the reallocation of 0.12 FTE of the Building Maintenance / Compost Cashier position to the Public Buildings budget
42,611	Increase in election inspector costs for two more elections in 2020
<u>15,393</u>	Economic adjustments
51,208	TOTAL PERSONNEL SERVICES
1,300	Increase in telephone cost based on historic actuals
4,863	Increase in postage for elections two more elections in 2020
1,260	Increase in equipment programming for two more elections in 2020
(20,000)	Decrease in other contractual services for Municode codification services
(1,036)	Decrease in election equipment preventative maintenance contract
<u>(651)</u>	Other
(14,264)	TOTAL CONTRACTUAL SERVICES
1,395	TOTAL SUPPLIES & MATERIALS
<u>\$38,339</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$390,805	\$368,805	\$330,765	\$416,644	\$47,839
Benefits	<u>104,866</u>	<u>108,489</u>	<u>103,718</u>	<u>111,858</u>	<u>3,369</u>
Subtotal	495,671	477,294	434,483	528,502	51,208
<u>CONTRACTUAL SERVICES</u>					
Utilities	4,269	2,850	4,400	4,150	1,300
Postage	30,406	24,480	25,515	29,343	4,863
Professional Development	1,280	3,325	2,958	3,325	0
Audit & Consulting	0	1,540	700	2,800	1,260
Other Contractual Services	37,986	71,842	70,902	51,191	(20,651)
Vehicle & Equipment	<u>6,496</u>	<u>6,834</u>	<u>6,859</u>	<u>5,798</u>	<u>(1,036)</u>
Subtotal	80,437	110,871	111,334	96,607	(14,264)
<u>SUPPLIES & MATERIALS</u>					
	15,748	13,645	13,648	15,040	1,395
GRAND TOTAL	<u>\$591,857</u>	<u>\$601,810</u>	<u>\$559,465</u>	<u>\$640,149</u>	<u>\$38,339</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
- Development of labor to support existing and new businesses

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 Janesville residents. The office operates in partnership with the private sector on downtown redevelopment and rehabilitation projects.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Planning & Administration - hours	300	420	850	550
Business Retention & Expansion - hours	1300	1,200	800	860
Business Contacts #	125	140	130	150
Marketing				
Rock County 5.0/Janesville Initiatives - hours	320	260	400	400
Business Contacts, meetings , prospects	340	450	350	400
Economic Development Website - hours	55	60	80	100
Website Hits (#)	13,500	14,000	11,100	12,000
Madison Marketing Strategy - hours	10	20	30	40
Other Activities				
General Motors Site - hours	650	990	250	620
Brownfield Redevelopment Program - hours	45	60	200	290
Sites Remediated (#)	0	3	1	3
Downtown Development - hours	1050	700	900	700
Development Projects Facilitated (#)	5	12	10	8
EDA Business Incubator - hours	310	450	300	320
Square Feet leased - Industrial	851,000	650,000	780,000	350,000
Total Hours	4,040	4,160	3,810	3,880

BUDGET VARIANCES

(\$8,676)	Decrease in personnel services due to the reallocation of 0.10 FTE of an Administrative Assistant I position to the Planning Division
<u>6,561</u>	Economic adjustments
(2,115)	TOTAL PERSONNEL SERVICES
4,900	Increase in auditing & consulting for environmental consultant services
<u>(190)</u>	Other
4,710	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$2,595</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$127,196	\$140,970	\$128,950	\$140,652	(\$318)
Benefits	<u>19,859</u>	<u>22,120</u>	<u>20,659</u>	<u>20,323</u>	<u>(1,797)</u>
Subtotal	147,055	163,090	149,609	160,975	(2,115)
<u>CONTRACTUAL SERVICES</u>					
Utilities	126	150	150	150	0
Postage	112	200	40	200	0
Professional Development	5,311	8,385	5,825	8,195	(190)
Audit & Consulting	0	0	0	4,900	4,900
Recruiting Expense	48	0	0	0	0
Other Contractual Services	<u>1,254</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	6,851	8,735	6,015	13,445	4,710
<u>SUPPLIES & MATERIALS</u>					
	858	1,300	860	1,300	0
<u>CAPITAL OUTLAY</u>					
	1,646	0	0	0	0
<u>GRAND TOTAL</u>					
	<u>\$156,410</u>	<u>\$173,125</u>	<u>\$156,484</u>	<u>\$175,720</u>	<u>\$2,595</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 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

\$11,944	Increase in health insurance costs due to changes in health insurance coverage
<u>13,112</u>	Economic adjustments
25,056	TOTAL PERSONNEL SERVICES
<u>1,440</u>	Increase in audit & consulting for the City's annual audit
1,440	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$26,496</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$ 270,522	\$ 274,891	\$ 269,000	\$ 283,077	\$8,186
Benefits	<u>91,128</u>	<u>92,298</u>	<u>99,682</u>	<u>109,168</u>	<u>16,870</u>
Subtotal	361,650	367,189	368,682	392,245	25,056
 <u>CONTRACTUAL SERVICES</u>					
Utilities	629	700	650	700	0
Postage	707	1,000	1,000	1,000	0
Professional Development	6,391	8,135	4,520	8,135	0
Audit & Consulting	<u>44,845</u>	<u>35,380</u>	<u>35,380</u>	<u>36,820</u>	<u>1,440</u>
Subtotal	52,573	45,215	41,550	46,655	1,440
 <u>SUPPLIES & MATERIALS</u>					
	2,810	1,500	2,304	1,500	0
 GRAND TOTAL					
	<u>\$417,033</u>	<u>\$413,904</u>	<u>\$412,536</u>	<u>\$440,400</u>	<u>\$26,496</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, annual employee training program, 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 annual health assessments and 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	2,132	2,132	1,716	1,716
Job Applications Received (#)	3,545	3,500	2,690	3,000
Recruitments (#)*	97	90	80	85
Labor and Employee Relations (Hours)	1,040	936	936	936
Grievances Filed Last Internal Step (#)	1	4	3	3
Contracts Under Negotiation (#)	2	2	1	1
HR Policies/Benefits/Salary Adm. (Hours)	1,612	1,716	1,924	1,924
Training Programs (#)**	21	15	18	17
Safety Training Programs (#)**	198	200	194	200
Personnel and Payroll Changes (#)	762	750	780	780
Health and Wellness (Hours)	1,820	1,612	1,924	1,924
Significant Health Plan Problems Addressed (#)	60	60	67	70
Worker Compensation (Hours)	884	884	780	780
Worker Compensation Claims Processed (#)	113	110	100	100

* Includes 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

\$78,433	Increase in personnel services for the creation of a HR & Benefits Generalist position
(16,793)	Decrease in personnel services due to the elimination of the HR Intern position for the HR & Benefits Generalist position
<u>7,802</u>	Economic adjustments
69,442	TOTAL PERSONNEL SERVICES
1,680	Increase in utilities for a new shared fax line
1,670	Increase in professional development for LDA and NPELRA
(3,000)	Decrease in audit & consulting to train employees on the new personnel policies
10,000	Increase in audit & consulting for a comprehensive salary & benefits survey
(3,926)	Changes in the City's employee development program for 2020
<u>90</u>	Other
6,514	TOTAL CONTRACTUAL SERVICES
250	TOTAL SUPPLIES & MATERIALS
<u>\$76,206</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$175,348	\$194,569	\$192,227	\$234,191	\$39,622
Benefits	<u>44,587</u>	<u>46,494</u>	<u>46,376</u>	<u>76,314</u>	<u>29,820</u>
Subtotal	219,934	241,063	238,603	310,505	69,442
<u>CONTRACTUAL SERVICES</u>					
Utilities	569	750	1,068	2,430	1,680
Postage	193	210	330	350	140
Professional Development	2,254	4,087	3,656	5,757	1,670
Audit & Consulting	6,320	9,250	8,427	16,200	6,950
Employee Development	10,502	14,350	10,620	10,424	(3,926)
Recruiting Expense	<u>60</u>	<u>0</u>	<u>64</u>	<u>0</u>	<u>0</u>
Subtotal	19,899	28,647	24,165	35,161	6,514
<u>SUPPLIES & MATERIALS</u>	8,136	1,130	1,982	1,380	250
GRAND TOTAL	<u>\$247,969</u>	<u>\$270,840</u>	<u>\$264,750</u>	<u>\$347,046</u>	<u>\$76,206</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

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Servers Maintained	70	70	71	71
Virtual Machines	63	65	65	67
Mobile Data Terminals	56	56	56	56
Tablets	64	64	66	66
Network Computers	329	328	331	342
Physical Locations Supported	33	36	37	37
Number of Users	705	705	783	783
Storage Used (in Gigabytes)	78,100	82,500	81,000	86,000

BUDGET VARIANCES

\$11,944	Increase in health insurance costs due to changes in health insurance coverage
<u>6,075</u>	Economic adjustments
18,019	TOTAL PERSONNEL SERVICES
47,727	Increase in computer maintenance for Council Chambers audio/visual maintenance; additional Office 365 licenses; CPAM maintenance, increased transaction cost for iNovah and increased cost of out-of-warranty maintenance
2,249	Increase in professional development for IT Support Technician position created in 2019 budget
<u>(1,400)</u>	Other
48,576	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
(956)	TOTAL CAPITAL OUTLAY
<u>\$65,639</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$171,358	\$219,632	\$200,157	\$228,147	\$8,515
Benefits	<u>48,950</u>	<u>76,615</u>	<u>73,319</u>	<u>86,119</u>	<u>9,504</u>
Subtotal	220,308	296,247	273,476	314,266	18,019
CONTRACTUAL SERVICES					
Utilities	723	1,900	673	900	(1,000)
Postage	4	110	15	110	0
Professional Development	3,931	8,461	5,230	10,710	2,249
Audit & Consulting	22,470	5,800	5,800	5,800	0
Computer Maintenance	429,906	501,574	500,000	549,301	47,727
Recruiting Expense	64	0	0	0	0
Vehicle & Equipment	<u>0</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>(400)</u>
Subtotal	457,098	518,245	511,718	566,821	48,576
SUPPLIES & MATERIALS					
	1,655	1,450	1,350	1,450	0
CAPITAL OUTLAY					
	<u>154,186</u>	<u>181,987</u>	<u>182,000</u>	<u>181,031</u>	<u>(956)</u>
GRAND TOTAL	<u>\$833,246</u>	<u>\$997,929</u>	<u>\$968,544</u>	<u>\$1,063,568</u>	<u>\$65,639</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.

Debt Service Payment – The amount of money required to make payments on the General Fund's principal and interest on outstanding General Obligation Promissory Notes for the year.

BUDGET VARIANCES

\$25,831	Other in retiree health and life insurance costs
<u>(727)</u>	Economic adjustments
25,104	TOTAL PERSONNEL SERVICES
(20,000)	Decrease in debt issuance expenses based on historic actuals
2,537	Increase in liability, workers' compensation, auto, and property insurance premium allocation
(172,331)	Decrease in contingency for unanticipated expenditures
(99,044)	Decrease in transfers to the Special Accounts and Capital Projects Funds
105,717	Increase in the transfer to the Transit Fund to support the City's bus service
<u>(10,000)</u>	Other
(193,121)	TOTAL CONTRACTUAL SERVICES
(1,743)	TOTAL DEBT SERVICE PAYMENT
<u>(\$169,760)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$102,861	\$109,000	\$104,487	\$109,000	\$0
Benefits	<u>442,313</u>	<u>374,640</u>	<u>414,456</u>	<u>399,744</u>	<u>25,104</u>
Subtotal	545,175	483,640	518,943	508,744	25,104
<u>CONTRACTUAL SERVICES</u>					
Debt Issuance Expense	25,242	55,000	30,000	35,000	(20,000)
General Expense	131,386	272,046	114,715	92,252	(179,794)
Transfers	<u>1,122,898</u>	<u>1,257,112</u>	<u>1,083,736</u>	<u>1,263,785</u>	<u>6,673</u>
Subtotal	1,279,527	1,584,158	1,228,451	1,391,037	(193,121)
<u>DEBT SERVICE PAYMENT</u>	8,993,651	9,786,381	9,786,381	9,784,638	(1,743)
GRAND TOTAL	<u>\$10,818,352</u>	<u>\$11,854,179</u>	<u>\$11,533,775</u>	<u>\$11,684,419</u>	<u>(\$169,760)</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Police Management	\$600,516	\$645,940	\$619,557	\$697,996
Patrol Services	9,512,424	9,830,512	9,864,391	9,868,188
Investigative Services	2,989,038	2,989,302	2,996,893	3,094,668
Support Services	<u>904,191</u>	<u>964,240</u>	<u>856,853</u>	<u>922,031</u>
Total	<u>\$14,006,168</u>	<u>\$14,429,994</u>	<u>\$14,337,694</u>	<u>\$14,582,883</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Patrol (#)				
Officer Activity	66,638	68,500	66,900	68,500
Traffic Citations	6,496	7,000	7,200	7,000
Traffic Accidents	1,674	1,500	1,535	1,500
Crossing Guard Locations	16.0	16.0	10.0	10.0
Investigative (#)				
Violent Crime Incidents	171	160	170	160
Cleared with an Arrest (%)	70.0%	60.0%	70.0%	60.0%
Property Crime Incidents	1,801	2,000	1,800	2,000
Cleared with an Arrest (%)	29.0%	25.0%	30.0%	25.0%
Prisoners Processed	1,240	1,700	1,400	1,400
Support (#)				
Reports Processed	12,858	13,000	11,815	13,000
Records Requested	4,777	5,000	5,190	5,200
Parking Tickets Processed	1,620	1,500	2,500	2,275

BUDGET VARIANCES

(\$121,360)	Decrease in personnel services due to turnover savings
(20,210)	Decrease in personnel services due to the elimination of six crossing guard positions
(112,500)	Decrease in health insurance costs due to changes in health insurance coverage
108,170	Increase in retiree health and life insurance costs
3,961	Increase in personnel services for increased downtown parking enforcement
<u>552,574</u>	Economic adjustments
410,635	TOTAL PERSONNEL SERVICES
10,065	Increase in utilities for telephone expense for long distance and cell phones
1,200	Increase in utilities for pole cameras at North Traxler Park
(2,100)	Decrease in utilities for internet expenses
1,000	Increase in postage usage and rates
11,329	Increase in liability, workers' compensation, auto, and property insurance premium allocation
10,065	Increase in computer maintenance for the reallocation of LEADS Online, One Call, and Deer Creek software costs from other contractual services
(10,065)	Decrease in other contractual services for the reallocation of LEADS Online, One Call, and Deer Creek software costs to computer maintenance
5,800	Increase for Winscribe dictation software
(6,980)	Decrease in Evidence.com body camera cloud storage
10,000	Increase for 5-year Police Department climate and community surveys
<u>450</u>	Other
30,764	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(288,510)</u>	Decrease in capital outlay to shift funding for eight patrol vehicles to the Note issue
(288,510)	TOTAL CAPITAL OUTLAY
<u>\$152,889</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$7,971,360	\$8,421,756	\$8,250,240	\$8,623,068	\$201,312
Overtime	568,446	325,550	419,715	334,355	8,805
Benefits	3,916,582	4,112,911	4,059,230	4,311,649	198,738
Miscellaneous Benefits	<u>174,076</u>	<u>187,845</u>	<u>180,079</u>	<u>189,625</u>	<u>1,780</u>
Subtotal	12,630,464	13,048,062	12,909,264	13,458,697	410,635
<u>CONTRACTUAL SERVICES</u>					
Utilities	58,727	53,520	62,085	62,200	8,680
Postage	8,301	9,400	9,900	10,400	1,000
Professional Development	34,373	33,570	33,760	33,760	190
Audit & Consulting	21,355	0	0	0	0
Insurance	223,262	226,822	226,822	238,151	11,329
Care of Animals	127,220	135,000	135,000	135,000	0
Care of Prisoners	11,759	18,000	18,000	18,000	0
Uniform and Tool Expense	69,332	50,100	50,100	50,100	0
Computer Maintenance	31,566	31,900	54,064	40,785	8,885
Other Contractual Services	41,148	31,465	36,275	31,400	(65)
Vehicle & Equipment	<u>413,815</u>	<u>412,745</u>	<u>415,864</u>	<u>413,490</u>	<u>745</u>
Subtotal	1,040,858	1,002,522	1,041,870	1,033,286	30,764
<u>SUPPLIES & MATERIALS</u>	97,751	90,900	90,900	90,900	0
<u>CAPITAL OUTLAY</u>	237,094	288,510	295,660	0	(288,510)
GRAND TOTAL	<u>\$14,006,168</u>	<u>\$14,429,994</u>	<u>\$14,337,694</u>	<u>\$14,582,883</u>	<u>\$152,889</u>
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
Revenues	\$43,382	\$54,500	\$41,275	\$41,500	<u>(\$13,000)</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: FIRE

MISSION:

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

OBJECTIVES:

- To realistically pursue best practices by using current processes and structure to enhance service delivery by using technology and data to maximize department resources.
- Develop a system to minimize the impact of disasters and other emergencies involving life and property by implementing internal systems to provide training and certifications for JFD employees to safely work in dangerous environments and enhance JFD capability.
- Strive to maintain the safest environment for ourselves and those we serve by increasing the JFD's ability to manage multiple incidents.
- 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.

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 2020, an estimated 3130 Fire & Rescue Incidents and 7400 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. There will be over 18,000 unit response, for the Department. This has caused our resources to be depleted 23 times during a one-month period (17 times for EMS and 6 times for Suppression). Approximately 7,800 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 4700 fire and tank inspections will be made in 2020. 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 2, with Class 1 as the best class and Class 10 as the worst.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Fire & Rescue Incidents	2,877	2,825	3,125	3,130
EMS Emergency Incidents	7,387	7,805	7,195	7,400
Total	<u>10,264</u>	<u>10,630</u>	<u>10,320</u>	<u>10,530</u>
Facility Transfers	1,025	1,110	900	1,100
Total Patients	7,843	8,600	7,700	7,850
Fire Prevention Inspections (#)				
General	3,071	3,125	2,800	3,100
Construction*	149	310	75	100
Compliance	1,198	1,000	1,000	1,100
Special Request	40	65	30	30
Tanks	150	155	150	150
Occupancy	<u>230</u>	<u>170</u>	<u>240</u>	<u>250</u>
Total	<u>4,838</u>	<u>4,825</u>	<u>4,295</u>	<u>4,730</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Suppression	\$7,197,479	\$7,430,090	\$7,379,996	\$7,838,907
EMS	3,207,034	3,314,086	3,178,833	3,347,905
Facilities Transport	114,293	130,401	119,938	131,192
Prevention	406,739	414,015	348,645	431,218
Administration	<u>802,996</u>	<u>837,112</u>	<u>846,121</u>	<u>852,138</u>
Total	<u>\$11,728,540</u>	<u>\$12,125,704</u>	<u>\$11,873,533</u>	<u>\$12,601,360</u>

BUDGET VARIANCES

<u>\$448,782</u>	Economic adjustments
448,782	TOTAL PERSONAL SERVICES
10,000	Increase in utilities for FirstNet routers and telephones
4,700	Increase in professional development for Blue Card training
25,000	Increase in audit & consulting to develop a citywide Emergency Operations Plan (EOP)
(10,000)	Decrease in audit & consulting for labor attorney fees for Local 580 collective bargaining
(3,788)	Decrease in liability, workers' compensation, auto, and property insurance premium
(2,750)	Decrease in uniform and tool expense due to less new hires for 2020
19,370	Increased in other contractual services for ambulance billing costs
<u>1,798</u>	Other
44,330	TOTAL CONTRACTUAL SERVICES
(4,500)	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
0	TOTAL CAPITAL
<u>(12,956)</u>	Increase in rural fire offset based on a 2% increase for 2020
(12,956)	TOTAL RURAL FIRE OFFSET
<u>\$475,656</u>	TOTAL INCREASE/(DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$7,196,072	\$7,443,558	\$7,216,611	\$7,655,221	\$211,663
Overtime	475,216	459,704	443,083	459,600	(104)
Benefits	3,489,067	3,580,006	3,510,180	3,817,204	237,198
Miscellaneous Benefits	<u>115,498</u>	<u>126,600</u>	<u>118,951</u>	<u>126,625</u>	<u>25</u>
Subtotal	11,275,853	11,609,868	11,288,825	12,058,650	448,782
<u>CONTRACTUAL SERVICES</u>					
Utilities	98,947	106,202	102,890	118,000	11,798
Postage	2,124	2,395	964	2,395	0
Professional Development	35,245	52,829	52,829	57,529	4,700
Audit & Consulting	27,501	10,000	2,000	25,000	15,000
Building Expense	46,055	43,500	70,000	43,500	0
Insurance	295,294	301,626	301,623	297,838	(3,788)
Uniform & Tool Expense	82,600	72,251	73,508	69,501	(2,750)
Other Contractual Services	107,085	105,630	121,250	125,000	19,370
Computer Maintenance	861	3,800	3,500	3,800	0
Recruiting Expense	6,708	4,900	16,850	4,900	0
Vehicle & Equipment	<u>251,079</u>	<u>306,609</u>	<u>286,612</u>	<u>306,609</u>	<u>0</u>
Subtotal	953,497	1,009,742	1,032,026	1,054,072	44,330
<u>SUPPLIES & MATERIALS</u>	86,827	105,934	97,522	101,434	(4,500)
<u>TRANSFERS</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>	0
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>55,000</u>	<u>0</u>	0
GRAND TOTAL	<u>\$12,364,177</u>	<u>\$12,773,544</u>	<u>\$12,521,373</u>	<u>\$13,262,156</u>	<u>\$488,612</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$635,637)</u>	<u>(\$647,840)</u>	<u>(\$647,840)</u>	<u>(\$660,796)</u>	<u>(\$12,956)</u>
NET TOTAL	<u>\$11,728,540</u>	<u>\$12,125,704</u>	<u>\$11,873,533</u>	<u>\$12,601,360</u>	<u>\$475,656</u>

TOWNSHIP FIRE PROTECTION:

The estimated 2020 revenue for providing contracted fire protection services to the neighboring towns is \$660,796. This is an increase of \$12,956 from 2019.

EMS/AMBULANCE TRANSPORT REVENUE:

EMS/ambulance transport revenue is projected to be \$2,750,000 for 2020. This is an increase of \$500,000 from the 2019 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 \$325,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. The 2019 Note Issue included \$202,000 for the replacement of a 2012 Ford E450 Medtec Ambulance.

One vehicle has been proposed for replacement in 2020. It includes a 2012 Pierce Engine. The Department proposes replacement due to mechanical deficiencies with reserve vehicles. These vehicles have had frequent maintenance issues and a large portion of the vehicle maintenance fund has been spent on keeping these vehicles in service.

Based on our reserve vehicle situation, the replacement of this engine 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 grant 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 2019, the Department used \$5,189.41 out of the Paramedic Equipment Fund for the purchase of TEMS equipment and computer docking stations for ambulances. The total estimated fund balance available in 2019 is \$30,192. The Department has no foreseen plans to purchase equipment using these funds for the remainder of the year, leaving a balance of \$30,192 in the account for 2020.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
<u>Service Charges</u>				
EMS	\$2,565,652	\$2,250,000	\$2,700,000	\$2,750,000
Inspections	36,919	27,000	21,000	27,000
Ambulance Transport	410,541	410,000	325,000	325,000
ALS Non-Transport Fee	0	50,000	750	1,000
MFD Shared Services Agreement	48,143	59,160	59,160	50,520
Other	<u>53,772</u>	<u>53,000</u>	<u>49,000</u>	<u>47,500</u>
Subtotal	\$3,115,028	\$2,849,160	\$3,154,910	\$3,201,020
<u>State Aid</u>				
Fire Inspections	<u>\$185,268</u>	<u>\$190,000</u>	<u>\$208,668</u>	<u>\$215,000</u>
Total	<u>\$3,300,296</u>	<u>\$3,039,160</u>	<u>\$3,363,578</u>	<u>\$3,416,020</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 334-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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES (Hours):				
Sewer, Water & Landfill	1,196	1,332	1,312	1,607
Street Rehabilitation (Curbs, Walks, Bridges)	3,888	4,191	4,251	5,079
City Buildings & Parks	1,396	1,421	1,441	1,682
Maintain Infrastructure Records / Maps	1,179	1,315	1,255	1,559
Support Economic Development	738	759	809	973
Transportation Planning	<u>2,192</u>	<u>2,401</u>	<u>2,351</u>	<u>2,825</u>
Total	<u>10,587</u>	<u>11,419</u>	<u>11,419</u>	<u>13,724</u>

BUDGET VARIANCES

\$98,343	Increase in personnel services due to the reallocation of GIS staff from the Planning Division
<u>27,187</u>	Economic adjustments
125,530	TOTAL PERSONNEL SERVICES
<u>2,810</u>	Increase in professional development for the GIS staff
2,810	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$128,340</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$410,206	\$457,276	\$450,353	\$551,663	\$94,387
Overtime	1,203	100	1,493	100	0
Benefits	139,541	151,334	155,302	182,337	31,003
Miscellaneous Benefits	<u>1,226</u>	<u>0</u>	<u>0</u>	<u>140</u>	<u>140</u>
Subtotal	552,175	608,710	607,148	734,240	125,530
<u>CONTRACTUAL SERVICES</u>					
Utilities	4,120	4,700	4,700	4,700	0
Postage	3,858	4,000	4,000	4,000	0
Professional Development	16,538	16,077	16,077	18,887	2,810
Recruiting Expense	193	0	0	0	0
Audit & Consulting	7,161	8,500	8,000	8,500	0
Vehicle & Equipment	<u>5,988</u>	<u>6,200</u>	<u>8,215</u>	<u>6,200</u>	<u>0</u>
Subtotal	37,858	39,477	40,992	42,287	2,810
<u>SUPPLIES & MATERIALS</u>	10,170	9,675	9,675	9,675	0
<u>GRAND TOTAL</u>	<u>\$600,203</u>	<u>\$657,862</u>	<u>\$657,815</u>	<u>\$786,202</u>	<u>\$128,340</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 26 parking lots including the North Parker Drive parking structure which provides parking facilities for 1,868 vehicles. The major activities undertaken by this program include sweeping, snow removal, line striping, surface repair, lighting and facility planning/enforcement.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
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ACTIVITIES:

Parking Facilities

Spaces (#)	1,868	1,614	1,868	1,868
Maintenance (Hours)	600	600	525	600

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
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ELEMENT COST:

Maintenance	\$116,285	123,064	\$104,824	\$117,859
Facilities Mgmt/Enforcement	<u>18,768</u>	<u>18,059</u>	<u>19,023</u>	<u>18,653</u>
Total	<u>\$135,054</u>	<u>\$141,123</u>	<u>\$123,847</u>	<u>\$136,512</u>

BUDGET VARIANCES

<u>(\$874)</u>	Economic adjustments
(874)	TOTAL PERSONNEL SERVICES
(4,544)	Decrease in utilities based on historic actuals
<u>807</u>	Increase in liability, workers' compensation, auto, and property insurance premium allocation
(3,737)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$4,611)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$29,682	\$29,689	\$26,488	\$29,429	(\$260)
Overtime	3,881	3,000	1,500	3,000	0
Benefits	<u>11,268</u>	<u>11,585</u>	<u>10,735</u>	<u>10,971</u>	<u>(614)</u>
Subtotal	44,830	44,274	38,723	43,400	(874)
<u>CONTRACTUAL SERVICES</u>					
Utilities	22,106	27,904	23,300	23,360	(4,544)
Postage	462	736	700	736	0
Insurance	2,228	2,424	2,424	3,231	807
Other Contractual Services	13,769	28,300	23,000	28,300	0
Vehicle & Equipment	<u>46,067</u>	<u>36,385</u>	<u>32,700</u>	<u>36,385</u>	<u>0</u>
Subtotal	84,632	95,749	82,124	92,012	(3,737)
<u>SUPPLIES & MATERIALS</u>					
	5,591	1,100	3,000	1,100	0
GRAND TOTAL	<u>\$135,054</u>	<u>\$141,123</u>	<u>\$123,847</u>	<u>\$136,512</u>	<u>(\$4,611)</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 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

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
City Hall	\$334,141	\$397,037	\$389,112	\$412,971
City Services Center	52,151	54,310	45,096	54,691
Police Services	137,849	140,149	129,780	137,245
City Storage Building	8,492	9,828	9,256	9,828
Lincoln Tallman House	49,875	49,800	48,782	49,800
Other Buildings	<u>191</u>	<u>368</u>	<u>62</u>	<u>368</u>
Total	<u>\$582,699</u>	<u>\$651,492</u>	<u>\$622,088</u>	<u>\$664,903</u>

BUDGET VARIANCES

\$6,796	Increase in personnel services due to the reallocation of 0.12 FTE of the Building Maintenance / Compost Cashier position from the Clerk-Treasurer's Office
<u>10,652</u>	Economic adjustments
17,448	TOTAL PERSONNEL SERVICES
(8,110)	Decrease in utilities based on historic actuals
<u>4,073</u>	Increase in liability, workers' compensation, auto, and property insurance premium allocation
(4,037)	TOTAL CONTRACTUAL SERVICES
<u>\$13,411</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$136,136	\$156,907	\$150,842	\$163,425	\$6,518
Overtime	1,887	1,600	1,200	1,600	0
Benefits	<u>51,919</u>	<u>56,542</u>	<u>55,176</u>	<u>67,472</u>	<u>10,930</u>
Subtotal	189,942	215,049	207,218	232,497	17,448
<u>CONTRACTUAL SERVICES</u>					
Utilities	156,928	179,524	164,825	171,414	(8,110)
Postage	923	526	520	526	0
Professional Development	0	1,400	1,400	1,400	0
Building Expense	197	10,000	10,700	10,000	0
Insurance	13,936	12,775	12,775	16,848	4,073
Other Contractual Services	119,861	142,109	124,265	142,109	0
Vehicle & Equipment	<u>16,533</u>	<u>15,759</u>	<u>20,185</u>	<u>15,759</u>	<u>0</u>
Subtotal	308,378	362,093	334,670	358,056	(4,037)
<u>SUPPLIES & MATERIALS</u>	39,379	29,350	35,200	29,350	0
<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>\$582,699</u>	<u>\$651,492</u>	<u>\$622,088</u>	<u>\$664,903</u>	<u>\$13,411</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 certain 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.

Anti-icing is a proactive snow and ice control activity where a liquid chemical is applied to pavement prior to a winter weather event or when frost conditions are expected. The purpose of this program is to reduce the risk of traffic accidents resulting from slick pavement, particularly in frost situations and during minor snow events. This program targets bridges, hills, and sharp curves throughout the City. When possible and conditions warrant, some main and arterial streets are also treated with anti-icing chemical.

The application of de-icing and/or abrasive materials to streets is an important aspect of ice and snow removal operations after accumulation begins and is the primary method of managing arterial and collector streets with minor accumulation snow events. The application of these chemicals early during a winter weather event helps prevent or reduce the bonding of snow and ice to pavement, which makes plowing and obtaining clear pavement easier.

Snow plowing operations can commence at any hour of the day, depending on the duration of the snow event. 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 over 20 miles of City sidewalks and bridges after a recordable snowfall. Sidewalk shoveling is accomplished with six Operations and Parks employees, utilizing multi-function tractors with a blower/blade and salt spreader, walk-behind snow blowers, and hand shovels. Equipment maintenance ensures that all equipment necessary to effectively remove or control snow is operable when needed.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Snow Plowing Operations (#)				
City-Wide Operations	6	7	5	7
Partial Operations	10	0	9	0
Chemical Spreading Operations (#)				
City-Wide Operations	3	0	2	0
Partial Operations	29	18	28	18
Freezing Rain Operations (#)	3	0	2	0
Downtown Snow Removal Operations (#)	0	3	1	3
Salt (Tons Used)	2,941	4,000	5,400	4,000
Inches of Snow	43.0	36.0	55.1	36.0

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Snow Plowing	\$429,125	\$610,916	\$618,338	\$583,424
Chemical Spreading	842,114	907,883	916,946	687,819
Snow Removal	48,005	71,589	34,683	71,679
Sidewalk Shoveling	<u>72,681</u>	<u>131,932</u>	<u>131,185</u>	<u>113,533</u>
Total	<u>\$1,391,925</u>	<u>\$1,722,320</u>	<u>\$1,701,152</u>	<u>\$1,456,455</u>

BUDGET VARIANCES

<u>(\$85,624)</u>	Decrease in personnel services due to the severity and number of winter weather events in early 2019
<u>8,154</u>	Economic adjustments
<u>(77,470)</u>	TOTAL PERSONNEL SERVICES
<u>(114,766)</u>	Decrease in contractual services due to the severity and number of winter weather events in early 2019
<u>6,701</u>	Other
<u>(108,065)</u>	TOTAL CONTRACTUAL SERVICES
<u>(99,610)</u>	Decrease in supplies & materials due to the severity and number of winter weather events in early 2019
<u>19,280</u>	Increase in supplies & materials due to an increase in salt prices
<u>(80,330)</u>	TOTAL SUPPLIES & MATERIALS
<u>(\$265,865)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$156,997	\$223,232	\$221,444	\$210,944	(\$12,288)
Overtime	121,423	128,500	125,000	80,900	(47,600)
Benefits	<u>106,019</u>	<u>122,736</u>	<u>121,708</u>	<u>105,154</u>	<u>(17,582)</u>
Subtotal	384,439	474,468	468,152	396,998	(77,470)
 <u>CONTRACTUAL SERVICES</u>					
Professional Development	1,215	3,080	3,080	1,500	(1,580)
Utilities	281	510	200	510	0
Audit & Consulting	1,400	2,100	0	2,100	0
Other Contractual Services	0	3,500	3,500	0	(3,500)
Vehicle & Equipment	<u>697,974</u>	<u>783,662</u>	<u>772,000</u>	<u>680,677</u>	<u>(102,985)</u>
Subtotal	700,870	792,852	778,780	684,787	(108,065)
 <u>SUPPLIES & MATERIALS</u>					
	306,615	455,000	454,220	374,670	<u>(80,330)</u>
 GRAND TOTAL					
	<u>\$1,391,925</u>	<u>\$1,722,320</u>	<u>\$1,701,152</u>	<u>\$1,456,455</u>	<u>(\$265,865)</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 25 to 30 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Concrete/Bituminous Street Maintenance				
Patch Filling (Tons)	350	300	350	325
Crack Sealing (Centerline Miles)	12.2	14.0	10.6	7.0
Resurfacing/Reconstruction (Miles)				
Milling/Resurfacing	10.7	12.0	11.3	10.1
Reconstruction	1.4	0.4	1.2	1.6
Shoulder Maintenance				
Miles Affected (10 miles total)	8.0	8.0	9.0	8.0
Gravel Streets				
Miles Affected (18 miles total)	10.0	15.0	15.0	15.0
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Paved Street Maintenance	\$489,784	\$469,912	\$508,283	\$644,461
Bridge Maintenance	5,038	16,206	11,420	17,081
Gravel Shoulder & Street Maintenance	13,633	18,563	18,330	19,654
Median Mowing	<u>125,971</u>	<u>102,049</u>	<u>103,939</u>	<u>108,805</u>
Total	<u>\$634,426</u>	<u>\$606,730</u>	<u>\$641,972</u>	<u>\$790,001</u>

BUDGET VARIANCES

\$3,547	Increase in personnel services due to the reallocation of 0.05 FTE of a Crew Leader position from the Sanitation Fund
<u>19,318</u>	Economic adjustments
22,865	TOTAL PERSONNEL SERVICES
(100)	Decrease in utilities based on historic actuals
205,000	Increase in other contractual services for the annual street rehabilitation program
(54,000)	Decrease in other contractual services for crack sealing
<u>8,506</u>	Increase in vehicle operation and maintenance based on historic actuals
159,406	TOTAL CONTRACTUAL SERVICES
1,000	TOTAL SUPPLIES & MATERIALS
0	TRANSFERS
<u>\$183,271</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$180,225	\$182,277	\$183,483	\$196,282	\$14,005
Overtime	1,904	3,400	2,600	3,300	(100)
Benefits	<u>67,380</u>	<u>67,294</u>	<u>72,614</u>	<u>76,254</u>	<u>8,960</u>
Subtotal	249,509	252,971	258,697	275,836	22,865
CONTRACTUAL SERVICES					
Utilities	70	200	75	100	(100)
Other Contractual Services	248,471	245,000	246,400	396,000	151,000
Vehicle & Equipment	<u>104,020</u>	<u>78,359</u>	<u>106,300</u>	<u>86,865</u>	<u>8,506</u>
Subtotal	352,561	323,559	352,775	482,965	159,406
SUPPLIES & MATERIALS	32,357	30,200	30,500	31,200	1,000
TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
GRAND TOTAL	<u>\$634,426</u>	<u>\$606,730</u>	<u>\$641,972</u>	<u>\$790,001</u>	<u>\$183,271</u>

The Major Capital Programs budget includes \$2,619,000 borrowing for street resurfacing and reconstruction and \$81,000 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 62 signalized intersections where traffic volumes warrant the installation of signals. 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.

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

ACTIVITIES:

Traffic Signs

Installed/Repaired (#)	2,750	2,800	2,850	2,800
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Traffic Signals

Intersections (#)	66	64	63	63
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Street Painting

Striping (Feet)	400,000	418,000	410,000	418,000
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Street Lighting

Alliant Utilities Lights (#)	2,101	2,101	2,101	2,101
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City Lights (#)	2,411	2,411	2,460	2,460
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	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Traffic Signs	\$165,111	\$165,372	\$162,670	\$170,311
Traffic Signals	139,286	146,995	142,475	151,506
Street Painting	92,727	92,095	88,048	94,762
Street Lighting	425,405	486,202	456,988	477,952
Right-of-Way Clearing	<u>109,059</u>	<u>92,850</u>	<u>94,480</u>	<u>100,137</u>
Total	<u>\$931,588</u>	<u>\$983,514</u>	<u>\$944,661</u>	<u>\$994,668</u>

BUDGET VARIANCES

<u>\$13,418</u>	Economic adjustments
13,418	TOTAL PERSONNEL SERVICES
(7,985)	Decrease in utilities based on historic actuals
2,109	Increase in vehicle & equipment costs based on historic actuals
<u>112</u>	Other
(5,764)	TOTAL CONTRACTUAL SERVICES
3,500	TOTAL SUPPLIES & MATERIALS
<u>\$11,154</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$219,467	\$252,589	\$237,738	\$260,339	\$7,750
Overtime	13,184	9,500	7,000	9,500	0
Benefits	<u>82,865</u>	<u>101,201</u>	<u>99,758</u>	<u>106,869</u>	<u>5,668</u>
Subtotal	315,516	363,290	344,496	376,708	13,418
<u>CONTRACTUAL SERVICES</u>					
Utilities	380,032	421,165	406,180	413,180	(7,985)
Professional Development	320	450	450	450	0
Insurance	296	335	335	447	112
Other Contractual Services	94	0	0	0	0
Vehicle & Equipment	<u>121,603</u>	<u>108,974</u>	<u>104,500</u>	<u>111,083</u>	<u>2,109</u>
Subtotal	502,345	530,924	511,465	525,160	(5,764)
<u>SUPPLIES & MATERIALS</u>	113,727	89,300	88,700	92,800	3,500
GRAND TOTAL	<u>\$931,588</u>	<u>\$983,514</u>	<u>\$944,661</u>	<u>\$994,668</u>	<u>\$11,154</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Projects budget includes borrowing of \$50,000 to replace aging street lighting and traffic signal infrastructure; \$80,000 to secure grant funding and implement safety improvements at the following intersections: Milwaukee Ave. / Randall Ave. and Memorial Dr. / Washington St; \$60,000 for replacement of the City's outdated sign shop system; and \$60,000 for replacement of portable variable message boards.

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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Weed Cutting (Acres)	88	88	88	88
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BUDGET VARIANCES

\$8,000	Increase in personnel services for additional weed control in residential neighborhoods
<u>(766)</u>	Economic adjustments
7,234	TOTAL PERSONNEL SERVICES
1,258	TOTAL CONTRACTUAL SERVICES
<u>2,000</u>	Increase in supplies & materials for additional weed control in residential neighborhoods
2,000	TOTAL SUPPLIES & MATERIALS
<u>\$10,492</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$14,033	\$16,499	\$15,508	\$24,575	\$8,076
Overtime	318	200	0	200	0
Benefits	<u>4,902</u>	<u>8,237</u>	<u>8,149</u>	<u>7,395</u>	<u>(842)</u>
Subtotal	19,254	24,936	23,657	32,170	7,234
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	8,913	1,242	1,500	2,500	1,258
Vehicle & Equipment	<u>15,133</u>	<u>19,570</u>	<u>16,000</u>	<u>19,570</u>	<u>0</u>
Subtotal	24,046	20,812	17,500	22,070	1,258
<u>SUPPLIES & MATERIALS</u>					
	1,191	775	900	2,775	2,000
GRAND TOTAL	<u>\$44,491</u>	<u>\$46,523</u>	<u>\$42,057</u>	<u>\$57,015</u>	<u>\$10,492</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 full-time park maintenance, and 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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Park System

Total Acreage	2,595	2,595	2,595	2,612
Developed Parks (#)	64	64	64	64

Grounds Maintenance

Mowed (Acres)	666	666	666	666
Playgrounds (#)	42	43	43	43

Building Maintenance

Picnic Pavilions (#)	20	20	21	21
Pavilion Reservations (#)	667	675	670	675

Trails

Paved (Miles)	30	31	31	31
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Athletic Fields

Soccer Games (#)	130	130	130	130
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	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Administration	\$235,275	\$228,755	\$224,658	\$239,486
Trails	\$44,679	\$39,883	\$36,639	\$41,192
Athletic Fields	34,405	39,602	43,987	38,420
Grounds Maintenance	1,009,942	1,030,483	1,028,576	1,047,480
Building Maintenance	153,624	161,017	161,739	167,110
Natural Areas	673	0	0	0
Forestry	<u>73,733</u>	<u>105,018</u>	<u>105,018</u>	<u>107,740</u>
Total	<u>\$1,552,330</u>	<u>\$1,604,758</u>	<u>\$1,600,617</u>	<u>\$1,641,428</u>

BUDGET VARIANCES

<u>\$27,504</u>	Economic adjustments
27,504	TOTAL PERSONNEL SERVICES
5,145	Increase in utilities based on anticipated rate increases
3,829	Increase in liability, workers' compensation, auto, and property insurance premium allocation
<u>192</u>	Other
9,166	TOTAL CONTRACTUAL SERVICES
0	TOTAL CAPITAL OUTLAY
<u>\$36,670</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$642,360	\$723,929	\$706,404	\$740,568	\$16,639
Overtime	26,172	14,700	16,400	14,700	0
Benefits	<u>279,352</u>	<u>318,245</u>	<u>300,520</u>	<u>326,700</u>	<u>8,455</u>
Subtotal	951,747	1,056,874	1,026,124	1,084,378	27,504
<u>CONTRACTUAL SERVICES</u>					
Utilities	88,174	104,889	101,569	110,034	5,145
Postage	216	130	130	130	0
Professional Development	2,683	3,100	0	3,100	0
Building Expense	535	0	0	0	0
Insurance	9,348	9,348	9,751	13,177	3,829
Other Contractual Services	11,594	9,300	13,300	9,300	0
Park Contractual	3,515	12,000	12,000	12,000	0
Vehicle & Equipment	<u>354,035</u>	<u>315,792</u>	<u>344,137</u>	<u>315,984</u>	<u>192</u>
Subtotal	470,329	454,559	481,318	463,725	9,166
<u>SUPPLIES & MATERIALS</u>	121,199	93,325	93,175	93,325	0
<u>CAPITAL OUTLAY</u>	<u>9,055</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
GRAND TOTAL	<u>\$1,552,330</u>	<u>\$1,604,758</u>	<u>\$1,600,617</u>	<u>\$1,641,428</u>	<u>\$36,670</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 coordinate the functions of the Janesville Area MPO; an area-wide transportation planning organization that implements federal transportation programming requirements necessary to maintain eligibility for federal highway and transit funds.
- 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.

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 2019:

1. Coordinated review and approval of several commercial projects, land divisions and multi-family housing developments.
2. Processed various zoning code and ordinance amendments including creation of a natural landscaping ordinance, amended fence ordinance and provisions to allow first-floor residences in the B5 District.
3. Submitted a grant request to the Wisconsin Department of Natural Resources for funding through the 2019 Land and Water Conservation Fund and Stewardship Local Assistance Programs for the east side of the Town Square.
4. Assisted JTS with ridership shares and brochure for Beloit-Janesville Express route.
5. Assisted JTS with AVL/GPS Based Real-time Information System with Automated Voice Annunciation RFP.
6. Completed 2020-2025 Transportation Improvement Program, 2020 MPO Work Program, 2019 Trail User Survey, 2019 Downtown Parking Study, Long-Range Transportation Plan Update Overview Report.
7. Assisted in self-evaluation of public right-of-way for ADA Transition Plan.
8. Implementation of GIS-based sewer televising system for Public Works.

Major Activities to be Undertaken in 2020:

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. Prepare grant applications under State and Federal funding programs for Downtown Riverfront improvements and trail extensions.
7. Coordinate redevelopment plan review and approval for former General Motors site.
8. Update Sign Code.

	2018 Actual	2019 Budget	2019 Estimate	2020 Budget
ACTIVITIES:				
Building Division (#)				
Construction				
Complaints	129	125	120	135
Other Variances	9	12	8	9
New Residential				
Permits	531	550	531	500
Inspections	1,698	1,500	1,500	1,400
Existing Residential				
Permits	1,689	1,800	1,800	1,800
Inspections	2,388	2,500	2,500	2,400
New Commercial				
Permits	85	70	70	70
Inspections	678	795	776	700
Existing Commercial				
Permits (including all plan review)	912	918	972	920
Inspections	1,638	2,200	2,000	2,000
Development Services (#)				
Signs				
Complaints	6	4	5	4
Permits	201	200	225	200
Variances	5	4	5	4
Inspections	41	30	20	20
Site Plans/Zoning				
Permits	87	88	70	70
Inspections	95	68	68	90
Total				
Complaints	135	129	125	139
Permits	3,505	3,626	3,668	3,560
Variances	14	16	13	13
Inspections	6,538	7,093	6,864	6,610
Planning Division (Hours)				
Administration	1,200	1,300	1,300	1,300
Planning Services	2,700	2,600	2,600	2,300
Current Planning	2,600	2,700	2,700	2,500
Comprehensive Planning	<u>2,600</u>	<u>2,500</u>	<u>2,500</u>	<u>3,000</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Building Division	\$782,137	\$828,472	\$731,619	\$855,791
Planning Division	<u>359,869</u>	<u>403,571</u>	<u>352,588</u>	<u>329,499</u>
Total	<u>\$1,142,006</u>	<u>\$1,232,043</u>	<u>\$1,084,207</u>	<u>\$1,185,290</u>

BUDGET VARIANCES

(\$98,343)	Decrease in personnel services due to the reallocation of GIS staff from the Planning Division
13,014	Increase in personnel services due to the reallocation of 0.15 FTE of an Administrative Assistant I position from the Economic Development Office
<u>15,433</u>	Economic adjustments
(69,896)	TOTAL PERSONNEL SERVICES
(2,010)	Decrease in professional development for the GIS staff
25,000	Increase in audit & consulting for an ADA compliance study of City facilities
<u>153</u>	Other
23,143	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$46,753)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$752,863	\$810,613	\$719,860	\$762,306	(\$48,307)
Overtime	364	3,000	0	3,000	0
Benefits	<u>308,666</u>	<u>342,598</u>	<u>287,745</u>	<u>321,009</u>	<u>(21,589)</u>
Subtotal	1,061,893	1,156,211	1,007,605	1,086,315	(69,896)
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,431	2,500	2,500	2,500	0
Postage	3,787	2,986	2,986	3,139	153
Professional Development	9,278	11,325	11,325	9,315	(2,010)
Audit & Consulting	840	800	800	25,800	25,000
Recruiting Expense	304	0	770	0	0
Other Contractual Services	32,857	30,800	30,800	30,800	0
Vehicle & Equipment	<u>21,049</u>	<u>18,746</u>	<u>18,746</u>	<u>18,746</u>	<u>0</u>
Subtotal	70,547	67,157	67,927	90,300	23,143
<u>SUPPLIES & MATERIALS</u>	9,565	8,675	8,675	8,675	0
GRAND TOTAL	<u>\$1,142,006</u>	<u>\$1,232,043</u>	<u>\$1,084,207</u>	<u>\$1,185,290</u>	<u>(\$46,753)</u>
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
REVENUES:	\$692,642	\$722,640	\$749,702	\$769,966	<u>\$47,326</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 highest 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
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ACTIVITIES:

City Code (#)

Housing-Related

Violations	235	550	225	325
Inspections	742	1,000	850	900

Nuisance

Violations	511	1,350	687	800
Inspections	919	2,800	1,450	1,800

Zoning

Violations	103	375	95	125
Inspections	199	650	306	300

Total

Violations	849	2,275	1,007	1,250
Inspections	1,910	4,450	2,606	3,000

The numbers include two full time Property Maintenance Inspectors. Additional pro-active inspections are reflected in the State and Federal Grants budget. This is a change from the 2019 budget.

BUDGET VARIANCES

<u>\$15,728</u>	Economic adjustments
15,728	TOTAL PERSONNEL SERVICES
962	Increase in postage based on historic actuals
<u>(560)</u>	Other
402	TOTAL CONTRACTUAL SERVICES
200	TOTAL SUPPLIES & MATERIAL
<u>\$16,330</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$147,691	\$179,027	\$178,471	\$184,748	\$5,721
Benefits	<u>60,971</u>	<u>78,684</u>	<u>80,280</u>	<u>88,691</u>	<u>10,007</u>
Subtotal	208,662	257,711	258,751	273,439	15,728
<u>CONTRACTUAL SERVICES</u>					
Utilities	308	330	330	330	0
Postage	1,571	403	1,286	1,365	962
Professional Development	813	2,460	1,715	1,340	(1,120)
Audit & Consulting	20,400	20,400	21,200	21,200	800
Other Contractual Services	80	240	0	0	(240)
Vehicle & Equipment	<u>7,560</u>	<u>7,787</u>	<u>7,787</u>	<u>7,787</u>	<u>0</u>
Subtotal	30,732	31,620	32,318	32,022	402
<u>SUPPLIES & MATERIALS</u>	1,001	1,000	1,120	1,200	200
GRAND TOTAL	<u>\$240,395</u>	<u>\$290,331</u>	<u>\$292,189</u>	<u>\$306,661</u>	<u>\$16,330</u>
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
Revenues	\$ 30,776	\$ 20,000	\$ 45,000	\$ 30,000	<u>\$10,000</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 that contribute to quality of life.

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 instructional 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 2020 budget includes an overall operating ratio goal of 60%.

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 tournaments, and equipment rentals. The Recreation Division employs seven full-time professional staff supervising all facilities and programs. Staffing also includes approximately 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, donations and the use of shared resources.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	49,141	55,000	48,786	53,000
Subsidy per Participant	\$3.70	\$3.21	\$3.94	\$3.55
Operating Ratio	32.2%	35.0%	31.9%	33.2%
Adult				
Participants (#)	41,110	52,000	44,606	50,000
Subsidy per Participant	\$1.73	\$1.47	\$1.64	\$1.48
Operating Ratio	74.0%	74.0%	73.7%	74.5%
Youth				
Participants (#)	20,261	22,000	20,306	22,000
Subsidy per Participant	\$5.52	\$4.86	\$5.33	\$4.85
Operating Ratio	55.6%	59.2%	59.0%	60.0%
Aquatics				
Participants (#)	51,417	60,000	51,482	60,000
Subsidy per Participant	\$3.12	\$3.06	\$3.46	\$2.89
Operating Ratio	33.3%	30.7%	32.1%	33.6%
Ice Arena				
Participants (#)	106,617	100,000	109,386	110,000
Subsidy per Participant	\$0.41	\$0.38	\$0.38	\$0.38
Operating Ratio	87.6%	88.9%	88.1%	88.4%
ELEMENT COST:				
Senior Center	\$268,318	\$271,493	\$282,182	\$281,896
Adult	273,061	292,730	277,967	290,936
Youth	251,870	261,982	263,697	267,162
Aquatics	240,345	264,734	261,915	261,559
Ice Skating Center	<u>349,420</u>	<u>341,939</u>	<u>352,320</u>	<u>355,364</u>
Total	<u>\$1,383,015</u>	<u>\$1,432,878</u>	<u>\$1,438,081</u>	<u>\$1,456,917</u>

BUDGET VARIANCES

<u>(\$11,944)</u>	Decrease in health insurance charges due to a change in health insurance coverage
<u>27,938</u>	Economic adjustments
15,994	TOTAL PERSONNEL SERVICES
8,734	Increase in utilities based on anticipated rate increases
(1,650)	Decrease in building expense to shift costs to other contractual services
2,048	Increase in liability, workers' compensation, auto, and property insurance premium allocation
9,104	Increase in contractual costs primarily due to moving to a cleaning contract at Ice Arena
(2,000)	Decrease in concessions cost of goods based on historic actuals
(2,818)	Decrease in vehicle & equipment based on historic actuals
<u>(1,389)</u>	Other
12,029	TOTAL CONTRACTUAL SERVICES
<u>(4,000)</u>	Decrease in supplies & materials based on historic actuals
(4,000)	TOTAL SUPPLIES & MATERIALS
<u>\$24,023</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$664,827	\$674,137	\$698,856	\$699,950	\$25,813
Overtime	5,047	6,600	2,155	6,600	0
Benefits	<u>181,571</u>	<u>198,930</u>	<u>193,937</u>	<u>189,111</u>	<u>(9,819)</u>
Subtotal	851,445	879,667	894,948	895,661	15,994
<u>CONTRACTUAL SERVICES</u>					
Utilities	178,035	183,067	176,029	191,801	8,734
Postage	2,021	2,500	1,886	2,254	(246)
Professional Development	6,821	8,265	5,717	7,521	(744)
Building Expense	43,690	40,000	60,533	38,350	(1,650)
Insurance	6,906	6,178	6,178	8,226	2,048
Computer Maintenance	2,112	1,982	1,964	1,980	(2)
Other Contractual Services	101,031	104,400	106,594	113,504	9,104
Concessions	27,236	32,000	27,000	30,000	(2,000)
Advertising	17,451	19,000	16,950	18,450	(550)
Licenses	5,974	7,401	7,057	7,554	153
Vehicle & Equipment	<u>44,570</u>	<u>44,768</u>	<u>42,073</u>	<u>41,950</u>	<u>(2,818)</u>
Subtotal	435,846	449,561	451,981	461,590	12,029
<u>SUPPLIES & MATERIALS</u>	95,724	103,650	91,152	99,650	(4,000)
GRAND TOTAL	<u>\$1,383,015</u>	<u>\$1,432,878</u>	<u>\$1,438,081</u>	<u>\$1,456,901</u>	<u>\$24,023</u>

REVENUE COMMENT:

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

The 2020 revenue budget/goal includes the proposed fee increases for various programs, admissions and services that were identified in the comprehensive fee review, and optimism for increased program/facility attendance with continued program and marketing efforts. The 2020 revenue budget increases by \$20,800 from the 2019 budget.

The Senior Center revenue category decreases by \$1,500 to coincide with actual revenue produced each year as of recent to better achieve this particular revenue goal. The Senior Center revenue has slowly been increasing each year, but the goal has been high. Facility rental revenue has decreased, while trips has increased. The goal is to meet the 2020 revenue projection with increased new member special promotions, as well as increased promotion of events and programs. This category includes: facility rentals, trips, programming, membership fee and other.

The Adult revenue category increase by \$200. Fee increases for Pavilion Rentals (\$2,000) and Adult Volleyball (\$500) were included. Additional revenue increases were included in equipment rental (\$1,000), public special event fees (\$500), and brochure revenue (\$500) based off program participation and revenue collection trends. These increases are offset by decreases in anticipated revenue from family programming (\$3,000), basketball (\$800), and field reservations (\$500). 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 \$5,400. Day Camp/Tot Lot revenue budget decreases by (\$700) due to a cap on attendance. This is offset by proposed increases in revenue to Kids Count Camp Full Day (\$2,100) based on trends in increased participation and proposed fee increases. Additionally, Youth Partnerships budget increases by (\$3,500) and Youth Sports increases by (\$500) based off partnership and participant increase trends. This category includes: discount attraction tickets, day camps, Rec Nites, partnership programs, and youth sports.

The Aquatics revenue category increases by \$6,700. Rockport Pool Admissions increases by (\$5,000) due to fee increases and trends. Swim lessons increase by (\$500) due to increased private lessons. Palmer Wading Pool revenue increases by (\$2,500) to reflect increases in attendance, as well as a fee increase in season passes. These increases are offset by decreases in projected revenue in season pass sales (\$300) and indoor lap swim revenue (\$1,000) due to 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 \$10,000. The budget includes increases in projected revenue in Hockey (\$11,000) based on increased JYH rentals and Jets contract increase. Additionally, it includes increases in ice rental (\$4,000) and concessions (\$1,000) based off trends. This increase is offset by decreases in a couple of other revenue accounts to reflect trends in use. Public skate revenue decreases by (\$4,000). 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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget
REVENUE:				
Senior Center	\$86,428	\$95,000	\$90,000	\$93,500
Adult	202,030	216,500	204,850	216,700
Youth	140,039	155,000	155,500	160,400
Aquatics	79,932	81,300	84,000	88,000
Ice Skating Center	<u>306,007</u>	<u>304,000</u>	<u>310,500</u>	<u>314,000</u>
Total	<u>\$814,437</u>	<u>\$851,800</u>	<u>\$844,850</u>	<u>\$872,600</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 309 service days. For 2020, 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 256 weekday evenings.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
General Administration (Hours)	9,269	9,152	9,152	9,152
Maintenance (Hours)	13,707	14,400	13,756	13,756
Regular Service				
Mileage	384,844	385,931	392,730	395,467
Hours	25,241	25,517	25,241	25,414
Ridership- Paid Fares	294,901	310,780	282,886	288,660
Ridership- Free Fares	7,306	6,000	6,074	6,100
Ridership- Transfers	93,962	97,000	97,084	97,100
Tripper Service				
Mileage	29,120	32,548	28,354	27,535
Hours	2,669	2,489	2,551	2,478
Ridership- Paid Fares	50,864	50,672	48,244	50,100
Ridership- Free Fares	57	50	50	50
Ridership- Transfers	8,131	7,000	7,240	7,400
Night Service				
Mileage	44,808	46,498	43,459	43,802
Hours	3,251	3,112	3,238	3,264
Ridership- Paid Fares	17,478	19,777	20,414	21,000
Ridership- Free Fares	509	330	332	350
Ridership- Transfers	4,460	4,000	4,288	4,300
Paratransit Service				
Hours	1,310	1,772	1,914	2,025
Ridership- Paid Fares	5,081	5,371	5,800	6,136
Total Services:				
Ridership- Paid Fares	368,324	386,600	357,344	365,896
Ridership- Free Fares	7,872	6,380	6,456	6,500
Ridership- Transfers	106,553	108,000	108,612	108,800
Ridership- Total Unlinked Passenger Trips	482,749	500,980	472,412	481,196

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
General Administration	\$837,803	\$838,456	\$856,579	\$913,086
Maintenance	1,163,699	1,121,038	1,056,829	1,123,968
Regular Service	1,189,450	1,316,329	1,141,617	1,359,616
Tripper Service	116,347	108,634	128,919	113,266
Paratransit Service	77,536	84,584	80,000	89,802
Night Service	<u>147,856</u>	<u>172,628</u>	<u>163,208</u>	<u>167,045</u>
Subtotal - Operating	3,532,691	3,641,669	3,427,152	3,766,783
Capital	<u>0</u>	<u>7,958,588</u>	<u>2,629,218</u>	<u>3,840,122</u>
Total	<u>\$3,532,691</u>	<u>\$11,600,257</u>	<u>\$6,056,370</u>	<u>\$7,606,905</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$1,188,785. This is an increase of \$105,717, or 9.8%, compared to 2019.

BUDGET VARIANCES

\$15,622	Increase in health insurance costs due to changes in health insurance coverage
35,043	Increase in retiree health insurance costs
<u>60,917</u>	Economic adjustments
111,582	TOTAL PERSONNEL SERVICES
8,251	Increase in utilities based on historic actuals and anticipated rate increases
15,912	Increase in utilities for the bus annunciation system & public Wi-Fi on buses
(3,958)	Decrease in building expense for grounds maintenance contract
(9,000)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
2,406	Increase in uniform and tools costs for solvent disposal and rug replacement rentals
5,319	Increase in other contractual services due to Paratransit ridership increase
<u>5,702</u>	Other
24,632	TOTAL CONTRACTUAL SERVICES
(11,100)	Decrease in supplies & materials due to adjustments in projected fuel pricing & tire rental
(11,100)	TOTAL SUPPLIES AND MATERIALS
<u>\$125,114</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,455,677	\$1,680,148	\$1,460,737	\$1,726,343	\$46,195
Overtime	322,083	201,350	294,004	203,840	2,490
Benefits	726,999	787,895	713,433	850,030	62,135
Miscellaneous Benefits	<u>1,961</u>	<u>0</u>	<u>2,033</u>	<u>762</u>	<u>762</u>
Subtotal	2,506,720	2,669,393	2,470,207	2,780,975	111,582
<u>CONTRACTUAL SERVICES</u>					
Utilities	103,265	99,799	103,210	123,962	24,163
Postage	173	375	350	375	0
Professional Development	9,918	11,815	15,779	11,815	0
Audit & Consulting	13,180	16,635	16,635	17,020	385
Building Expense	124,564	58,432	58,432	54,474	(3,958)
Insurance	111,680	136,400	136,400	127,400	(9,000)
Uniform and Tool	9,830	12,572	12,007	14,978	2,406
Computer Services	50,864	23,760	23,760	29,260	5,500
Other Contractual Services	81,205	114,552	109,415	119,871	5,319
Recruitment/Physicals	1,410	1,152	1,300	1,336	184
Advertising/Promotions	24,594	24,782	24,782	24,782	0
Vehicle Oper/Maintenance	<u>40,208</u>	<u>27,407</u>	<u>26,950</u>	<u>27,040</u>	<u>(367)</u>
Subtotal	570,891	527,681	529,020	552,313	24,632
<u>SUPPLIES & MATERIALS</u>	<u>455,080</u>	<u>444,595</u>	<u>427,925</u>	<u>433,495</u>	<u>(11,100)</u>
Total Operations and Maintenance	3,532,691	3,641,669	3,427,152	3,766,783	125,114
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>7,958,588</u>	<u>2,629,218</u>	<u>3,840,122</u>	<u>(4,118,466)</u>
Subtotal	<u>\$3,532,691</u>	<u>\$11,600,257</u>	<u>\$6,056,370</u>	<u>\$7,606,905</u>	<u>(\$3,993,352)</u>
Depreciation	<u>551,639</u>	<u>624,700</u>	<u>535,000</u>	<u>688,200</u>	63,500
GRAND TOTAL	<u>\$4,084,330</u>	<u>\$12,224,957</u>	<u>\$6,591,370</u>	<u>\$8,295,105</u>	<u>(\$3,929,852)</u>

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$2,259,841 of approved grant expenditures for the purchase of 6 transit buses, with the local share being \$580,281.

JTS submitted a grant application in the summer of 2019 to replace our final two buses circa 2006. Pending the outcome of that application, JTS anticipates applying for grant funds in late 2019 using the FTA formulary program and/or the Statewide Transit Capital Assistance Program. The maximum local share would be \$200,000 and the federal or state share would be \$800,000. While the grants could be executed in calendar year 2020, expenditure of grant funds and local share would not take place until 2021 due to the vendor's manufacturing timeline.

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
2 Transit buses - Competitive FTA grant application pending, Formulary FTA grant and/or Statewide Transit Capital Assistance Program applications forthcoming	1,000,000	200,000	800,000
Subtotal	\$ 1,000,000	\$ 200,000	\$ 800,000
	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
6 FTA Transit buses - approved grant expenditures	2,680,440	545,399	2,135,041
3 replacement service vehicles - approved grant expenditures	159,682	34,882	124,800
Subtotal	\$ 2,840,122	\$ 580,281	\$ 2,259,841
Grand Total	\$ 3,840,122	\$ 780,281	\$ 3,059,841

Note: three additional transit buses are approved through the Statewide Transit Capital Assistance Program and do not include a General Obligation note issue local share; rather, the local share is paid via a buydown in state shared revenue payments.

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 2020, except for the implementation of an agency fare for paratransit services.

Actual paid fare ridership was 368,324 in 2018 and it is projected to be 357,344 in 2019 and is expected to increase to 365,896 in 2020. The decrease from 2018 is reflective of the continued trend in low fuel prices for consumers and very low local unemployment.

The 2020 farebox revenue estimate is \$400,608. 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 \$110,790 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 2020, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 22.2%, a 1.48% decrease of the percentage of expenses that was projected for award in 2019. State Operating Assistance is expected to total \$836,200. This budget also includes funding from a Paratransit Operating grant that is expected to total \$32,000.

Federal Transit Operating Assistance is expected to amount to approximately 30.80% of operating expenses, a 0.30% increase of the percentage of expenses that was projected for award in 2019. Total Federal Operating Assistance is expected to be \$1,160,200. Combined state and federal assistance is expected to total 53.0% of operating expenses, a 1.18% decrease of the percentage of expenses that was projected for award in 2019.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
Operating Revenue				
Fares	\$398,123	\$406,325	\$372,950	\$400,608
Advertising	34,831	29,000	32,110	29,000
Beloit-Janesville Express Sponsorship	101,290	103,920	103,920	104,990
Miscellaneous	<u>2,762</u>	<u>15,000</u>	<u>43,600</u>	<u>15,000</u>
Subtotal	537,006	554,245	552,580	549,598
Operating Assistance				
Local Assistance	1,047,898	1,083,068	909,692	1,188,785
State Paratransit Operations	31,310	31,300	32,306	32,000
State Assistance	842,178	862,347	819,528	836,200
Federal Operating	<u>1,074,299</u>	<u>1,110,709</u>	<u>1,113,046</u>	<u>1,160,200</u>
Subtotal	2,995,685	3,087,424	2,874,572	3,217,185
Capital Assistance				
Local Capital	0	1,591,718	525,844	768,000
Federal Capital	<u>0</u>	<u>6,366,870</u>	<u>2,103,374</u>	<u>3,072,122</u>
Subtotal	0	7,958,588	2,629,218	3,840,122
Total	<u>\$3,532,691</u>	<u>\$11,600,257</u>	<u>\$6,056,370</u>	<u>\$7,606,905</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, curb & gutters, 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 Janesville Municipal Utilities 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 2020 budget proposes the purchase of an additional leaf vacuum truck, the fourth 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
<u>Leaf Collection</u>				
Miles	227	227	227	227
<u>Street Sweeping</u>				
Curb (Miles)	7,334	7,200	7,200	7,200
Residential Cycles (#)	5	5	5	5
Downtown Cycles (#)	7	7	7	7
<u>Storm Sewer Maintenance</u>				
Storm Sewer Cleaning (Feet)	6,033	11,000	23,000	20,000
Catch Basin Cleaning (#)	146	700	250	700
<u>Street Weed Spraying</u>				
Lane Miles	175	200	125	150
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$41,680	\$54,280	\$54,880	\$48,651
Administration	<u>398,125</u>	<u>384,043</u>	<u>386,373</u>	<u>543,826</u>
Subtotal	439,805	438,323	441,253	592,477
Operations				
Street Cleaning	570,166	676,786	690,933	706,223
Storm Sewer Maintenance	1,523,568	1,751,969	1,647,223	1,981,354
Catch Basin Maintenance	275,053	507,863	377,027	461,351
Curb & Gutter Replacement	0	0	0	1,223,500
Greenbelt/Drainageway Maintenance	402,747	312,641	312,241	319,878
Flood Control/Response	<u>43,054</u>	<u>0</u>	<u>4,691</u>	<u>0</u>
Subtotal	2,814,588	3,249,259	3,032,115	4,692,306
Debt Service	<u>501,174</u>	<u>722,953</u>	<u>722,578</u>	<u>560,456</u>
Total	<u>\$3,755,567</u>	<u>\$4,410,535</u>	<u>\$4,195,946</u>	<u>\$5,845,239</u>

BUDGET VARIANCES

(<u>\$65,666</u>)	Decrease in personnel services due to the reclassification of a PW Maintenance Worker position to an Assistant City Engineer position
59,681	Increase in personnel services due for 0.50 FTE of an Assistant City Engineer position
(35,201)	Decrease in personnel services due to the reallocation of staff to the Water Utility based on historic actuals
<u>43,810</u>	Economic adjustments
2,623	TOTAL PERSONNEL SERVICES
1,223,500	Increase in other contractual services for curb & gutter replacements
290,000	Increase in other contractual services for storm sewer maintenance
38,000	Increase in other contractual services for impervious area mapping
29,000	Increase in vehicle & equipment based on historic actuals
<u>14,078</u>	Other
1,594,578	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$1,597,201</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$667,792	\$830,506	\$726,208	\$840,155	\$9,649
Overtime	38,069	36,200	39,200	36,200	0
Benefits	<u>299,498</u>	<u>359,113</u>	<u>315,317</u>	<u>352,087</u>	<u>(7,026)</u>
Subtotal	1,005,359	1,225,819	1,080,725	1,228,442	2,623
<u>CONTRACTUAL SERVICES</u>					
Professional Development	107	450	3,050	1,050	600
Audit & Consulting	6,358	15,170	14,300	3,360	(11,810)
Insurance	13,148	16,079	16,079	16,367	288
Building Rental	10,259	11,053	11,053	11,053	0
Computer Maintenance	30,297	32,959	32,959	32,959	0
Other Contractual Services	1,475,796	1,597,500	1,565,700	3,174,000	1,576,500
Licenses	13,000	13,000	13,000	13,000	0
Vehicle & Equipment	<u>584,455</u>	<u>569,352</u>	<u>540,552</u>	<u>598,352</u>	<u>29,000</u>
Subtotal	2,133,420	2,255,563	2,196,693	3,850,141	1,594,578
<u>SUPPLIES & MATERIALS</u>					
	104,011	81,700	75,950	81,700	0
Total Operations and Maintenance	3,242,789	3,563,082	3,353,368	5,160,283	1,597,201
Principal	448,500	644,500	644,500	497,500	(147,000)
Interest Expense	58,469	78,453	78,078	62,956	(15,497)
Debt Issuance Expense	(5,795)	0	0	0	0
Capital	<u>11,604</u>	<u>124,500</u>	<u>120,000</u>	<u>124,500</u>	<u>0</u>
Subtotal	3,755,567	4,410,535	4,195,946	5,845,239	1,434,704
Depreciation	<u>174,564</u>	<u>214,000</u>	<u>204,200</u>	<u>253,000</u>	<u>39,000</u>
GRAND TOTAL	<u>\$3,930,131</u>	<u>\$4,624,535</u>	<u>\$4,400,146</u>	<u>\$6,098,239</u>	<u>\$1,473,704</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>
Spring Brook Repairs	\$210,000	\$210,000
Storm Sewer Construction	150,000	150,000
Subtotal G.O Note/Assessments	<u>360,000</u>	<u>360,000</u>
<u>OPERATING BUDGET</u>		
Curb & Gutter Replacements	1,223,500	1,223,500
Leaf Vacuum Truck	120,000	120,000
Storm Sewer Cleaning & Televising	90,000	90,000
Storm Sewer Lining & Point Repairs	42,000	42,000
Storm Structure Rehab & Replacement	1,420,000	1,420,000
Subtotal Operating Budget	<u>2,895,500</u>	<u>2,895,500</u>
Total	<u>\$3,255,500</u>	<u>\$3,255,500</u>

REVENUE COMMENT:

The Stormwater Utility was adopted in 2003 with an implementation date of October 1, 2003. The annual stormwater rate is per Equivalent Runoff Unit (ERU), which is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The annual stormwater rate was \$81.28 per ERU for 2019. The proposed annual stormwater rate is \$107.44 per ERU for 2020. The impact of this increase on the typical residential customer will be an increase \$6.54 per quarter.

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

REVENUES:

User Fees				
Residential	\$1,501,556	\$1,625,000	\$1,605,000	\$2,185,000
Non-Residential	2,647,053	2,870,000	3,837,000	3,837,000
Non-Use Credit	(177,562)	(204,000)	(180,000)	(296,000)
Late Payment Charge	19,980	20,000	28,387	20,000
Interest Income	6,750	1,000	(9,000)	1,000
Grants	<u>200,000</u>	<u>0</u>	<u>200,000</u>	<u>0</u>
Total	<u>\$4,197,776</u>	<u>\$4,312,000</u>	<u>\$5,481,387</u>	<u>\$5,747,000</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 2020, the Utility will serve 24,523 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Administration (Hours)	11,401	11,682	11,189	11,943
Customer Accounts (#)	24,427	24,317	24,481	24,523
Collection System (Miles)	350	350	350	350
Treatment Plant Operation				
Gallons (Billion)	5.44	5.50	5.43	5.45
Susp Solids (Pounds/Million)	6.97	7.00	6.98	7.00
BOD (Pounds/Million)	7.43	7.70	6.27	7.00
Laboratory Operations (#)				
Samples	6,097	6,234	6,182	6,257
Tests	19,266	19,263	19,490	19,727
Sludge Disposal				
Gallons (Million)	21.73	22.35	22.76	23.00

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
General Administration	\$904,112	\$870,022	\$837,028	\$1,022,639
Customer Accounts	212,285	208,720	214,177	223,000
Plant Oper/Maintenance	1,944,208	1,954,560	1,874,856	1,962,032
Laboratory Operations	238,820	241,085	238,230	250,106
Sludge Disposal	452,658	495,992	473,085	527,972
Collection Maintenance	1,374,060	1,193,584	1,354,686	1,453,406
Meter Maintenance	404,715	415,600	434,400	435,600
Pretreatment Facility	<u>97,679</u>	<u>86,349</u>	<u>75,156</u>	<u>73,767</u>
Total Operation & Maintenance	5,628,538	5,465,912	5,501,618	5,948,522
Depreciation	3,466,087	3,448,600	3,391,500	3,591,400
Interest Expense	586,920	567,699	567,700	523,862
Other Expenses	<u>31,060</u>	<u>65,000</u>	<u>54,857</u>	<u>61,000</u>
Total Expenses	9,712,604	9,547,211	9,515,675	10,124,784
Principal Payment	3,026,850	3,084,893	3,084,893	3,106,821
Capital	<u>1,822,743</u>	<u>1,525,300</u>	<u>1,525,300</u>	<u>2,643,000</u>
Grand Total	<u>\$14,562,197</u>	<u>\$14,157,404</u>	<u>\$14,125,868</u>	<u>\$15,874,605</u>

BUDGET VARIANCES

\$29,840	Increase in personnel services due for 0.25 FTE of an Assistant City Engineer position
<u>59,974</u>	Economic adjustments
89,814	TOTAL PERSONNEL SERVICES
22,673	Increase in utilities based on historic actuals and anticipated rate increases
7,000	Increase postage based on historic actuals
92,000	Increase in other contractual services for collection system inspections for failures in large diameter pipes
6,000	Increase in wastewater testing based on historic actuals
295,605	Increase in sewer TV/repairs for the increased number of structures needing repairs in coordination with the annual street rehabilitation program
(133,000)	Decrease in payment to contractors due to one-time project being complete
24,000	Increase in equipment maintenance at the Wastewater Treatment Plant (WWTP)
20,000	Increase in meter expense based on historic actuals
<u>2,466</u>	Other
336,744	TOTAL CONTRACTUAL SERVICES
<u>56,052</u>	Increase in supplies and materials based on historic actuals
56,052	TOTAL SUPPLIES AND MATERIALS
<u>\$482,610</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,730,738	\$1,779,440	\$1,649,223	\$1,834,102	\$54,662
Overtime	56,840	51,100	56,374	55,550	4,450
Benefits	661,165	732,071	659,614	758,739	26,668
Miscellaneous Benefits	<u>4,718</u>	<u>5,400</u>	<u>9,650</u>	<u>9,434</u>	<u>4,034</u>
Subtotal	2,453,460	2,568,011	2,374,861	2,657,825	89,814
<u>CONTRACTUAL SERVICES</u>					
Utilities	625,367	620,677	640,250	643,350	22,673
Postage	27,111	22,000	29,000	29,000	7,000
Professional Development	10,314	15,566	14,981	17,156	1,590
Audit & Consulting	29,162	26,180	23,600	26,600	420
Building Maintenance	32,875	38,143	38,143	42,643	4,500
Insurance	82,040	83,840	86,800	83,840	0
Computer Services	106,029	78,732	73,358	79,688	956
Other Contractual Services	103,642	106,500	104,000	198,500	92,000
Wastewater Testing	27,667	24,000	29,000	30,000	6,000
Sewer TV/Repair	752,272	521,000	760,000	816,605	295,605
Payment to Contractors	186,792	203,000	120,000	70,000	(133,000)
Landfill Fees	14,757	45,000	40,000	40,000	(5,000)
Vehicle Oper/Maintenance	299,644	250,650	254,600	274,650	24,000
Meter Expense	404,715	415,600	434,400	435,600	20,000
General Expenses - Pretreatment	<u>35,878</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>
Subtotal	2,738,264	2,455,888	2,653,132	2,792,632	336,744
<u>SUPPLIES & MATERIALS</u>	<u>436,813</u>	<u>442,013</u>	<u>473,625</u>	<u>498,065</u>	<u>56,052</u>
Total Operations and Maintenance	<u>\$5,628,538</u>	<u>\$5,465,912</u>	<u>\$5,501,618</u>	<u>\$5,948,522</u>	<u>\$482,610</u>
Principal Payment	3,026,850	3,084,893	3,084,893	3,106,821	21,928
Interest on Debt	586,920	567,699	567,700	523,862	(43,837)
Debt Issuance Expense	(19,081)	15,000	4,857	11,000	(4,000)
Cost of Laterals/Merchandise	141	0	0	0	0
Service Charge	50,000	50,000	50,000	50,000	0
Capital (User Fees & Direct Pay)	<u>169,540</u>	<u>363,300</u>	<u>354,000</u>	<u>10,000</u>	<u>(353,300)</u>
Subtotal	9,442,907	9,546,804	9,563,068	9,650,205	103,401
Depreciation	3,466,087	3,448,600	3,391,500	3,591,400	142,800
Capital (Debt Funded)	1,653,203	1,150,000	1,150,000	2,530,300	1,380,300
Capital (Replacement)	<u>0</u>	<u>12,000</u>	<u>21,300</u>	<u>102,700</u>	<u>90,700</u>
GRAND TOTAL	<u>\$14,562,197</u>	<u>\$14,157,404</u>	<u>\$14,125,868</u>	<u>\$15,874,605</u>	<u>\$1,717,201</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 (\$2,530,300). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$112,700).

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining & Point Repair	\$880,000
Inflow/Infiltration Reduction Program	300,000
Lead Water Service Line Replacement	100,000
Automated Meter Reading Infrastructure	275,000
Manhole Replacements	245,000
Convert Chlorine Building to Polymer Feed Building	400,300
Wall Fan for Aeration Basin	25,000
Microturbine Generators Electrical Modifications	<u>305,000</u>
Subtotal	<u>2,530,300</u>

USER FEES/REPLACEMENT FUNDS

Computer Equipment	3,000
Ferric Chloride Pumps	10,000
Laboratory Equipment	5,000
Safety Equipment	2,000
6" Sludge Flow Meter Replacement	8,500
Composite Refrigerated Samplers	24,000
Gas Skid Compressor & Motor Replacement	20,000
Lab Water System Replacement	35,000
Copier Replacement	<u>5,200</u>
Subtotal	<u>112,700</u>
Total	<u>\$2,643,000</u>

REVENUE COMMENT:

This budget does not include a rate increase for 2020. There was an average 6.91% rate increase across all classes for 2019.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
Residential	\$6,635,931	\$6,902,000	\$6,896,700	\$6,904,500
Commercial	1,709,939	1,777,800	1,806,000	1,814,100
Industrial	407,985	581,200	563,500	574,100
Public Authority	239,563	254,200	254,000	252,800
Surcharge	370,481	333,300	341,600	338,400
Pretreat/Reserve	38,699	36,000	37,000	38,000
Forfeited	87,100	70,000	100,000	100,000
Electricity Generation	172,602	198,000	128,600	140,000
Conde Street Facility	93,031	55,000	136,000	102,000
Misc. Revenue	<u>131,594</u>	<u>120,000</u>	<u>133,600</u>	<u>130,000</u>
Subtotal	9,886,924	10,327,500	10,397,000	10,393,900
Interest Income	225,918	90,000	259,300	194,500
Capital Contributions	<u>56,568</u>	<u>0</u>	<u>44,000</u>	<u>0</u>
Total	<u>\$10,169,410</u>	<u>\$10,417,500</u>	<u>\$10,700,300</u>	<u>\$10,588,400</u>
Operating Cash* 12/31	1,647,821	\$1,630,083	\$1,732,833	\$1,732,317
Debt Service Cash 12/31	1,508,100	\$1,401,306	\$1,461,498	\$1,548,002

* Operating Cash is defined as two month's of operating revenue

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, 24,560 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 manually read remote devices have been replaced except for locations we do not have access. The older radio transmitting devices are now being upgraded to better transmitting devices.

Water production averages 10 million gallons a day, reaching a peak of around 15 million gallons during dry periods in the summer season when many customers use water outdoors for various reasons. The City has sufficient capacity to meet the normal non-peak periods with four of the eight production wells. Prior to distribution, the water supply is treated with chlorine and fluoric acid. A regular daily testing program is conducted, which includes testing for chlorine and fluoride residuals and total coliform bacteria. The distribution system requires continual maintenance to repair leaks, maintain valves, meters and hydrants, which are conducted routinely, and in case of emergency, coverage is provided 24 hours a day, seven days a week.

The Utility has been aggressive with the removal of lead water services on the public side for years, but in 2017 the Utility received a DNR grant of \$500,000 for the removal of private side lead water services. As of June 2019, the entire grant was spent. We will be looking to coordinate additional private lead service removals with Housing Services to remove approximately 200 private side lead service over the next five years.

The DNR is requiring the Utility to do a study to determine if our water quality is optimized for water pipe corrosion control. This study will last for two years to determine the best way to optimize our system to reduce lead and copper from entering the home water system.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Administration (Hours)	10,427	10,440	10,691	11,213
Customer Accounts (#)	24,789	24,724	24,819	24,852
Pumping				
Gallons (Billion)	3.38	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	125	100	125	125
Service Repairs	56	70	75	70
Valves Operated	729	1,200	1,000	1,200
Meters Tested	1,408	1,000	1,250	1,400
Hydrants Flushed	2,554	2,710	2,880	2,710

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Pumping	\$939,349	\$1,099,546	\$1,049,530	\$964,196
Water Treatment	67,651	104,108	77,556	80,814
Distribution	1,190,128	1,349,342	1,532,019	1,444,218
Customer Accounts	243,515	316,186	284,339	353,291
Administration	<u>838,864</u>	<u>862,056</u>	<u>839,376</u>	<u>952,475</u>
Total Operation & Maintenance	3,279,507	3,731,238	3,782,820	3,794,994
Depreciation	1,924,430	1,982,577	1,986,695	5,489,100
Taxes	1,670,123	1,593,285	1,699,571	1,631,849
Interest Expense	441,295	558,533	496,695	593,845
Other Expenses	<u>(34,170)</u>	<u>18,985</u>	<u>(47,129)</u>	<u>(56,360)</u>
Total Expenses	7,281,185	7,884,618	7,918,652	11,453,428
Principal Repayment	2,894,773	3,151,772	3,151,772	3,540,898
Capital	<u>6,659,580</u>	<u>4,847,177</u>	<u>4,847,177</u>	<u>5,159,112</u>
Grand Total	<u>\$16,835,538</u>	<u>\$15,883,567</u>	<u>\$15,917,601</u>	<u>\$20,153,438</u>

BUDGET VARIANCES

\$35,201	Increase in personnel services due to the reallocation of staff from the Stormwater Utility based on historic actuals
29,840	Increase in personnel services due for 0.25 FTE of an Assistant City Engineer position
44,219	Increase in retiree health insurance costs
<u>114,045</u>	Economic adjustments
223,305	TOTAL PERSONNEL SERVICES
11,800	Increase in utilities based on historic actuals
(4,049)	Decrease in professional development based on historic actuals
(3,835)	Decrease in audit & consulting for system improvements
12,986	Increase in liability, workers' compensation, auto, and property insurance premium allocation
(4,500)	Decrease in uniform and tool expense based on historic actuals
(28,563)	Decrease in computer services for variable frequency drives replacements
(158,258)	Decrease in other contractual services for well maintenance project completed in 2019
52,400	Increase in equipment maintenance for inspection and repair of booster pumps
<u>96</u>	Other
(121,923)	TOTAL CONTRACTUAL SERVICES
15,000	Increase in supplies & materials for street repairs from broken water mains
(35,526)	Decrease in supplies & materials for chemicals and hydrant repair parts
<u>(17,100)</u>	Other
(37,626)	TOTAL SUPPLIES AND MATERIALS
<u>\$63,756</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,358,636	\$1,527,575	\$1,563,574	\$1,634,628	\$107,053
Overtime	109,938	103,250	107,756	104,350	1,100
Benefits	545,896	627,555	658,272	738,699	111,144
Miscellaneous Benefits	<u>4,475</u>	<u>4,200</u>	<u>8,118</u>	<u>8,208</u>	<u>4,008</u>
Subtotal	2,018,945	2,262,580	2,337,720	2,485,885	223,305
<u>CONTRACTUAL SERVICES</u>					
Utilities	523,029	505,900	516,400	517,700	11,800
Postage	28,504	26,400	25,000	26,400	0
Professional Development	9,994	18,502	13,455	14,453	(4,049)
Audit & Consulting	37,829	50,935	51,055	47,100	(3,835)
Building Expense	40,231	42,652	40,933	42,748	96
Insurance	58,208	57,885	65,389	70,871	12,986
Uniform and Tool Expense	0	6,250	1,500	1,750	(4,500)
Computer Services	90,602	120,376	120,376	91,813	(28,563)
Other Contractual Services	(15,727)	144,315	69,349	(13,943)	(158,258)
Vehicle & Equip. Oper/Maintenance	<u>228,203</u>	<u>152,450</u>	<u>176,550</u>	<u>204,850</u>	<u>52,400</u>
Subtotal	1,000,873	1,125,665	1,080,007	1,003,742	(121,923)
<u>SUPPLIES & MATERIALS</u>					
	<u>259,689</u>	<u>342,993</u>	<u>365,093</u>	<u>305,367</u>	<u>(37,626)</u>
Total Operations and Maintenance	<u>\$3,279,507</u>	<u>\$3,731,238</u>	<u>\$3,782,820</u>	<u>\$3,794,994</u>	<u>\$63,756</u>
Principal Repayment	2,894,773	3,151,772	3,151,772	3,540,898	389,126
Interest Expense	441,295	558,533	496,695	593,845	35,312
Debt Issuance Expense	(45,317)	20,000	17,800	20,000	0
Cost Merchandise & Jobbing	11,147	(1,015)	(64,929)	(76,360)	(75,345)
Taxes	1,670,123	1,593,285	1,699,571	1,631,849	38,564
Capital (User Fees & Developer Pay)	<u>2,780,174</u>	<u>592,177</u>	<u>592,177</u>	<u>4,003,170</u>	<u>3,410,993</u>
Subtotal	11,031,702	9,645,990	9,675,906	13,508,396	3,862,406
Depreciation	1,924,430	1,982,577	1,986,695	5,489,100	3,506,523
Capital (G.O. Note/Revenue Bond)	<u>3,879,406</u>	<u>4,255,000</u>	<u>4,255,000</u>	<u>1,155,942</u>	<u>(3,099,058)</u>
GRAND TOTAL	<u>\$16,835,538</u>	<u>\$15,883,567</u>	<u>\$15,917,601</u>	<u>\$20,153,438</u>	<u>\$4,269,871</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 (\$1,155,942). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, and other smaller Utility capital items will be funded through User Fees (\$4,003,170). As a result of the Utility's rate case being approved by the Public Service Commission (PSC), water main replacements will now be funded through User Fees (\$3,500,000).

G.O. NOTE

Pumping Station 3 & 4 Roof Replacements	\$ 40,000
Public Side Lead Service Replacements	300,000
Hydrant Replacements	250,000
Water Valve & Structure Rehabilitation/Replacement	225,000
Automated Meter Reading Infrastructure	275,000
D.O.T. Project 5569-00-71 Water Utility Adjustments	50,122
D.O.T. Project 1005-10-77 Water Utility Adjustments	10,197
D.O.T. Project 1005-10-87 Water Utility Adjustments	5,623
Subtotal	<u>\$ 1,155,942</u>

USER FEES/CONTIBUTIONS

Water Main Replacements	\$ 3,500,000
Network Computers	8,170
Meter Replacements	375,000
Hydrant Replacements	70,000
Replace 4-WD Dump Body Pickup with Plow (#3908)	45,000
Excavation Safety Equipment	5,000
Subtotal	<u>\$ 4,003,170</u>

Total	<u>\$ 5,159,112</u>
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REVENUE COMMENT:

This budget includes a rate increase that was approved by the Public Service Commission on September 5, 2019 (2740-WR-110). The approved rate structure involves a change to an accelerated depreciation model for water main replacements to cash finance replacements instead of borrowing. The approved rate increases are expected to 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 4.74% in 2018 and is estimated to be 2.89% in 2019. The rate of return for 2020 is projected to be 4.65%.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
Residential	\$3,886,406	\$3,912,800	\$3,857,200	\$6,087,000
Multi Family Residential	310,147	312,800	304,800	505,600
Commercial	1,085,679	1,079,300	1,101,700	1,795,300
Industrial	1,593,916	1,534,800	1,476,200	2,436,700
Public Authority	236,040	238,500	236,400	410,500
Private Fire Protection	54,280	57,900	55,400	82,200
Public Fire Protection	1,192,931	1,198,300	1,203,800	1,273,182
Forfeited	62,745	65,000	71,000	65,000
Equipment Rental	20,987	42,000	21,400	42,000
Merchandise & Jobbing	14,347	30,000	9,200	30,000
Miscellaneous Revenue	<u>104,176</u>	<u>84,100</u>	<u>83,000</u>	<u>84,100</u>
Subtotal	8,561,655	8,555,500	8,420,100	12,811,582
Interest Income	(6,019)	8,500	(54,000)	8,500
Capital Contributions	<u>1,255,568</u>	<u>0</u>	<u>248,000</u>	<u>0</u>
Total	<u>\$9,811,204</u>	<u>\$8,564,000</u>	<u>\$8,614,100</u>	<u>\$12,820,082</u>
Rate of Return	4.74%	3.44%	2.89%	4.65%
Operating Cash 12/31	(\$607,219)	(\$2,034,526)	(\$1,669,025)	(\$2,357,339)
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.

	2018	2019	2019	2020
	Actual	Budget	Estimate	Budget

PERFORMANCE MEASURES:

Workload Measures (#)

Rounds Played

Riverside	24,524	33,285	27,413	28,890
Blackhawk	<u>13,322</u>	<u>19,718</u>	<u>16,253</u>	<u>18,133</u>
Total Rounds Played	37,846	53,003	43,666	47,023

Efficiency Measures

Cost Per Round

Riverside	\$36.40	\$26.02	\$29.12	\$29.63
Blackhawk	\$17.08	\$16.04	\$17.10	\$17.33

Revenue Per 9 Hole Round

Riverside	\$13.41	\$11.94	\$13.31	\$13.31
Blackhawk	\$4.30	\$4.20	\$4.44	\$4.68

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Riverside Golf Course	\$892,618	\$866,165	\$798,156	\$855,950
Blackhawk Golf Course	<u>227,584</u>	<u>316,307</u>	<u>277,903</u>	<u>314,245</u>
Total	<u>\$1,120,202</u>	<u>\$1,182,472</u>	<u>\$1,076,059</u>	<u>\$1,170,195</u>

BUDGET VARIANCES

<u>\$161</u>	Economic adjustments
161	TOTAL PERSONNEL SERVICES
(12,041)	Decrease in KemperSports' operating budget
<u>853</u>	Other
(11,188)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
(1,250)	Decrease in the golf cart debt service payment
(1,250)	TOTAL TRANSFERS
<u>(\$12,277)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$3,014	\$2,497	\$2,486	\$2,585	\$88
Benefits	<u>1,793</u>	<u>1,636</u>	<u>1,636</u>	<u>1,709</u>	<u>73</u>
Subtotal	4,807	4,133	4,122	4,294	161
CONTRACTUAL SERVICES					
Utilities	3,954	3,150	3,089	3,350	200
Insurance	1,206	1,272	1,272	1,925	653
Computer Maintenance	2,496	4,600	4,600	4,600	0
Other Contractual Services	1,052,913	1,115,567	1,009,226	1,103,526	(12,041)
Vehicle & Equipment	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	1,060,634	1,124,589	1,018,187	1,113,401	(11,188)
SUPPLIES & MATERIALS	11	0	0	0	0
TRANSFERS	<u>54,750</u>	<u>53,750</u>	<u>53,750</u>	<u>52,500</u>	<u>(1,250)</u>
GRAND TOTAL	<u>\$1,120,202</u>	<u>\$1,182,472</u>	<u>\$1,076,059</u>	<u>\$1,170,195</u>	<u>(\$12,277)</u>
	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
REVENUE:	\$1,000,764	\$1,193,092	\$1,085,241	\$1,180,049	<u>(\$13,043)</u>

REVENUE COMMENT:

Revenue projections were provided by KemperSports. Minimal fee increases are proposed for 2020.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
RECEIPTS:				
Green Fees	\$412,876	\$586,004	\$522,925	\$582,146
Cart Rentals	257,456	269,355	251,955	263,844
Beer/Food/Beverages	208,143	220,440	197,371	211,713
Pro Shop	113,275	111,357	105,773	113,700
Range	6,729	5,913	4,657	6,030
Miscellaneous	<u>2,285</u>	<u>23</u>	<u>2,560</u>	<u>2,616</u>
Total from Operations	<u>\$1,000,764</u>	<u>\$1,193,092</u>	<u>\$1,085,241</u>	<u>\$1,180,049</u>
Total Riverside	<u>\$757,627</u>	<u>\$880,989</u>	<u>\$809,136</u>	<u>\$867,516</u>
Total Blackhawk	<u>\$243,137</u>	<u>\$312,103</u>	<u>\$276,105</u>	<u>\$312,533</u>

FUND BALANCE:

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

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$44,909	\$44,912	(\$74,529)	(\$65,347)
Revenue	1,000,764	1,193,092	1,085,241	1,180,049
Expense	<u>1,120,202</u>	<u>1,182,472</u>	<u>1,076,059</u>	<u>1,170,195</u>
Total Fund Balance at December 31	<u>(\$74,529)</u>	<u>\$55,532</u>	<u>(\$65,347)</u>	<u>(\$55,493)</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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Number of Burials (includes cremations)	103	107	100	106
Number of Lot Sales	82	79	64	75

BUDGET VARIANCES

<u>\$4,849</u>	Economic adjustments
4,849	TOTAL PERSONNEL SERVICES
(760)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
<u>2,671</u>	Increase in utilities based on anticipated rate increases
1,911	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$6,760</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$103,154	\$80,182	\$87,856	\$83,906	\$3,724
Overtime	4,435	4,200	2,618	4,100	(100)
Benefits	<u>32,154</u>	<u>25,517</u>	<u>27,709</u>	<u>26,742</u>	<u>1,225</u>
Subtotal	139,743	109,899	118,183	114,748	4,849
CONTRACTUAL SERVICES					
Utilities	12,347	14,296	13,033	16,967	2,671
Postage	0	50	50	50	0
Building Expense	0	1,000	24	1,000	0
Insurance	5,034	5,352	5,352	4,592	(760)
Other Contractual Services	1,200	960	1,085	960	0
Advertising	866	500	500	500	0
Vehicle & Equipment	<u>50,863</u>	<u>51,349</u>	<u>53,545</u>	<u>51,349</u>	<u>0</u>
Subtotal	70,310	73,507	73,589	75,418	1,911
SUPPLIES & MATERIALS	9,516	12,250	12,692	12,250	0
GRAND TOTAL	<u>\$219,568</u>	<u>\$195,656</u>	<u>\$204,464</u>	<u>\$202,416</u>	<u>\$6,760</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUE:				
Burials	\$112,790	\$128,000	\$114,000	\$114,000
Grave Sales	<u>78,035</u>	<u>68,000</u>	<u>55,500</u>	<u>58,000</u>
Total	<u>\$190,825</u>	<u>\$196,000</u>	<u>\$169,500</u>	<u>\$172,000</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$161,314	\$142,895	\$132,571	\$97,607
Revenue	190,825	196,000	169,500	172,000
Expense	<u>219,568</u>	<u>195,656</u>	<u>204,464</u>	<u>202,416</u>
Total Fund Balance at December 31	<u>\$132,571</u>	<u>\$143,239</u>	<u>\$97,607</u>	<u>\$67,191</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
- 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, including additional titles through Overdrive, Hoopla and Kanopy.
- Public Service Librarians are embedded in the community, visiting with health related organizations, businesses, non-profits, government and educational institutions and informing those organizations about our resources and how we can help.

In 2019, the Library began its Transformation, renovating large sections of the main floor of the Library. During the construction, the Library changed its hours from 9am to 9pm Mon- Fri to noon to 9pm Mon – Fri. The renovation is scheduled to be complete in mid- to late-October.

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 Library operates a bookmobile during the summer months and in Sept of 2019 opened the HPL Express Branch at the Janesville Mall. The space is rent free while the library covers the cost of utilities. Currently, the HPL Express Branch is open Monday through Saturday from 10 am to 4pm.

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 2018, 17.6% of the circulation of materials was to township residents.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Circulation of Materials	758,488	765,000	637,130	750,000
Electronic Circulation, Database Usage	163,690	250,000	165,000	170,000
Total Attendance	389,737	425,000	325,000	475,000
Volunteer Hours	5,090	7,100	5,100	6,500
Programs, Group Visits, Classes, Etc.	854	850	950	850
Participants in All Group Contacts	37,575	42,500	46,325	40,000

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Administration	\$582,590	\$596,082	\$593,314	\$601,472
Programming and Outreach	154,883	155,434	155,809	160,229
Operations	440,044	441,776	435,140	447,542
Public Services	1,095,774	1,108,197	1,107,698	1,137,783
Computer Systems	265,912	298,417	298,217	305,552
Technical Services	731,455	785,209	777,911	785,466
Youth Services	<u>509,729</u>	<u>573,969</u>	<u>568,619</u>	<u>561,874</u>
Operations Subtotal	3,780,387	3,959,084	3,936,708	3,999,918
Transfer to Library Capital Fund	0	0	307,553	0
Debt Service	<u>84,051</u>	<u>126,899</u>	<u>126,899</u>	<u>185,125</u>
Total	<u>\$3,864,438</u>	<u>\$4,085,983</u>	<u>\$4,371,160</u>	<u>\$4,185,043</u>

BUDGET VARIANCES

\$19,547	Increase in personnel services for a 0.50 FTE Public Service Assistant II position for the HPL Express at the Janesville Mall
<u>44,094</u>	Economic adjustments
63,641	TOTAL PERSONNEL SERVICES
(2,300)	Decrease in postage based on historic actuals
(8,722)	Decrease in professional development funding based on the discussion with Library Board of Trustees
(3,213)	Decrease in building expenses based on historic actuals
4,420	Increase in liability, workers' compensation, auto, and property insurance premium allocation
2,678	Increase in computer maintenance
(4,000)	Decrease in other contractual services for programming and book processing costs
3,000	Increase in equipment maintenance costs
<u>(300)</u>	Other
(8,437)	TOTAL CONTRACTUAL SERVICES
<u>(8,800)</u>	Decrease in supplies & materials for RFID tag orders
(8,800)	TOTAL SUPPLIES & MATERIALS
58,226	TOTAL TRANSFERS
(5,570)	TOTAL CAPITAL OUTLAY
<u>\$99,060</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,290,199	\$2,324,684	\$2,324,684	\$2,386,103	\$61,419
Benefits	<u>601,056</u>	<u>629,159</u>	<u>629,159</u>	<u>631,381</u>	<u>2,222</u>
Subtotal	2,891,319	2,953,843	2,953,843	3,017,484	63,641
<u>CONTRACTUAL SERVICES</u>					
Utilities	112,020	118,781	114,721	118,321	(460)
Postage	2,605	4,500	2,080	2,200	(2,300)
Professional Development	23,142	34,927	33,736	26,205	(8,722)
Audit & Consulting	12,178	11,140	11,140	11,300	160
Building Expenses	55,507	58,770	58,700	55,557	(3,213)
Insurance	30,528	29,017	29,017	33,437	4,420
Computer Maintenance	137,897	128,383	128,383	131,061	2,678
Other Contractual Services	31,567	66,644	59,200	62,644	(4,000)
Advertising	3,497	2,500	2,500	2,500	0
Vehicle & Equipment	<u>63,907</u>	<u>64,804</u>	<u>64,683</u>	<u>67,804</u>	<u>3,000</u>
Subtotal	472,847	519,466	504,160	511,029	(8,437)
<u>SUPPLIES & MATERIALS</u>	42,225	64,400	58,032	55,600	(8,800)
<u>TRANSFERS</u>	<u>84,051</u>	<u>126,899</u>	<u>434,452</u>	<u>185,125</u>	<u>58,226</u>
<u>CAPITAL OUTLAY</u>	<u>373,996</u>	<u>421,375</u>	<u>420,673</u>	<u>415,805</u>	<u>(5,570)</u>
GRAND TOTAL	<u>\$3,864,438</u>	<u>\$4,085,983</u>	<u>\$4,371,160</u>	<u>\$4,185,043</u>	<u>\$99,060</u>

REVENUE COMMENT:

The Operations Levy increases by \$50,458 to help offset Economic Adjustments in personnel. The Debt Service Levy increases by \$58,226 due to borrowing for the Hedberg Public Library Transformation Project in 2019.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

REVENUES:

Tax Levy:

Operations	\$3,250,226	\$3,287,887	\$3,287,887	\$3,338,345
Debt Service	<u>82,789</u>	<u>126,899</u>	<u>126,899</u>	<u>185,125</u>
Subtotal	3,333,015	3,414,786	3,414,786	3,523,470
State Exempt Computer Aid	20,060	20,060	20,060	20,060
Fines & Fees	69,518	75,000	65,000	65,000
Rock County & Non-Resident	473,981	481,537	481,537	486,913
Arrowhead Library System	40,000	40,000	40,000	40,000
Miscellaneous	<u>47,641</u>	<u>54,600</u>	<u>48,200</u>	<u>49,600</u>
Total	<u>\$3,984,215</u>	<u>\$4,085,983</u>	<u>\$4,069,583</u>	<u>\$4,185,043</u>

	2018	2018	2019	2020
	Actual	Budget	Estimated	Budget

FUND BALANCE:

Undesignated Beginning Balance at January 1	\$614,660	\$618,428	\$734,437	\$432,860
Add: Revenue (Without Applied Fund Balance)	3,984,215	4,085,983	4,069,583	4,185,043
Less: Expenses	<u>3,864,438</u>	<u>4,085,983</u>	<u>4,371,160</u>	<u>4,185,043</u>
Total Fund Balance at December 31	<u>\$734,437</u>	<u>\$618,428</u>	<u>\$432,860</u>	<u>\$432,860</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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Programming Hours Broadcast Total

JATV Produced	3,953	4,047	4,010	4,000
Locally Produced	847	847	700	716
Imported Content	1,857	1,885	1,882	1,900
City of Janesville/Government	755	686	785	850
PSA & Community Calendar	1,348	1,295	1,300	1,318
Videos uploaded for Internet Viewing	241	180	195	200
Number of online YouTube views	116,300	130,000	115,000	112,000
Number of online Granicus views	136,406	55,000	120,000	100,000
Total number of online views	252,706	185,000	235,000	212,000

BUDGET VARIANCES

<u>\$5,942</u>	Economic adjustments
5,942	TOTAL PERSONNEL SERVICES
(1,500)	Moved items to capital outlay
<u>297</u>	Other
(1,203)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>3,456</u>	Increase in capital outlay for camera purchases
3,456	TOTAL CAPITAL OUTLAY
<u>\$8,195</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$141,755	\$148,462	\$148,462	\$153,185	\$4,723
Benefits	<u>26,069</u>	<u>26,964</u>	<u>26,964</u>	<u>28,183</u>	<u>1,219</u>
Subtotal	167,824	175,426	175,426	181,368	5,942
<u>CONTRACTUAL SERVICES</u>					
Postage	0	25	0	25	0
Professional Development	2,133	2,300	2,399	2,390	90
Insurance	1,000	1,000	1,000	1,000	0
Advertising	958	750	957	957	207
Vehicle & Equipment	<u>1,198</u>	<u>4,120</u>	<u>4,120</u>	<u>2,620</u>	<u>(1,500)</u>
Subtotal	5,289	8,195	8,476	6,992	(1,203)
<u>SUPPLIES & MATERIALS</u>					
	2,433	3,100	3,000	3,100	0
Total Operations and Maintenance	175,546	186,721	186,902	191,460	<u>4,739</u>
<u>CAPITAL OUTLAY</u>					
	<u>123,904</u>	<u>9,018</u>	<u>9,018</u>	<u>12,474</u>	<u>3,456</u>
GRAND TOTAL	<u>\$299,450</u>	<u>\$195,739</u>	<u>\$195,920</u>	<u>\$203,934</u>	<u>\$8,195</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 state aid, the sale of DVD's, and some grants/gifts.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
Operating Funds	\$169,710	\$165,000	\$172,000	\$155,000
State Aid - Cable TV Fee Reimbursement	0	0	0	17,157
Tape Sales/Fees	96	100	1,500	100
Grants & Gifts	<u>300</u>	<u>200</u>	<u>600</u>	<u>200</u>
Total	<u>\$170,106</u>	<u>\$165,300</u>	<u>\$174,100</u>	<u>\$172,457</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$398,656	\$254,305	\$269,312	\$247,492
Add: Revenue	170,105	165,300	174,100	172,457
Less: Expenses	<u>299,450</u>	<u>195,739</u>	<u>195,920</u>	<u>203,934</u>
Total Fund Balance at December 31	<u>\$269,312</u>	<u>\$223,866</u>	<u>\$247,492</u>	<u>\$216,015</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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Operations and Management - hours	335	256	180	200
Property Management	84	64	40	40
Business Coaching	251	192	144	240
Business Contacts #	130	150	100	125
New Businesses #	1	4	3	3
Graduated Businesses #	2	1	2	1

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Operations	\$123,460	\$122,436	\$103,476	\$139,330
Entrepreneurial BD Program	<u>40,200</u>	<u>10,000</u>	<u>17,868</u>	<u>10,000</u>
Total	<u>\$163,660</u>	<u>\$132,436</u>	<u>\$121,344</u>	<u>\$149,330</u>

BUDGET VARIANCES

<u>\$269</u>	Economic adjustments
269	TOTAL PERSONNEL SERVICES
1,350	Increase in utilities based on anticipated rate increases
1,600	Increase in building expenses based on historic actuals
500	Increase in insurance premiums for Board of Directors
10,300	Increase in other contractual services for in-kind services
<u>750</u>	Increase in advertising for the Janesville Innovation Center (JIC)
14,500	TOTAL CONTRACTUAL SERVICES
2,125	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
<u>\$16,894</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$4,875	\$3,736	\$3,124	\$3,946	\$210
Overtime	218	0	0	0	0
Benefits	<u>1,319</u>	<u>545</u>	<u>0</u>	<u>604</u>	<u>59</u>
Subtotal	6,412	4,281	3,124	4,550	269
<u>CONTRACTUAL SERVICES</u>					
Utilities	42,210	42,000	41,354	43,350	1,350
Audit & Consulting	1,250	1,500	0	1,500	0
Building Expenses	888	0	390	1,600	1,600
Insurance	2,131	2,000	3,092	2,500	500
Other Contractual Services	80,952	55,200	51,136	65,500	10,300
Advertising	4,129	1,500	4,728	2,250	750
Revolving Loan Program	9,756	9,636	1,622	9,636	0
Vehicle & Equipment	<u>1,924</u>	<u>1,719</u>	<u>0</u>	<u>1,719</u>	<u>0</u>
Subtotal	143,240	113,555	102,322	128,055	14,500
<u>SUPPLIES & MATERIALS</u>	4,008	4,600	5,898	6,725	2,125
<u>TRANSFERS</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
GRAND TOTAL	<u>\$163,660</u>	<u>\$132,436</u>	<u>\$121,344</u>	<u>\$149,330</u>	<u>\$16,894</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.

2018 Actual	2019 Budget	2019 Estimated	2020 Budget
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REVENUES:

Rental Income	134,107	124,340	134,827	86,200
Miscellaneous	720	0	15,720	0
Entrepreneurial Board Donations	15,000	0	4,000	0
Entrepreneurial Board Transfer In	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	<u>\$159,827</u>	<u>\$134,340</u>	<u>\$164,547</u>	<u>\$96,200</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$4,624	\$792	\$790	\$43,993
Add: Revenue (Without Applied Fund Balance)	159,827	134,340	164,547	96,200
Less: Expenses	<u>163,661</u>	<u>132,436</u>	<u>121,344</u>	<u>149,330</u>
Total Fund Balance at December 31	<u>\$790</u>	<u>\$2,696</u>	<u>\$43,993</u>	<u>(\$9,137)</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Households Assisted (monthly average)	473	506	485	492
HQS Inspections - Initial/Annual	342	370	355	360
HQS Inspections - Reinspections	230	215	235	240

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Administration	\$334,272	\$340,980	\$346,714	\$364,753
Rent Assistance	2,546,190	2,700,000	2,745,000	2,745,000
Depreciation Expense	<u>3,022</u>	<u>3,050</u>	<u>3,050</u>	<u>3,000</u>
Total	<u>\$2,883,484</u>	<u>\$3,044,030</u>	<u>\$3,094,764</u>	<u>\$3,112,753</u>

BUDGET VARIANCES

<u>\$9,903</u>	Economic adjustments
9,903	TOTAL PERSONNEL SERVICES
6,595	Increase in computer maintenance costs
7,546	Increase in port-out payments
45,000	Increase in housing payments
(271)	Other
58,870	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
(50)	TOTAL DEPRECIATION
<u>\$68,723</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$206,888	\$184,795	\$185,221	\$191,293	\$6,498
Overtime	7,262	0	0	0	0
Benefits	<u>82,126</u>	<u>73,125</u>	<u>72,431</u>	<u>76,530</u>	<u>3,405</u>
Subtotal	296,276	257,920	257,652	267,823	9,903
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,409	1,400	2,300	1,500	100
Postage	3,979	4,050	3,300	4,000	(50)
Professional Development	3,495	2,702	1,207	2,307	(395)
Audit & Consulting	6,161	6,150	6,150	6,400	250
Building Expense	4,621	6,783	6,783	6,856	73
Insurance	2,128	2,302	2,302	2,053	(249)
Computer Maintenance	9,200	12,399	12,000	18,994	6,595
Other Contractual Services	60,971	44,254	49,800	51,800	7,546
Housing Payments	2,487,633	2,700,000	2,745,000	2,745,000	45,000
Advertising	442	650	1,200	650	0
Vehicle & Equipment	<u>1,947</u>	<u>720</u>	<u>720</u>	<u>720</u>	<u>0</u>
Subtotal	2,581,985	2,781,410	2,830,762	2,840,280	58,870
<u>SUPPLIES & MATERIALS</u>	2,201	1,650	3,300	1,650	0
<u>DEPRECIATION</u>	3,022	3,050	3,050	3,000	(50)
TOTAL	<u>\$2,883,484</u>	<u>\$3,044,030</u>	<u>\$3,094,764</u>	<u>\$3,112,753</u>	<u>\$68,723</u>

REVENUE COMMENT:

It is anticipated that HUD will provide 80% of our eligible Administrative fees in 2020. While insufficient to fully support the program, this is a higher level of funding than 2019. Funding for housing assistance payments by HUD are anticipated to remain relatively constant with the City using some HUD-held reserves in 2020.

Administrative fees and service charges of \$344,500 and use of administrative fee equity support administrative and depreciation expenses of \$364,753. Housing Assistance Payments, including \$2,745,000 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUE:				
Administrative Fees	\$342,961	\$343,750	\$338,200	\$344,500
Housing Assistance Payments	<u>2,548,643</u>	<u>2,701,250</u>	<u>2,748,500</u>	<u>2,747,500</u>
Total Revenue	2,891,604	3,045,000	3,086,700	3,092,000
Operating Res.Use (Increase)	<u>(8,120)</u>	<u>(970)</u>	<u>8,064</u>	<u>20,753</u>
Total Resources	<u>\$2,883,484</u>	<u>\$3,044,030</u>	<u>\$3,094,764</u>	<u>\$3,112,753</u>
FUND EQUITY:				
Administrative Fee Equity*	\$46,960	\$124,886	\$35,396	\$12,143
Housing Assistance Payments Equity	<u>40,199</u>	<u>0</u>	<u>43,699</u>	<u>46,199</u>
Total Fund Equity at December 31	<u>\$87,159</u>	<u>\$124,886</u>	<u>\$79,095</u>	<u>\$58,342</u>

*The Administrative Equity Includes Investment in Capital Assets of \$17,870 at 12/31/18.

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.

	2018	2019	2019	2020
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Owner Rehabilitation Projects	12	19	15	27
Rental Rehabilitation Units	0	4	0	2
Home Buyer Workshop Participants	140	140	140	140
Home Ownership Down Payment Asst.	34	42	20	29
Home Ownership Rehabilitation (Fix Up)	7	11	2	2
Neighborhood Stabilization Projects	0	2	2	0
Affordable Housing Development (projects)	0	3	0	3
Pro Active Property Maintenance Inspections	2,260	2,400	2,150	2,200
Lead Hazard Reduction	0	0	0	10
Home Buyer Development (New Construct & Rehab)	6	6	2	5
Lead Lateral Replacements	0	0	0	20
Rental Development (units)	0	4	0	0

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Administration*				
General Administration	<u>\$171,329</u>	<u>\$203,075</u>	<u>\$215,449</u>	<u>\$158,845</u>
Subtotal	171,329	203,075	215,449	158,845
Program Services				
Neighborhood Code Enforcement	83,062	90,228	89,281	95,009
Housing	506,132	2,193,196	1,229,369	1,895,922
State Lead Hazard Reduction Prog	0	0	0	212,000
Lead Hazard 2013-2016	14,557	0	19,600	51,000
Public Service**	<u>106,555</u>	<u>100,000</u>	<u>107,544</u>	<u>149,800</u>
Subtotal	710,306	2,383,424	1,445,794	2,403,731
Total	<u>\$881,635</u>	<u>\$2,586,499</u>	<u>\$1,661,243</u>	<u>\$2,562,576</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

\$6,178	Increase in personnel services due to the reallocation of 0.05 FTE of the Housing Services Director from the Vacant Buildings Registration Program budget
<u>4,628</u>	Economic adjustments
10,806	TOTAL PERSONNEL SERVICES
(54,417)	Decrease in audit & consulting due to completion of the 5-Year Consolidated Plan and Analysis of Impediments to Fair Housing Report
<u>(819)</u>	Other
(55,236)	TOTAL CONTRACTUAL SERVICES
200	TOTAL SUPPLIES & MATERIAL
0	TOTAL CAPITAL OUTLAY
<u>(\$44,230)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: ADMINISTRATION

	2018	2019	2019	2020	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$108,763	\$91,331	\$103,545	\$98,935	\$7,604
Benefits	<u>43,990</u>	<u>34,045</u>	<u>38,062</u>	<u>37,247</u>	<u>3,202</u>
Subtotal	152,753	125,376	141,607	136,182	10,806
<u>CONTRACTUAL SERVICES</u>					
Utilities	968	650	1,824	1,000	350
Postage	830	800	850	850	50
Professional Development	708	3,908	2,613	1,613	(2,295)
Audit & Consulting	3,832	58,387	53,100	3,970	(54,417)
Building Rental	5,975	7,800	7,800	7,800	0
Insurance	1,208	1,159	1,160	964	(195)
Computer Maintenance	1,757	3,295	3,295	3,457	162
Other Contractual Services	1,461	0	0	1,109	1,109
Advertising/Promotions	<u>116</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0</u>
Subtotal	16,855	76,199	70,642	20,963	(55,236)
<u>SUPPLIES & MATERIALS</u>	1,721	1,500	3,200	1,700	200
ADMINISTRATION TOTAL	<u>\$171,329</u>	<u>\$203,075</u>	<u>\$215,449</u>	<u>\$158,845</u>	<u>(\$44,230)</u>

Program Services

The Program Services budget has a net increase of \$20,307. A total of \$555,000 is included for potential financial support for the development/redevelopment of affordable housing. The budget for homeowner rehabilitation programs increases \$138,317 and includes \$212,000 for the introduction of a new State of Wisconsin Lead Hazard Reduction Program. A total of \$50,000 is included within the homeowner rehabilitation program to provide grants for the replacement of lead water laterals. Funding for homeownership programs decreases \$291,507. An increase of \$49,800 in public service activities is the result of changing our sub-grant performance period, and as a result 1 ½ years awards will be payable in 2020.

BUDGET VARIANCES: PROGRAM SERVICES

<u>\$4,781</u>	Economic adjustments
4,781	TOTAL NEIGHBORHOOD
138,317	Increase funding for Homeowner Rehabilitation programs
(30,245)	Decrease funding for Rental Rehabilitation programs
(291,507)	Decrease funding for Homeownership programs
263,000	Increase funding for Lead Hazard Reduction programs
(110,000)	Decrease funding for Affordable Housing programs
<u>(3,839)</u>	Other
(34,274)	TOTAL HOUSING
6,486	Increase in Community Action's allocation
38,414	Increase in ECHO's allocation
8,414	Increase in HealthNet's allocation
<u>(3,514)</u>	Decrease in Project 16:49's allocation
49,800	TOTAL PUBLIC SERVICE ALLOCATIONS
<u>\$20,307</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES: PROGRAM SERVICES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
<u>Neighborhood</u>				
Code Enforcement	<u>\$83,062</u>	<u>\$90,228</u>	<u>\$89,281</u>	<u>\$95,009</u>
Subtotal	83,062	90,228	89,281	95,009
<u>Housing</u>				
Owner Rehabilitation	123,149	522,635	344,200	660,952
Rental Rehabilitation	201	60,886	9,221	30,641
Home Ownership	356,213	805,777	580,400	514,270
CDBG Housing Service Delivery	25,770	138,898	105,548	135,059
Neighborhood Stabilization Program	800	0	0	0
Affordable Housing	0	665,000	190,000	555,000
State Lead Hazard Reduction Program	0	0	0	212,000
Lead Hazard	<u>14,557</u>	<u>0</u>	<u>19,600</u>	<u>51,000</u>
Subtotal	520,689	2,193,196	1,248,969	2,158,922
<u>Public Service Allocations (1)</u>				
Community Action	4305	7,000	5,680	13,486
ECHO Emergency Rent	55,550	43,000	49,514	81,414
Healthnet	46,700	43,000	48,864	51,414
Project 16:49	<u>0</u>	<u>7,000</u>	<u>3,486</u>	<u>3,486</u>
Subtotal	106,555	100,000	107,544	149,800
PROGRAM TOTAL	<u>\$710,306</u>	<u>\$2,383,424</u>	<u>\$1,445,794</u>	<u>\$2,403,731</u>

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

REVENUE COMMENT:

New Community Development Block Grant (CDBG) revenue for 2020 is anticipated to come from our 2020 allocation (\$449,122), prior year's grant (\$361,387), and 2020 program income (\$129,000).

New HOME Investment Partnership (HOME) revenue for 2020 is anticipated to come from our 2020 allocation (\$223,080), prior year's grants (\$428,803), and 2020 program income (\$110,000). Program income received in 2020 will be allocated in 2021.

New Other State and Federal Grant revenue of \$212,000 will come from a new State of Wisconsin Lead Hazard Reduction Program, and \$10,000 will come from interest on the former Wisconsin Rental Rehabilitation Program.

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

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

REVENUES:

CDBG

Formula Allocation	\$321,276	\$666,151	\$636,000	\$810,509
Program Income	<u>256,693</u>	<u>126,000</u>	<u>129,500</u>	<u>129,000</u>
Subtotal	577,968	792,151	765,500	939,509

NSP

Program Income	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	200	0	0	0

HOME Consortium

Formula Allocation	277,025	831,786	432,000	651,883
Program Income	<u>164,617</u>	<u>110,000</u>	<u>110,500</u>	<u>110,000</u>
Subtotal	441,642	941,786	542,500	761,883

Other State & Federal Grants

Current Year	27,754	0	7,000	212,000
Program Income	<u>46,129</u>	<u>0</u>	<u>124,600</u>	<u>10,000</u>
Subtotal	73,883	0	131,600	222,000

Total	<u>\$1,093,693</u>	<u>\$1,733,937</u>	<u>\$1,439,600</u>	<u>\$1,923,392</u>
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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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Vacant Property Inspections	242	1,000	300	400
Vacant Buildings-Identified/Registered	134	200	185	250
Vacant Buildings-Identified/Exempt	59	20	62	20

BUDGET VARIANCES

(\$6,178)	Decrease in personnel services due to the reallocation of 0.05 FTE of the Housing Services Director to the State and Federal Grants budget
<u>2,220</u>	Economic adjustments
(3,958)	TOTAL PERSONNEL SERVICES
(750)	Decrease in professional development for completing LDA in 2019
(500)	Decrease in other contractual services based on historic actuals
<u>(61)</u>	Other
(1,311)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$5,269)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$29,177	\$52,242	\$51,734	\$49,411	(\$2,831)
Benefits	<u>4,234</u>	<u>9,733</u>	<u>9,919</u>	<u>8,606</u>	<u>(1,127)</u>
Subtotal	33,412	61,975	61,653	58,017	(3,958)
<u>CONTRACTUAL SERVICES</u>					
Postage	532	800	705	750	(50)
Professional Development	0	1,200	1,482	450	(750)
Other Contractual Services	0	500	0	0	(500)
Vehicle & Equipment	<u>0</u>	<u>386</u>	<u>375</u>	<u>375</u>	<u>(11)</u>
Subtotal	532	2,886	2,562	1,575	(1,311)
<u>SUPPLIES & MATERIALS</u>	1,922	500	500	500	0
GRAND TOTAL	<u>\$35,866</u>	<u>\$65,361</u>	<u>\$64,715</u>	<u>\$60,092</u>	<u>(\$5,269)</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
Revenues	\$ 28,700	\$ 66,000	\$ 51,500	\$ 70,000	<u>\$4,000</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	
FUND BALANCE:					
Undesignated Beginning Balance at January 1		\$0	\$0	(\$7,166)	(\$20,381)
Add: Revenue		28,700	66,000	51,500	70,000
Less: Expenses		<u>35,866</u>	<u>65,361</u>	<u>64,715</u>	<u>60,092</u>
Total Fund Balance at December 31		<u>(\$7,166)</u>	<u>\$639</u>	<u>(\$20,381)</u>	<u>(\$10,473)</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 25 to 30 years for bituminous pavements and 45 years for concrete pavements, the street surfaces must be restored by resurfacing and reconstruction.

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	10.7	12.0	11.3	10.1
Reconstruction	1.4	0.4	1.2	1.6

2018	2019	2019	2020
Actual	Budget	Estimated	Budget

ELEMENT COST:

Resurfacing/Reconstruction	<u>998,000</u>	<u>1,027,215</u>	<u>1,027,215</u>	<u>995,000</u>
Total	<u>\$998,000</u>	<u>\$1,027,215</u>	<u>\$1,027,215</u>	<u>\$995,000</u>

WHEEL TAX POLICY:

In 2012, in accordance with Wisconsin Statutes 341.35, the City of Janesville imposed a wheel tax per File Ordinance No. 2011-503 in the amount of \$10 per motor vehicle. The net revenues 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, 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 24,375 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 City successfully expanded the capacity of this facility in 2019 and its projected life span is through 2037. 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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	188,026	170,500	160,100	160,200
Waste Collection and Recycling Programs				
Billable Units	24,182	24,300	24,299	24,375
Unit Cost Collection/Disposal/Recycling	\$ 107.32	\$ 110.20	\$ 110.20	\$ 126.92
Temporary Sanitary Landfill Surcharge	\$ 21.12	\$ 20.99	\$ 20.99	\$ 20.92
Amount Billed/Unit/Year	\$ 128.44	\$ 131.19	\$ 131.19	\$ 147.84
Tire Recycling				
Tons	147	150	160	150
Contract Processing Cost (per ton)	\$185.00	\$185.00	\$185.00	\$185.00
Appliance Recycling				
Tons	429	400	350	400
Net Operating Cost (per ton)	(\$133.85)	(\$112.50)	(\$124.57)	(\$112.50)

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Solid Waste Collection	\$1,826,717	\$1,736,741	\$1,758,815	\$1,795,653
Solid Waste Disposal	4,393,977	4,458,294	4,518,896	4,364,967
Recycling Program	888,285	951,531	1,053,005	1,142,482
Industrial Waste Superfund Landfills	<u>47,737</u>	<u>44,531</u>	<u>35,069</u>	<u>41,809</u>
Subtotal	<u>7,156,716</u>	<u>7,191,097</u>	<u>7,365,785</u>	<u>7,344,911</u>
Debt Retirement - Landfill	1,174,159	1,059,859	1,059,859	1,071,908
Debt Retirement - Automated Collection	<u>294,985</u>	<u>287,680</u>	<u>287,680</u>	<u>453,411</u>
Subtotal	<u>1,469,144</u>	<u>1,347,539</u>	<u>1,347,539</u>	<u>1,525,319</u>
Transfer for Long Term Care Escrow	126,000	226,000	0	0
Transfer to Capital Projects Fund	1,978,000	750,000	750,000	1,000,000
Subtotal	<u>3,573,144</u>	<u>2,323,539</u>	<u>2,097,539</u>	<u>2,525,319</u>
Total	<u>\$10,729,860</u>	<u>\$9,514,636</u>	<u>\$9,463,324</u>	<u>\$9,870,230</u>

BUDGET VARIANCES

<u>\$45,910</u>	Economic adjustments
45,910	TOTAL PERSONNEL SERVICES
(6,542)	Decrease in utilities based on historic actuals
265,900	Increase in other contractual services due primarily to increased costs for processing/marketing recyclables
(81,760)	Decrease in licenses due to lower landfill tonnage and associated DNR tonnage fees
(54,499)	Decrease in vehicle and equipment expenses primarily due to not collecting capital recovery fees for new waste collection trucks
<u>6,105</u>	Other
129,204	TOTAL CONTRACTUAL SERVICES
(300)	TOTAL SUPPLIES & MATERIALS
(21,000)	TOTAL CAPITAL OUTLAY
177,780	Increase in transfers for the Sanitation Fund's debt service payment
(226,000)	Decrease in transfers for Long Term Care payments
<u>250,000</u>	Increase in transfers to the Capital Projects Fund for sanitary landfill capital projects
201,780	TOTAL TRANSFERS
<u>\$355,594</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,119,390	\$1,183,058	\$1,133,008	\$1,227,739	\$44,681
Overtime	109,908	65,900	101,279	65,900	0
Benefits	538,137	557,022	555,856	553,825	(3,197)
Miscellaneous Benefits	<u>7,180</u>	<u>4,200</u>	<u>9,975</u>	<u>8,626</u>	<u>4,426</u>
Subtotal	1,774,615	1,810,180	1,800,118	1,856,090	45,910
<u>CONTRACTUAL SERVICES</u>					
Utilities	80,739	145,887	92,601	139,345	(6,542)
Professional Development	3,244	2,764	4,999	4,694	1,930
Audit & Consulting	31,476	33,500	25,000	33,500	0
Building Expense	10,023	13,000	11,000	13,000	0
Insurance	33,000	35,837	35,837	37,253	1,416
Uniform and Tools	0	1,000	0	0	(1,000)
Computer Maintenance	26,525	33,826	33,826	37,585	3,759
Other Contractual Services	1,240,735	987,455	1,120,450	1,253,355	265,900
Licenses	2,289,403	2,252,560	2,352,819	2,170,800	(81,760)
Vehicle & Equipment	<u>1,603,521</u>	<u>1,711,858</u>	<u>1,760,335</u>	<u>1,657,359</u>	<u>(54,499)</u>
Subtotal	5,318,666	5,217,687	5,436,867	5,346,891	129,204
<u>SUPPLIES & MATERIALS</u>	63,435	74,100	62,700	73,800	(300)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>89,130</u>	<u>66,100</u>	<u>68,130</u>	<u>(21,000)</u>
Operation and Maintenance Expenditures	7,156,716	7,191,097	7,365,785	7,344,911	153,814
<u>TRANSFERS</u>					
Debt Retirement	1,469,144	1,347,539	1,347,539	1,525,319	177,780
Long Term Care Escrow	126,000	226,000	0	0	(226,000)
Transfer to Capital Projects Fund	<u>1,978,000</u>	<u>750,000</u>	<u>750,000</u>	<u>1,000,000</u>	<u>250,000</u>
Subtotal	3,573,144	2,323,539	2,097,539	2,525,319	201,780
GRAND TOTAL	<u>\$10,729,860</u>	<u>\$9,514,636</u>	<u>\$9,463,324</u>	<u>\$9,870,230</u>	<u>\$355,594</u>

MAJOR CAPITAL PROGRAM:

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

	Total	G.O.	Capital
	Capital	Note	Projects
<u>CAPITAL OUTLAY</u>			<u>Fund</u>
Final Construction of Cell 6 (Sanitary Landfill Expansion)	\$3,320,000	\$2,320,000	\$1,000,000
Closure of a Portion of the Clean-Fill Disposal Site	400,000	400,000	0
Replace Attendant Building at Clean-Fill Disposal Site	150,000	150,000	0
Compost Site Resurfacing	100,000	100,000	0
Three Replacement Waste Collection Vehicles	<u>954,000</u>	<u>954,000</u>	<u>0</u>
Total	<u>\$5,474,000</u>	<u>\$4,474,000</u>	<u>\$1,000,000</u>

REVENUE COMMENT:

This budget proposes an increase of \$16.72 in the base resident solid waste management user fee per year, for an annual rate of \$126.92 per billable unit per year in 2020. The increase is primarily due to an increase in processing fees and no revenue from the City's recyclable material. The temporary sanitary landfill surcharge decreases by \$0.07 to \$20.92 per year. This brings the total user fee to \$147.84 per billable unit for 2020.

Total Sanitation revenue is expected to increase \$327,698 from the 2019 budget due primarily to the increase in the resident solid waste management fee. There is a projected decrease of 10,300 tons of waste disposed compared to the 2019 budget. The tonnage reduction is due to the cancelation of the waste disposal contract with Lenorud Services and reduced tons disposed by Advanced Disposal.

Sanitation Fund balance at the end of 2014 was a negative \$259,812. Sanitation Fund balance by the end of 2020 is projected to be a positive \$2,909,784.

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 2020, the surcharge will have recovered approximately \$3,060,000.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUES:				
Sanitary Landfill				
Advance Disposal	\$ 462,827	\$ 456,000	\$ 114,000	\$ 114,000
Green County	308,937	295,000	330,000	336,000
Janesville Residential Waste	688,111	684,000	622,000	652,800
John's Hauling	645,675	673,000	679,995	695,495
Waste Management	1,430,730	1,252,000	1,395,991	1,470,490
Nieuwenhuis Disposal	356,952	339,250	354,000	360,000
City of Beloit	405,585	427,750	325,000	330,000
Lenorud Services	256,192	0	0	0
All Other Accounts	1,859,700	1,387,000	1,370,900	1,370,900
Wastes Used as Daily Cover	222,542	162,750	212,000	212,000
Landfill Gas Agreement	<u>55,230</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	6,692,481	5,726,750	5,453,886	5,591,685
Demolition Landfill	109,043	90,000	110,000	110,000
Recycling Program				
State Recycling Grant	225,617	225,000	225,788	225,000
Curbside Collection	48,041	0	0	0
Appliance/Metal Recycling	58,962	45,000	45,000	45,000
Tire Recycling	34,478	25,000	25,000	25,000
Bins Sales/Cart Service Fees	<u>4,912</u>	<u>3,000</u>	<u>4,000</u>	<u>3,000</u>
	372,010	298,000	299,788	298,000
Resident Waste Management Fee	<u>3,066,483</u>	<u>3,199,917</u>	<u>3,212,785</u>	<u>3,642,680</u>
Transfer Landfill Debt to General Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
	250,000	250,000	250,000	250,000
Total Revenue - Sanitation Fund	<u>\$10,490,017</u>	<u>\$9,564,667</u>	<u>\$9,326,459</u>	<u>\$9,892,365</u>
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$3,264,357	\$2,225,301	\$3,024,514	\$2,887,649
Add: Revenue	10,490,017	9,564,667	9,326,459	9,892,365
Less: Expenses	<u>10,729,860</u>	<u>9,514,636</u>	<u>9,463,324</u>	<u>9,870,230</u>
Total Fund Balance at December 31	<u>\$3,024,514</u>	<u>\$2,275,332</u>	<u>\$2,887,649</u>	<u>\$2,909,784</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
Risk Management	\$124,801	\$149,576	\$133,798	\$138,094
Liability Insurance	244,709	344,500	291,304	354,500
Workers' Compensation	(371,781)	575,000	420,648	581,000
Property/Other Insurance	283,845	211,800	423,954	241,800
Health, Dental & Vision Insurance	10,345,883	10,230,000	14,545,000	11,160,000
Flex Benefits	<u>208,577</u>	<u>213,000</u>	<u>230,000</u>	<u>255,000</u>
Total	<u>\$10,836,035</u>	<u>\$11,723,876</u>	<u>\$16,044,704</u>	<u>\$12,730,394</u>

BUDGET VARIANCES

<u>\$138</u>	Economic adjustments
138	TOTAL PERSONNEL SERVICES
10,000	Increase in liability insurance premiums
6,000	Increase in worker's compensation premiums
30,000	Increase in property/other insurance premiums
930,000	Increase in health, dental, and vision insurance costs based on changes in rates and coverages
42,000	Increase in employee-funded flex benefits costs based on historic actuals
1,000	Increase in other contractual services for wellness program initiatives
<u>(13,620)</u>	Other
1,005,380	TOTAL CONTRACTUAL SERVICES
<u>1,000</u>	Increase in supplies and materials based on historic actuals
1,000	TOTAL SUPPLIES & MATERIAL
<u>\$1,006,518</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$112,877	\$95,732	\$130,671	\$95,041	(\$691)
Benefits	<u>\$33,211</u>	<u>\$24,225</u>	<u>\$41,234</u>	<u>\$25,054</u>	<u>829</u>
Subtotal	146,231	119,957	171,905	120,095	138
<u>CONTRACTUAL SERVICES</u>					
Utilities	218	250	250	250	0
Postage	2,473	1,510	1,600	1,500	(10)
Professional Development	0	1,810	0	0	(1,810)
Audit & Consulting	90,444	105,950	91,450	107,650	1,700
Building Expense	2,335	6,774	3,000	6,774	0
Insurance	10,551,680	11,457,217	15,727,479	12,447,350	990,133
Taxes	2,596	0	2,665	0	0
Other Contractual Services	30,786	19,633	35,000	35,000	15,367
Recruiting Expense	8,560	10,000	10,000	10,000	0
Vehicle and Equipment	<u>347</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>
Subtotal	10,689,439	11,603,144	15,871,744	12,608,524	1,005,380
<u>SUPPLIES & MATERIALS</u>					
	365	775	1,055	1,775	1,000
Subtotal	10,836,035	11,723,876	16,044,704	12,730,394	1,006,518
GRAND TOTAL	<u>\$10,836,035</u>	<u>\$11,723,876</u>	<u>\$16,044,704</u>	<u>\$12,730,394</u>	<u>\$1,006,518</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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ACTIVITIES:				
General Administration (Hours)	6,853	8,100	7,800	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	612	700	650	700
Unscheduled Work Orders (Repairs)	<u>2,150</u>	<u>2,100</u>	<u>2,200</u>	<u>2,100</u>
Subtotal	2,762	2,800	2,850	2,800
Direct Labor (Hours)	10,139	9,000	9,400	9,500
Indirect Labor (Hours)	<u>2,333</u>	<u>3,300</u>	<u>2,900</u>	<u>2,800</u>
Subtotal	12,472	12,300	12,300	12,300
Facility Maintenance (Hours)	479	750	700	750
Support Programs (Hours)	<u>1,903</u>	<u>2,100</u>	<u>2,000</u>	<u>2,100</u>
Total Hours	<u>21,707</u>	<u>23,250</u>	<u>22,800</u>	<u>23,250</u>

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
ELEMENT COST:				
General Administration	\$493,836	\$462,345	\$459,795	\$499,619
Vehicle Maintenance	2,380,015	2,442,548	2,335,891	2,473,523
Facility Maintenance	177,304	183,773	173,896	203,753
Support Programs	<u>69,525</u>	<u>63,329</u>	<u>60,169</u>	<u>69,280</u>
Subtotal Operating	3,120,680	3,151,995	3,029,751	3,246,175
Capital	<u>1,358,000</u>	<u>1,426,700</u>	<u>1,326,903</u>	<u>1,122,966</u>
Total	<u>\$4,478,680</u>	<u>\$4,578,695</u>	<u>\$4,356,654</u>	<u>\$4,369,141</u>

BUDGET VARIANCES

<u>\$55,966</u>	Economic adjustments
55,966	TOTAL PERSONNEL SERVICES
7,000	Increase in professional development for EETC/ASE certification program for mechanics
(20,000)	Decrease in building expense to partially offset cost of required underground fuel tank
15,000	Increase in computer maintenance for FleetMetrics software
40,000	Increase in other contractual services for the installation of required underground fuel tanks upgrades
<u>214</u>	Other
42,214	TOTAL CONTRACTUAL SERVICES
<u>(4,000)</u>	Decrease in lubricant based on historic actuals
(4,000)	TOTAL SUPPLIES & MATERIALS
<u>(303,734)</u>	Decrease in transfers to the Capital Projects Fund for vehicle and equipment replacements
(303,734)	TRANSFERS
<u>(\$209,554)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$645,229	\$612,636	\$602,340	\$645,674	\$33,038
Overtime	38,257	25,100	27,100	25,100	0
Benefits	<u>293,746</u>	<u>296,001</u>	<u>296,194</u>	<u>318,929</u>	<u>22,928</u>
Subtotal	977,232	933,737	925,634	989,703	55,966
CONTRACTUAL SERVICES					
Utilities	58,019	55,851	53,104	56,754	903
Professional Development	2,226	6,500	5,500	13,500	7,000
Audit & Consulting	19,142	0	0	0	0
Building Expense	80,571	90,000	85,531	70,000	(20,000)
Insurance	105,218	108,325	108,325	108,201	(124)
Uniform and Tool Expense	14,058	15,750	16,750	14,200	(1,550)
Computer Maintenance	22,293	28,600	28,600	44,585	15,985
Other Contractual Services	30,478	24,225	8,500	64,225	40,000
Vehicle & Equipment	<u>126,196</u>	<u>133,707</u>	<u>108,907</u>	<u>133,707</u>	<u>0</u>
Subtotal	458,200	462,958	415,217	505,172	42,214
SUPPLIES & MATERIALS	1,685,248	1,755,300	1,688,900	1,751,300	(4,000)
TRANSFERS	1,358,000	1,426,700	1,326,903	1,122,966	(303,734)
GRAND TOTAL	<u>\$4,478,680</u>	<u>\$4,578,695</u>	<u>\$4,356,654</u>	<u>\$4,369,141</u>	<u>(\$209,554)</u>

Historical Fuel Purchases and Costs

		2016	2017	2018	2019 Budget	2020 Budget
Diesel	Gallons	177,564	185,900	199,806	185,000	185,000
	Total Cost	\$ 306,102	\$ 368,370	\$ 488,903	\$ 468,000	\$ 468,000
	Avg. Cost/Gallon	\$ 1.72	\$ 1.98	\$ 2.45	\$ 2.80	\$ 2.80
Gasoline	Gallons	98,938	98,433	98,231	106,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 188,178	\$ 211,595	\$ 234,789	\$ 259,700	\$ 259,700
	Avg. Cost/Gallon	\$ 1.90	\$ 2.15	\$ 2.39	\$ 2.45	\$ 2.45

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2020

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
2007	0705	Pickup - 2WD-3/4 Ton HD W/Utility Body	\$41,200	13
2014	4145	Loader - Wheeled (Landfill)	\$250,000	6
1994	4174	Roller - Blacktop (Upgraded to Larger Unit + \$20,000)	\$45,000	26
1993	4603	Sweeper - Garage (Upgraded to Larger Unit + \$25,000)	\$50,000	27
2003	4704	Pickup - 2WD-3/4 Ton HD	\$29,000	17
2003	4705	Pickup - 2WD-3/4 Ton HD W/Dump	\$29,000	17
2007	4717	Pickup - 4WD-3/4 Ton - K2500HD W/Dump	\$31,000	13
2008	4755	Mower - 16 FT 4WD	\$91,000	12
2008	4756	Mower - 16 FT 4WD	\$91,000	12
2008	4772	Mower - 6 FT Zero Turn	\$19,000	12
2008	4773	Mower - 6 FT	\$19,000	12
2003	8001	Pickup - 4WD-3/4 Ton HD W/Plow and Fuel Tank	\$29,000	17
1999	4159	Landfill Roll-off Truck (Cab & Chassis Only)	\$150,000	21
		Snow Pusher - Folding Wing (New Equipment)	\$25,000	
		Tow-Behind Asphalt Hot Box (New Equipment)	\$35,000	
		Plows, Salt Spreaders and Other Attachments	\$60,000	
		Miscellaneous Small Equipment	\$60,000	
		SUBTOTAL CAPITAL OUTLAY	\$1,054,200	
		Capital Carryover From 2019	\$68,766	
		TOTAL CAPITAL CARRYOVER	\$68,766	
		TOTAL CAPITAL OUTLAY	<u>\$1,122,966</u>	
		ELIMINATED FROM FLEET		
1993	4131	Motor Grader	\$196,000	

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.

	2018 Actual	2019 Budget	2019 Estimated	2020 Budget
REVENUE:				
Vehicle Repair	\$594,048	\$725,000	\$600,000	\$725,000
Equipment Rental - Operations	2,177,309	1,850,000	2,180,000	1,850,000
Replacement - Capital	1,650,000	1,650,000	1,650,000	1,650,000
Miscellaneous	<u>57,380</u>	<u>25,000</u>	<u>15,000</u>	<u>25,000</u>
Total	<u>\$4,478,737</u>	<u>\$4,250,000</u>	<u>\$4,445,000</u>	<u>\$4,250,000</u>

	2018 Actual	2019 Estimated	2020 Budget
OPERATING CASH:			
Beginning Cash Balance	\$156,281	\$119,184	\$370,433
Operating Revenue	3,120,737	3,281,000	3,209,000
Operating & Maintenance Expenditures	3,120,680	3,029,751	3,246,175
<u>Adjust for Changes</u>	<u>(37,154)</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$119,184	\$370,433	\$333,258
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$64,259	\$365,309	\$202,406
Replacement Revenue	1,435,982	1,164,000	1,041,000
<u>Capital Outlay</u>	<u>1,134,932</u>	<u>1,326,903</u>	<u>1,122,966</u>
Cash Balance Capital Replacement	\$365,309	\$202,406	\$120,440
TOTAL CASH	<u>\$484,493</u>	<u>\$572,839</u>	<u>\$453,698</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 recreational 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
2020 Capital Improvement Plan**

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Capital Equipment	\$3,164,000	\$845,000	\$1,102,000	\$5,111,000
Awarded JTS Buses	\$330,000	-	-	\$330,000
Body Worn Cameras	\$90,000	-	-	\$90,000
Bus Stop Rehabilitation for ADA Accessibility Compliance	\$50,000	-	-	\$50,000
Complete Deployments of Govern	\$185,000	-	-	\$185,000
Election Equipment	\$50,000	-	-	\$50,000
Extend Metropolitan Area Network (MAN)	\$55,000	-	-	\$55,000
Fire Turnout Gear Replacement	\$215,000	-	-	\$215,000
Golf Course Capital Projects	\$105,000	-	-	\$105,000
GPS for Snowplowing Equipment	\$30,000	-	-	\$30,000
Information Technology Improvements	-	-	\$50,000	\$50,000
JFD Fire Engine Equipment	\$78,000	-	-	\$78,000
JFD Vehicle Replacement	\$522,000	-	\$48,000	\$570,000
JPD Vehicle Replacement	\$294,000	-	-	\$294,000
Replace JPD & JFD Portable and Mobile Radios	\$600,000	-	-	\$600,000
Replace Sign Shop Technology	\$60,000	-	-	\$60,000
Replace Three Transit Vehicles	\$35,000	\$125,000	-	\$160,000
Replace Waste Collection Vehicles	-	-	\$954,000	\$954,000
Salt Brine Manufacturing System	\$275,000	-	-	\$275,000
Traffic Signal & Street Light Infrastructure Replacement	\$50,000	-	-	\$50,000
Traffic Signal Safety Improvements	\$80,000	\$720,000	-	\$800,000
Variable Message Boards	\$60,000	-	-	\$60,000
Waste Collection Carts	-	-	\$50,000	\$50,000
Construct and Improve Streets	\$4,652,500	-	\$2,823,500	\$7,476,000
ARISE - Design E. Milwaukee Reconstruct (Main to Atwood)	\$250,000	-	-	\$250,000
Bridge Maintenance, Black Bridge Road Over Haul	\$70,000	-	-	\$70,000
Center Ave DOT Reconditioning & RR Bridge Replacement	\$100,000	-	-	\$100,000
Chip Sealing	-	-	\$125,000	\$125,000
Concrete Joint Repair	\$81,000	-	-	\$81,000
Curb & Gutter Replacement	\$1,223,500	-	\$1,223,500	\$2,447,000

Kennedy Road Improvements	-	-	\$50,000	\$50,000
New & Replacement Sidewalks	\$309,000	-	\$250,000	\$559,000
Street Rehabilitation Program	\$2,619,000	-	\$1,175,000	\$3,794,000
Economic Development	-	-	\$3,510,000	\$3,510,000
Diamond Ridge Developer Incentive Payment	-	-	\$3,510,000	\$3,510,000
Landfill	-	-	\$3,970,000	\$3,970,000
Closure of a Portion of the Clean-Fill Disposal Site	-	-	\$400,000	\$400,000
Final Construction Landfill Cell 6	-	-	\$3,320,000	\$3,320,000
New Building & Sanitary at the Compost Site	-	-	\$150,000	\$150,000
Resurface Composting Facility	-	-	\$100,000	\$100,000
Parks and Public Grounds	\$335,000	\$249,000	\$1,570,000	\$2,154,000
ARISE - Construct East Side Town Square	-	\$249,000	\$1,570,000	\$1,819,000
Bike Trail Repair/Replacement	\$50,000	-	-	\$50,000
Evaluate Rockport & Palmer Pool Facilities	\$35,000	-	-	\$35,000
Install Gateway Signage	\$30,000	-	-	\$30,000
Oak Hill Cemetery Road Repair	\$100,000	-	-	\$100,000
Playground Replacement	\$120,000	-	-	\$120,000
Public Buildings and Grounds	\$1,782,000	-	\$930,000	\$2,712,000
City Hall Concrete Plaza Improvements	\$650,000	-	-	\$650,000
Design Indoor Sports Complex	-	-	-	-
Emergency Building Repairs	\$40,000	-	-	\$40,000
Fire Training Center Live Burn Facility Upgrade	\$70,000	-	-	\$70,000
Library Boiler Replacement and Air Handling Units	-	-	\$890,000	\$890,000
Miscellaneous Public Buildings Improvements	\$30,000	-	-	\$30,000
Pistol Range Update	\$652,000	-	-	\$652,000
Roof Replacements	\$240,000	-	\$40,000	\$280,000
Senior Center HVAC Upgrade Design	\$100,000	-	-	\$100,000
Stormwater Improvements	-	-	\$1,865,000	\$1,865,000
Rock River TMDL-Driven Stormwater Improvements	-	-	\$50,000	\$50,000
Spring Brook Shoreline Repairs	-	-	\$210,000	\$210,000
Storm Sewer Cleaning & Televising	-	-	\$150,000	\$150,000
Storm Sewer Enhancements	-	-	\$50,000	\$50,000
Storm Sewer Lining & Point Repairs	-	-	\$300,000	\$300,000
Storm Structure/Inlet Maintenance	-	-	\$940,000	\$940,000
Walnut Grove Pond and Outfall	-	-	\$165,000	\$165,000
Wastewater	-	-	\$3,244,300	\$3,244,300
Convert Chlorine Building to Polymer Feed Building	-	-	\$400,300	\$400,300
Convert Co-generation Power System	-	-	\$555,000	\$555,000
Inflow/Infiltration Reduction Program	-	-	\$300,000	\$300,000
Private Side Lead Water Service Line Replacement	-	-	\$150,000	\$150,000
Sanitary Sewer Cleaning & Televising	-	-	\$40,000	\$40,000
Sanitary Sewer Lining & Point Repairs	-	-	\$880,000	\$880,000
Sanitary Sewer Structure Maintenance	-	-	\$880,000	\$880,000
Sewer Extension for 4327 S. USH 51	-	-	\$14,000	\$14,000
Wall Fan for Aeration Basin	-	-	\$25,000	\$25,000
Water	-	-	\$4,825,000	\$4,825,000
Automated Meter Reading Infrastructure	-	-	\$550,000	\$550,000
Public Side Lead Water Service Replacement	-	-	\$300,000	\$300,000
Street Program Fire Hydrant Replacement	-	-	\$250,000	\$250,000
Water Main Improvements/Replacements	-	-	\$3,500,000	\$3,500,000
Water Structure and Valve Replacement	-	-	\$225,000	\$225,000
Total	\$9,933,500	\$1,094,000	\$23,839,800	\$34,867,300

PROJECT DESCRIPTIONS:

Acquire Capital Equipment - \$5,111,000

(a) Awarded JTS Buses - \$330,000

The initial purchase of the current JTS fleet of buses began in 2002 and these buses now require replacement. JTS received Federal Transit Administration grant awards to fund 80% of six replacement buses. The local share of these replacement buses is about \$525,000, of which the City is borrowing \$330,000 in the General Fund in 2020.

(b) Body Worn Cameras - \$90,000

In 2019, the Janesville Police Department replaced officers' body worn cameras due to failing equipment that was costly to repair. In addition to the \$200,000 borrowed in 2019, \$90,000 in General Fund borrowing is required under the contract in 2020 for this project. Storage of the camera video will continue to be funded through the Department's operating budget.

(c) Bus Stop Rehabilitation for ADA Accessibility Compliance - \$50,000

In 2019, JTS completed an ADA inventory of bus stops. Following this effort, General Fund borrowing in the amount of \$50,000 is planned in 2020 to begin the process of rehabilitating and making improvements to bus stops to ensure ADA accessibility compliance.

(d) Complete Deployments of Govern - \$185,000

The Information Technology Office will begin deployments to Govern (the City's Enterprise Resource Planning software). The deployments will include adding tax billing, special assessments, and licensing to this program. This is a two-year project with the first \$185,000 of funds planned for 2020 General Fund borrowing, and the remaining \$200,000 programmed for 2021.

(e) Election Equipment - \$50,000

The City will replace its accessible voting equipment with ExpressVote accessible machines. The Council approved the purchase of this equipment in August 2019 to be funded by General Fund borrowing in 2020. By purchasing the equipment in 2019, the City saved approximately \$2,500 as part of a county-wide purchase.

(f) Extend Metropolitan Area Network (MAN) - \$55,000

This ongoing project will extend the City's fiber plant to City facilities, improving communications, and giving the ability to take advantage of high bandwidth services like GIS/Mapping. The total project costs are estimated to be \$1,301,347 with \$55,000 in General Fund borrowing in 2020. The extension of fiber to Fire Stations #3 & #5, Riverside Golf Course, Oak Hill Cemetery, and the County's 911 center would be constructed in 2020.

(g) Fire Turnout Gear Replacement - \$215,000

Research shows that firefighters have a higher risk of cancer than the general public due to the exposure to carcinogens. To limit this exposure, gear must be decontaminated at the scene of fires. This best practice requires firefighters to change into a second set of turnout gear at the scene, which the Department does not currently have. General Fund borrowing in 2020 will include \$215,000 to purchase a second set of turnout gear for each firefighter.

(h) Golf Course Capital Projects - \$105,000

When the City of Janesville took over operation of the golf courses, it acquired aged equipment and infrastructure from the previous lessee. In 2020, the City will replace three Toro 3150 Greens Units for a total cost of \$105,000 funded by General Fund borrowing.

- (i) 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. The \$30,000 project portion included in 2020 will be funded by General Fund borrowing.
- (j) Information Technology Improvements - \$50,000
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. In 2020, funds are requested from Water Utility borrowing (\$50,000) to obtain consulting services and purchase hardware and software for the implementation of specific City-wide information technology priority projects, as determined by the City Manager. Existing funds previously borrowed for this purpose in the General Fund and Wastewater Utility will also be used for 2020 projects.
- (k) JFD Fire Engine Equipment - \$78,000
General Fund borrowing in the amount of \$78,000 is programmed in 2020 for the purchase of equipment for a new engine, allowing the Fire Department to fully equip their reserve engines and have hose available for replacement due to damage or failure.
- (l) JFD Vehicle Replacement - \$570,000
In 2020, a 2000 Pumper Engine will be replaced. This vehicle is beyond its estimated service life and requires excessive maintenance. The engine replacement will be funded by General Fund borrowing (\$522,000) and transfer revenue from the JFD Vehicle Replacement Fund (\$48,000).
- (m) JPD Vehicle Replacement - \$294,000
Prior to 2020, JPD's replacement of squad vehicles was included in the Police Department's operating budget. The City Council directed staff to include squad replacements in the capital budget for 2020 and in the future as a result of the City's restrictive Expenditure Restraint Program limits faced in the 2020 budget development process. In 2020, the Police Department will replace eight squad vehicles with new Ford Explorers and the necessary related emergency equipment.
- (n) Replace JFD & JPD Portable and Mobile Radios - \$600,000
The Fire and Police Department's portable and mobile radios are beginning to fail and require replacement. Purchase of replacement radios will occur in late-2020, and the estimated \$800,000 cost will be funded by General Fund borrowing over the course of two years (\$600,000 in 2020 and the remaining \$200,000 in 2021).
- (o) Replace Sign Shop Technology - \$60,000
The City's 12-year old sign shop technology is outdated and the software is no longer supported. Using \$60,000 in General Fund borrowing, the City will replace the computerized sign shop technology in 2020.
- (p) Replace Three Transit Vehicles - \$160,000
JTS realized savings in bus replacements by participating in a bulk purchase through a state contract. As a result, JTS was able to leverage the remaining federal funds to replace one additional transit bus referenced in the Awarded JTS Buses project, as well as three Transit service vehicles, including one mini-van and two mini-buses. The service vehicles will cost approximately \$160,000 with \$125,000 being funded by federal grants and the local share funded by \$35,000 in General Fund borrowing.

(q) Replace Three Waste Collection Vehicles - \$954,000

The Operations Division of Public Works will purchase three replacement waste collection vehicles in 2020, funded by borrowing in the Sanitation Fund. Six of the ten City's waste collection trucks were purchased in 2012 just prior to the City's conversion to automated collection. Three trucks were replaced in 2019 and three will be replaced in 2020. Lead times on the trucks are generally about one year.

(r) Salt Brine Manufacturing System - \$275,000

In 2020, the Operations Division will purchase a salt brine manufacturing system and expand the salt brine storage capability. This will lead to increased efficiency and a greater utilization of liquids which will in turn decrease the use of rock salt for snow and ice removal operations. General Fund borrowing in the amount of \$275,000 is planned for this project, which includes the brine manufacturing and dispensing system, tank farm upgrades, utilities, paving, and a building in which to house the brine system.

(s) Traffic Signal & Street Light Infrastructure Replacement - \$50,000

This multi-year program replaces parts of the City's aging street light and traffic signal systems such as replacing direct buried wire with conduit and relocating poles that are damaged on a regular basis. These improvements will result in a more reliable system that provides a higher level of service. In 2020, \$50,000 is programmed in General Fund borrowing.

(t) Traffic Signal Safety Improvements - \$800,000

In 2019, the City borrowed \$80,000 in the General Fund 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. The City has been successful in securing WisDOT Highway Safety Improvement Program funding, and in 2020, will borrow an additional \$80,000 in the General Fund to supplement the \$720,000 in grant funds to make improvements at these intersections.

(u) Variable Message Boards - \$60,000

The City currently owns two variable message boards that were purchased during the 2008 flooding. One of the message boards has failed and the other is unreliable. Two new boards will be purchased in 2020 using General Fund borrowing in the amount of \$60,000.

(v) 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 2020, \$50,000 from the Sanitation Fund operating budget will be designated to fund the purchase of waste collection carts.

Construct and Improve Streets - \$7,476,000

(a) ARISE - Design E. Milwaukee Reconstruct (Main to Atwood) - \$250,000

In 2023, the City will reconstruct E. Milwaukee Street from Main to Atwood. The project may include streetscaping components such as decorative concrete, street lighting, benches, and trash receptacles. State funds will cover a portion of the reconstruction project. In 2020, \$250,000 in borrowing from Tax Incremental District No. 36 is programmed for the design of this reconstruction project.

(b) Bridge Maintenance, Black Bridge Road Over Haul - \$70,000

The City will apply a polymer overlay to the Black Bridge Road Over Haul Bridge as an effective alternative to crack sealing utilizing \$70,000 in General Fund borrowing in 2020. The project cost includes curb repair where needed, wide crack repair, and traffic control.

(c) Center Ave. DOT Reconditioning & RR Bridge Replacement - \$100,000

In 2024, WisDOT will place pavement, select base, and select curb along Center Ave. (USH 51) from the five points intersection to Nicolet. The USH 51 bridge over the railroad tracks south of Delavan Dr. 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 percent of the construction costs of this project which are estimated at more than \$10 million. The City is required to pay for 25 percent of the design costs. The City funded \$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.

(d) Chip Sealing - \$125,000

Historically, chip sealing (a pavement surface treatment technique) activities have been funded as part of the larger street rehabilitation program. In 2020, for efficiency purposes, staff is separating this project from the street rehabilitation program in order to better account for project costs. Appropriations, in the form of General Transportation Aids, in the amount of \$125,000 are proposed for chip sealing activities, and will become an annual project in the Capital Improvement Program.

(e) Concrete Joint Repair - \$81,000

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 \$81,000 is proposed to complete concrete joint repairs in 2020.

(f) Curb & Gutter Replacement - \$2,447,000

Curb and gutter replacement costs in 2020 are projected to total \$2,447,000 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. Half of the project costs (\$1,223,500) will be funded by General Fund borrowing while the other half will be funded by the Stormwater Utility Fund.

(g) Kennedy Road Improvements - \$50,000

In 2021, the City will improve Kennedy Road, 600 feet north and south of Terapin Road, to an urban road. Borrowing in Tax Incremental District No. 25 in the amount of \$50,000 is programmed in 2020 to design this project.

(h) New & Replacement Sidewalks - \$559,000

In 2020, new and replacement sidewalks total \$559,000 (General Fund borrowing - \$309,000 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.

(i) Street Rehabilitation Program - \$3,794,000

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 2020, the program will rehabilitate 12 miles of streets at an estimated total cost of \$3,794,000 (General Fund - \$2,619,000, wheel tax - \$1,030,000, Street Maintenance operating budget - \$65,000, and General Transportation Aids - \$80,000).

Provide Financial Assistance for Economic Development - \$3,510,000

(a) Diamond Ridge Developer Incentive Payment - \$3,510,000

Tax Incremental District No. 38 borrowing in the amount of \$3,510,000 is proposed to finance the developer incentive payment to Diamond Ridge Apartments, LLC for construction of a 115-unit multifamily apartment project located at 1401 Woodman Road and 1400 Mayfair Drive.

Construct and Close Landfills - \$3,970,000

- (a) Closure of a Portion of the Clean-Fill Disposal Site - \$400,000
In 2020, \$400,000 in Sanitation Fund borrowing will be used to install a final cover on a portion of the clean-fill (demolition) disposal site. The closure is being performed on the area of the disposal site that has reached the desired elevation.
- (b) Final Construction of Landfill Cell 6 - \$3,320,000
Funding in the amount of \$3,320,000 is proposed to complete the process of constructing Cell 6 of the Landfill, the first cell in the expansion. These funds will come from Sanitation Fund borrowing (\$2,320,000) and the Sanitation operating budget (\$1,000,000).
- (c) New Building and Sanitary at the Compost Site - \$150,000
Sanitation Fund borrowing in the amount of \$150,000 is programmed in 2020 to replace the existing attendant's building at the Compost Site, as well as to extend sewer to the building. The current building is past its useful life, and there is a desire to have a sewer connection rather than the existing portable facilities for employees staffing the facility.
- (d) Resurface Composting Facility - \$100,000
The original pavement at the composting facility is deteriorating and pavement settlements are negatively impacting operations at the facility. In 2020, \$100,000 in Sanitation Fund borrowing is programmed to complete this work.

Acquire, Improve & Maintain Parks and Public Grounds - \$2,154,000

- (a) ARISE – Construct East Side Town Square - \$1,819,000
East Side Town Square improvements are scheduled for execution in 2020. This \$1,819,000 project will be funded by a \$249,000 DNR Stewardship Grant, \$100,000 in Stormwater Utility Fund borrowing, and Tax Incremental District No. 36 borrowing (\$1,470,000). The project will include the conversion of Water Street to a festival street, a continuous riverwalk from Court to Milwaukee Street, festival and pedestrian lighting, a plaza deck area, provisions for a shelter and donor wall to be installed by ARISENow, promenade lounge seating, and locations for public art installations.
- (b) 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 is needed. Funding in the amount of \$50,000 is proposed to complete repairs in 2020.
- (c) Evaluate Rockport & Palmer Pool Facilities - \$35,000
Rockport Pool was first constructed in 1981 and Palmer Wading Pool was constructed in 1936. The concrete pool vessels, pool mechanicals, and building structures require evaluation to determine their life expectancy. The Recreation Division will utilize \$35,000 in General Fund borrowing to hire a consultant to evaluate these City facilities.
- (d) Install Gateway Signage - \$30,000
The City will replace gateway signage on Center Avenue, Milton Avenue, and Racine Street in 2020. General Fund borrowing in the amount of \$30,000 is currently programmed for this project, but staff is exploring a potential partnership with the Janesville Area Convention and Visitors Bureau for funding assistance.
- (e) Oak Hill Cemetery Road Repair - \$100,000
In 2020, the City will repair approximately 1,300 feet of roadway at Oak Hill Cemetery using General Fund debt. This is the second of multiple anticipated phases to repair Oak Hill Cemetery roads.

(f) Playground Replacement - \$120,000

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, funded by General Fund borrowing, will continue in 2020, with improvements proposed for Briarcrest Park and Vista Park.

Acquire, Improve & Maintain Public Buildings and Grounds - \$2,712,000

(a) City Hall Concrete Plaza Improvements - \$650,000

The concrete plaza that covers a portion of the garage in front of the Jackson Street entrance of City Hall was failing and presented a public safety issue. In 2019, the City used \$2,240,000 in prior Note proceeds and General Fund borrowing. The remaining costs and additional project overruns will be borrowed in the General Fund in 2020 (\$650,000). The project includes structural repairs of the underground parking structures, removal of the upper plaza concrete deck, a waterproofing membrane, new green roofing system over the first floor parking structure, modifications to the sidewalk and accessible route to the main entrance, building uplighting along the front of City Hall, front entrance and clear story window replacement, minor tuck pointing to the brick exterior, glazing of the existing windows, sealing of the brick exterior, and minor interior lobby modifications to accommodate the clear story window system / front door replacement.

(b) Design Indoor Sports Complex - \$0

This is a potential project dependent on the City Council's direction to staff in late-2019. Should the City proceed with construction design of an Indoor Sports Complex, the cost is projected to be approximately \$2 million, with half the cost funded privately, a small portion funded by the Janesville Area Convention and Visitors Bureau, and the remainder using General Fund borrowing.

(c) Emergency Building Repairs - \$40,000

The City owns and operates numerous aging facilities that require emergency repairs throughout the year. In 2020, the City is proposing new annual General Fund borrowing in the amount of \$40,000 to address essential emergency repairs. This funding will allow the City to better address building needs without deferring other planned projects.

(d) Fire Training Center Live Burn Facility Upgrade - \$70,000

The current Fire Training Center Live Burn Facility is not functional due to failure of the interior protective panels and structural components. A live burn training facility is desirable for training new recruits as well providing ongoing training to JFD personnel. The proposed \$70,000 in General Fund borrowing would fund construction of a "container style" live burn facility.

(e) Library Boiler Replacement and Air Handling Units - \$890,000

Hedberg Public Library's boiler and air handling units have reached the end of their useful life and require replacement. This project was originally programmed for 2022 based on a consultant evaluation and recommendation. However, problems with the equipment and control systems were discovered during the 2019 Transform Your Library Project. In 2020, the City will borrow \$890,000 in the Library Fund for this project.

(f) Miscellaneous Public Building Improvements - \$30,000

The City owns and operates numerous public facilities and needs to plan for required improvements that arise. In 2020, \$30,000 is proposed for building needs that arise throughout the year.

(g) Pistol Range Updates - \$652,000

The Police Department's Pistol Range bullet trap and ventilation system are outdated and present a potential safety hazards for users of the range. In 2020, \$652,000 in General Fund borrowing will be used to address these safety issues.

(h) Roof Replacements - \$280,000

Roofs scheduled for replacement in 2020 include the Police Services Building, structures at Riverside Park, and Pump Stations #3 and #4. These replacements will be funded by General Fund borrowing (\$240,000) and Water Utility borrowing (\$40,000).

(i) Senior Center HVAC Upgrade Design - \$100,000

In 2021, the City will upgrade the HVAC system at the Senior Center. The Senior Center has seven units, with two units installed in the 1980s and the remaining five installed in 2000. A complete upgrade of the HVAC system is required due to age, recent failures, and unavailability of parts for the existing system. General Fund borrowing of \$100,000 in 2020 is planned to design the 2021 project.

Stormwater Improvements - \$1,865,000

(a) Rock River Total Maximum Daily Load (TMDL)-Driven Stormwater Improvements - \$50,000

The Rock River TMDL Implementation Plan was developed by the Wisconsin Department of Natural Resources. This requires stormwater system improvements to treat phosphorous and suspended solids.

(g) Spring Brook Shoreline Repairs - \$210,000

Spring Brook is a small stream that flows through Palmer Park and Blackhawk Golf Course. Erosion is occurring along the banks of the stream, and addressing the erosion quickly is the most cost-effective approach. The City will borrow \$210,000 in the Stormwater Utility Fund for 2020 repairs generally located north of Ruger and east of Greendale.

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

Storm sewer cleaning and televising projects totaling \$150,000 have been identified for 2020. 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.

(c) Storm Sewer Enhancements - \$50,000

In addition to routine maintenance of storm sewer infrastructure, areas within the system can develop capacity deficiencies or other problems which require enhancements in order to properly manage current and projected stormwater flow. In 2020, \$50,000 in Stormwater Utility Fund borrowing is proposed.

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

Storm sewer lining and point repair projects totaling \$300,000 have been identified for 2020. 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 Structure/Inlet Maintenance - \$940,000

Rehabilitating or replacing structures in conjunction with the street rehabilitation program prevents future failures of the structures after a new street surface has been placed. In 2020, storm structure/inlet maintenance costs total \$940,000 to be funded by the operating budget. Some structures only need repairs to the upper portion while others need total replacement.

(f) Walnut Grove Pond and Outfall - \$165,000

As part of the Northeast Regional Stormwater Management Plan, the City will construct a stormwater pond adjacent to the Walnut Grove subdivision and an overland flow route from the pond towards Highway 26. Existing funding in the amount of \$165,000 from the stormwater land division special assessment account is programmed for this project in 2020.

Construct and Extend Sewer Mains – \$3,244,300

(a) Convert Chlorine Building to Polymer Feed Building - \$400,300

In 2020, \$400,300 in Wastewater Utility Fund borrowing will be used to convert the chlorine building to house a polymer chemical tank in order to feed polymer into the waste and help remove phosphorus from the waste stream. This is required to meet new Wisconsin Department of Natural Resources operating permit requirements for phosphorus removal at the Wastewater Treatment Plant.

(b) Convert Co-generation Power System - \$555,000

The City's agreement with Alliant Energy to sell electricity from the Wastewater Treatment Plant is expiring. The Wastewater Treatment Plant's electrical system requires upgrades to move the generated electricity directly from the micro-turbines to the treatment plant and not to the power grid. These upgrades will be accomplished by borrowing \$305,000 in the Wastewater Utility Fund, with \$250,000 of the project cost coming from a Focus on Energy grant.

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

This program supports an ongoing effort to prevent water inflow and infiltration into the sanitary sewer. In 2020, the program will total \$300,000 funded by borrowing in the Wastewater Fund. This program will continue to focus on sanitary sewer structures.

(d) Private Side Lead Water Service Replacement - \$150,000

The City will borrow \$100,000 in the Wastewater Utility Fund to assist property owners in replacing lead water service lines in 2020. This is intended to be a five-year program. There are approximately 200 private side lead services in the system. This debt funding will be used with CDBG funding (\$50,000) for income-qualifying property owners. By removing these lead water services, the City may not have to add chemicals to the water that will then have to be removed at the treatment plant.

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

Sanitary sewer cleaning and televising projects totaling \$40,000 have been identified for 2020 and will be funded through the operating budget. The sanitary sewer televising program will identify segments which require system repairs.

(f) Sanitary Sewer Lining & Point Repairs - \$880,000

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 \$880,000 is proposed in 2020, which is a continuation of prior years' service levels.

(g) Sanitary Sewer Structure Maintenance - \$880,000

The City will complete sanitary sewer structure improvements and repairs in conjunction with the annual street rehabilitation program. Funding in the amount of \$880,000 is proposed for 2020, with \$245,000 in Wastewater Utility Fund borrowing and \$635,000 funded through the operating budget.

(h) Sewer Extension for 4327 S. USH 51 - \$14,000

The property owner of 4327 S. USH 51 requested connection to sewer services, which will be constructed by the City in late-2019. Special Assessment borrowing in the amount of \$14,000 is planned for 2020, which will be repaid by the property owner.

(i) Wall Fan for Aeration Basin - \$25,000

Wastewater Utility Fund borrowing in the amount of \$25,000 is programmed in 2020 for the replacement of a failed wall fan that moves material between aeration basins at the Wastewater Treatment Plant.

Construct and Extend Water Mains - \$4,825,000

(a) Automated Meter Reading Program Infrastructure - \$550,000

The Water Utility is continuing the process of moving to automated meter reading. In 2019, \$50,000 was borrowed to begin the program. In 2020, an additional \$550,000 is proposed, including \$275,000 in Water Utility Fund borrowing and \$275,000 in Wastewater Utility Fund borrowing. This project 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.

(b) 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 reconstructed in any given year. Funding in the amount of \$300,000 is proposed for the 2020 program.

(c) Street Program Fire Hydrant Replacement - \$250,000

Prior to 2020, replacement of fire hydrants as part of the annual street rehabilitation program was funded through borrowing for water mains. As a result of the Public Service Commission's rate case in 2019, and the subsequent shift of borrowing for water mains to cash financing these projects, the City will borrow \$250,000 in the Water Utility Fund annually to fund this program.

(d) Water Main Improvements/Replacements - \$3,500,000

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. Beginning in 2020, these replacements will be financed through the Water Utility operating budget.

(e) Water Structure and Valve Replacement - \$225,000

Prior to street reconstruction, the condition of the water structures and valves in the street are evaluated. Old, deteriorated structures and nonfunctioning valves 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 will not have to be dug up shortly after the replacement of a failing structure or valve. This program for maintaining utility structures and valves is done in conjunction with the annual street rehabilitation program, and will cost \$225,000 in 2020 funded by borrowing in the Water Utility Fund.

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2019

Equalized Value of Real and Personal Property	<u>\$5,315,922,100</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$265,796,105</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2019 (38.47% of Legal Limit)	<u>102,255,000 *</u>
Remaining Legal Debt Margin	<u>\$163,541,105</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$17,760,992

* Does not include Water Utility Revenue Debt in the amount of \$1,007,112

**General Obligation Debt Service for 2020 and
Total Outstanding Indebtedness as of December 31, 2019**

		2020		2020 Principal & Interest	12/31/2019			
		Principal	Interest		Principal	Interest	Total	
Water Utility								
2010 L.T. Note	970,000	Water Utility Impr.	100,000	1,425	101,425	100,000	1,425	101,425
2011 L.T. Note	2,460,000	Water Utility Impr.	550,000	24,750	574,750	1,100,000	33,000	1,133,000
2012 L.T. Note	1,145,000	Water Utility Impr.	155,000	7,950	162,950	475,000	14,350	489,350
2012A L.T. Note	440,000	Water Utility Impr.	60,000	3,100	63,100	185,000	5,650	190,650
2013 L.T. Note	900,000	Water Utility Impr.	110,000	11,300	121,300	475,000	27,269	502,269
2014 L.T. Note	2,210,000	Water Utility Impr.	215,000	24,650	239,650	1,515,000	67,400	1,582,400
2014A L.T. Note	1,400,000	Water Utility Impr.	150,000	12,000	162,000	750,000	30,750	780,750
2015 L.T. Note	3,001,000	Water Utility Impr.	295,000	56,050	351,050	1,770,000	179,950	1,949,950
2016 L.T. Note	4,333,000	Water Utility Impr.	425,000	53,050	478,050	2,865,000	192,788	3,057,788
2017 L.T. Note	3,985,000	Water Utility Impr.	410,000	70,650	480,650	3,025,000	313,525	3,338,525
2018 L.T. Note	4,879,000	Water Utility Impr.	490,000	129,550	619,550	4,400,000	600,150	5,000,150
2019 L.T. Note	3,788,000	Water Utility Impr.	370,000	93,807	463,807	3,788,000	531,742	4,319,742
Water Utility Total			\$ 3,330,000	\$ 488,282	\$ 3,818,282	\$ 20,448,000	\$ 1,997,999	\$ 22,445,999
Wastewater Utility								
2010 L.T. Note	525,000	Wastewater Utility Impr.	50,000	713	50,713	50,000	713	50,713
2011 L.T. Note	1,860,000	Wastewater Utility Impr.	200,000	9,000	209,000	400,000	12,000	412,000
2012 L.T. Note	1,530,000	Wastewater Utility Impr.	125,000	6,350	131,350	380,000	11,500	391,500
2013 L.T. Note	1,515,000	Wastewater Utility Impr.	141,500	13,416	154,916	571,000	32,009	603,009
2014 L.T. Note	2,434,000	Wastewater Utility Impr.	245,000	18,500	263,500	1,160,000	47,075	1,207,075
2015 L.T. Note	776,000	Wastewater Utility Impr.	75,000	13,650	88,650	430,000	42,450	472,450
2016 L.T. Note	1,108,000	Wastewater Utility Impr.	105,000	13,050	118,050	705,000	47,288	752,288
2017 L.T. Note	1,054,000	Wastewater Utility Impr.	120,000	18,150	138,150	785,000	80,325	865,325
2018 L.T. Note	1,515,000	Wastewater Utility Impr.	160,000	38,550	198,550	1,310,000	170,625	1,480,625
2019 L.T. Note	1,035,000	Wastewater Utility Impr.	140,000	24,603	164,603	1,035,000	132,940	1,167,940
Wastewater Utility Total			\$ 1,361,500	\$ 155,982	\$ 1,517,482	\$ 6,826,000	\$ 576,925	\$ 7,402,925
Storm Sewer Utility Improvements								
2010 L.T. Note	1,125,000	Storm Sys. Imps., ERP & GIS enh.	125,000	1,781	126,781	125,000	1,781	126,781
2012 L.T. Note	435,000	Storm Improvements	45,000	2,250	47,250	135,000	4,050	139,050
2014 L.T. Note	254,000	Storm Sys. Imps., GIS & CADD enh.	27,500	1,325	28,825	87,500	3,200	90,700
2015 L.T. Note	427,000	Storm Improvements	45,000	8,550	53,550	270,000	27,450	297,450
2016 L.T. Note	973,000	Storm Improvements	105,000	11,550	116,550	630,000	39,938	669,938
2018 L.T. Note	1,472,000	Storm Improvements	150,000	37,500	187,500	1,275,000	167,025	1,442,025
Storm Sewer Utility Improvements Total			\$ 497,500	\$ 62,956	\$ 560,456	\$ 2,522,500	\$ 243,444	\$ 2,765,944
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	52,000	6,688	58,688	306,000	23,328	329,328
WRS Internal Service Total			\$ 52,000	\$ 6,688	\$ 58,688	\$ 306,000	\$ 23,328	\$ 329,328
Library								
2010 L.T. Note	85,000	Bldg Maint., Computer Replacements	5,000	71	5,071	5,000	71	5,071
2013A L.T. Note	343,000	WRS Prior Service Costs	31,000	4,068	35,068	186,000	14,149	200,149
2017 L.T. Note	75,000	RFID Self-Check Units	25,000	250	25,250	25,000	250	25,250
2018 L.T. Note	383,000	Library Roof Replacement	35,000	9,875	44,875	335,000	45,150	380,150
2019 L.T. Note	600,000	Library Transformation Project	80,000	14,362	94,362	600,000	78,412	678,412
Library Total			\$ 176,000	\$ 28,626	\$ 204,626	\$ 1,151,000	\$ 138,032	\$ 1,289,032
Golf Courses Fund								
2016 L.T. Note	305,000	Golf Course Equipment- Golf Carts	50,000	2,500	52,500	150,000	4,375	154,375
Golf Courses Total			\$ 50,000	\$ 2,500	\$ 52,500	\$ 150,000	\$ 4,375	\$ 154,375
Sanitation - Waste Management								
2010 L.T. Note	240,000	Odor Remediation Project	25,000	356	25,356	25,000	356	25,356
2011 L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	1,125	26,125	50,000	1,500	51,500
2012 L.T. Note	2,580,000	Automated Waste Collection Equipment	260,000	13,000	273,000	780,000	23,400	803,400
2012 L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	8,000	168,000	480,000	14,400	494,400
2016 L.T. Note	2,000,000	Landfill Ph. 4- Construction	200,000	24,900	224,900	1,345,000	90,350	1,435,350
2016 L.T. Note	50,000	Landfill Ph. 2- Leachate Recirculation	5,000	650	5,650	35,000	2,438	37,438
2017 L.T. Note	1,342,000	Closure - Phase 3	134,000	24,070	158,070	1,027,000	107,275	1,134,275
2017 L.T. Note	1,000,000	Clay Procurement	101,000	17,900	118,900	765,000	79,615	844,615
2017 L.T. Note	375,000	Steel-Wheel Compactor Upgrade	37,000	6,740	43,740	287,000	30,115	317,115
2017 L.T. Note	285,000	Paving Impr.	29,000	5,110	34,110	218,000	22,810	240,810
2017 L.T. Note	250,000	Landfill Expansion Permit Process	25,000	4,490	29,490	192,000	19,910	211,910
2017 L.T. Note	109,000	Extend Metropolitan Area Network	11,000	1,970	12,970	84,000	8,780	92,780
2017 L.T. Note	75,000	Waste Collection Carts	8,000	1,320	9,320	57,000	5,820	62,820
2018 L.T. Note	150,000	Superfund Site Remediation	15,000	3,825	18,825	130,000	17,175	147,175
2019 L.T. Note	2,000,000	Landfill Expansion Cell 6	283,000	47,718	330,718	2,000,000	228,861	2,228,861
2019 L.T. Note	860,000	Waste/Recycling Collection Vehicle Replacement	122,000	17,102	139,102	860,000	94,797	954,797
Sanitation - Waste Management Total			\$ 1,440,000	\$ 178,277	\$ 1,618,277	\$ 8,335,000	\$ 747,602	\$ 9,082,602
TIF Districts & Land Acquisition								
2010 L.T. Note	865,000	TIF #23	100,000	1,800	101,800	100,000	1,800	101,800
2012 L.T. Note	400,000	TIF #25	70,000	3,100	73,100	190,000	5,300	195,300
2012A L.T. Note	660,000	TIF #26	150,000	8,700	158,700	510,000	16,000	526,000
2013 L.T. Note	350,000	TIF #21	40,000	3,750	43,750	160,000	8,900	168,900
2014 L.T. Note	1,683,000	TIF #22	240,000	7,200	247,200	480,000	9,600	489,600
2014 L.T. Note	635,000	TIF #25	65,000	5,350	70,350	335,000	13,900	348,900
2014 L.T. Note	176,000	TIF #21	25,000	750	25,750	50,000	1,000	51,000
2015 L.T. Note	219,000	TIF #22	65,000	3,250	68,250	130,000	4,550	134,550

**General Obligation Debt Service for 2020 and
Total Outstanding Indebtedness as of December 31, 2019**

			2020		2020 Principal & Interest	12/31/2019		
			Principal	Interest		Principal	Interest	Total
TIF Districts & Land Acquisition (cont.)								
2016 L.T. Note	1,935,000	TIF #22 - Dollar General CTH G Imps	627,000	17,835	644,835	1,189,000	22,050	1,211,050
2016 L.T. Note	356,000	TIF #22 - Dollar General Innovation Dr. Imps	118,000	3,540	121,540	236,000	4,425	240,425
2016 L.T. Note	200,000	TIF #35- Shine Medical Technologies	20,000	2,500	22,500	135,000	9,100	144,100
2016B L.T. Note	2,085,000	TIF #35- Shine Medical Technologies	270,000	14,948	284,948	1,095,000	35,811	1,130,811
2017 L.T. Note	1,213,000	TIF #36 - Town Square W. Side Impr.	120,000	21,900	141,900	930,000	98,310	1,028,310
2017 L.T. Note	402,000	TIF #36 - Jackson St. Lighting Impr.	40,000	7,300	47,300	310,000	32,770	342,770
2017 L.T. Note	317,000	TIF #22 - Progress Drive Extension	80,000	2,400	82,400	160,000	3,200	163,200
2017 L.T. Note	185,000	TIF #36 - W. Milwaukee St. Rehab	18,000	3,330	21,330	141,000	14,985	155,985
2017 L.T. Note	40,000	TIF #36 - E. Milwaukee St. Bridge Rehab	4,000	730	4,730	31,000	3,295	34,295
2017 L.T. Note	30,000	TIF #36 - Court St. Two-Way	3,000	540	3,540	23,000	2,415	25,415
2018 L.T. Note	2,023,000	TIF #36 - Town Square W. Side Impr. Phase 2	159,000	52,135	211,135	1,760,000	254,970	2,014,970
2018 L.T. Note	1,397,000	TIF #36 - River Street Reconstruction	114,000	36,270	150,270	1,226,000	176,730	1,402,730
2018 L.T. Note	757,000	TIF #36 - E. Milwaukee St. Bridge Rehab	62,000	19,640	81,640	664,000	95,565	759,565
2018 L.T. Note	483,000	TIF #36 - Court St. Two-Way	39,000	12,555	51,555	424,000	61,080	485,080
2018 L.T. Note	136,000	TIF #37 - Water & Sewer Expansion for Redev.	16,000	3,990	19,990	136,000	18,465	154,465
2018 L.T. Note	70,000	TIF #36 - Downtown Wayfinding Signage	6,000	1,800	7,800	61,000	8,805	69,805
2019 Taxable L.T.	3,015,000	TIF #35- Shine Medical Technologies	105,000	73,152	178,152	3,015,000	460,253	3,475,253
2019 L.T. Note	933,000	TIF #36 - E. Milwaukee St. Bridge Rehab	127,000	22,545	149,545	933,000	121,327	1,054,327
2019 L.T. Note	195,000	TIF #36 - 20 E. Court St. Demolition	27,000	4,447	31,447	195,000	25,332	220,332
2019 L.T. Note	80,000	TIF #36 - Blain Gilbertson Family Heritage Bridge	11,000	1,822	12,822	80,000	10,277	90,277
TIF Districts & Land Acquisition Total			\$ 2,721,000	\$ 337,278	\$ 3,058,278	\$ 14,699,000	\$ 1,520,215	\$ 16,219,215
Special Assessment Fund								
2013 L.T. Note	85,000	Utility Funds- Special Assessments	8,500	797	9,297	34,000	1,891	35,891
2014 L.T. Note	418,000	DPW Infrastructure Impr.	82,500	825	83,325	82,500	825	83,325
2015 L.T. Note	379,000	DPW Infrastructure Impr.	75,000	3,750	78,750	150,000	5,250	155,250
2016 L.T. Note	268,000	DPW Infrastructure Impr.	55,000	2,575	57,575	155,000	4,450	159,450
2017 L.T. Note	533,000	DPW Infrastructure Impr.	106,000	7,440	113,440	425,000	17,010	442,010
2017 L.T. Note	7,000	Utility Funds- Special Assessments	4,000	160	4,160	10,000	340	10,340
2018 L.T. Note	494,000	DPW Infrastructure Impr.	102,000	14,270	116,270	494,000	38,280	532,280
2018 L.T. Note	60,000	DPW Infrastructure Impr.- ARISE	12,000	1,740	13,740	60,000	4,680	64,680
2019 L.T. Note	229,000	DPW Infrastructure Impr.	-	5,988	5,988	229,000	19,370	248,370
2019 L.T. Note	196,000	DPW Infrastructure Impr.- ARISE	-	3,742	3,742	196,000	15,030	211,030
2019 L.T. Note	93,000	Utility Funds- Special Assessments	-	1,778	1,778	93,000	7,130	100,130
Special Assessment Fund Total			\$ 445,000	\$ 43,065	\$ 488,065	\$ 1,928,500	\$ 114,256	\$ 2,042,756
GENERAL CITY								
General Government								
2010 L.T. Note	350,000	Gen'l Bldg. Repairs	35,000	499	35,499	35,000	499	35,499
2010 L.T. Note	250,000	Tallman House	25,000	356	25,356	25,000	356	25,356
2010 L.T. Note	170,000	Oakhill Cemetery- Maint. Bldg. Chapel	17,000	242	17,242	17,000	242	17,242
2010 L.T. Note	100,000	Riverside Park - Storage Building	10,000	143	10,143	10,000	143	10,143
2011 L.T. Note	300,000	Tallman House	38,000	1,710	39,710	76,000	2,280	78,280
2011 L.T. Note	200,000	Gen'l Bldg. Repairs	28,000	1,230	29,230	55,000	1,635	56,635
2011 L.T. Note	60,000	Oakhill Cemetery- Capital Projects	8,000	360	8,360	16,000	480	16,480
2011 L.T. Note	50,000	City Service Center - Storage Building	6,000	300	6,300	13,000	405	13,405
2012 L.T. Note	280,000	Gen'l Bldg. Repairs	29,000	1,450	30,450	87,000	2,610	89,610
2012 L.T. Note	185,000	Tallman House	19,000	950	19,950	57,000	1,710	58,710
2013 L.T. Note	145,000	City Service Center - Fuel Island	30,000	1,630	31,630	77,000	3,649	80,649
2013 L.T. Note	72,000	Oakhill Cemetery- Maintenance Building	14,000	875	14,875	40,000	2,021	42,021
2013 L.T. Note	50,000	Tallman House	9,000	571	9,571	26,000	1,331	27,331
2013A L.T. Note	2,111,000	WRS Prior Service Costs	192,000	25,122	217,122	1,148,000	87,593	1,235,593
2014 L.T. Note	250,000	IT Strategic Plan	30,000	2,680	32,680	185,000	7,020	192,020
2014 L.T. Note	45,000	IT - Complete PH II & III of ERP	5,000	440	5,440	28,000	1,185	29,185
2014 L.T. Note	25,000	Enterprise GIS Program Develop	3,000	240	3,240	15,000	615	15,615
2014 L.T. Note	16,000	Replacement of CADD system	2,000	170	2,170	11,000	455	11,455
2015 L.T. Note	118,000	IT Strategic Plan	13,000	2,070	15,070	66,000	6,230	72,230
2015 L.T. Note	22,000	IT Tech Improvements	5,000	50	5,050	5,000	50	5,050
2016 L.T. Note	288,000	City Hall- Boiler Replacement	29,000	3,390	32,390	184,000	11,908	195,908
2016 L.T. Note	205,000	IT Tech Improvements	20,000	2,400	22,400	130,000	8,510	138,510
2016 L.T. Note	30,000	IT Extend Metropolitan Area Network	3,000	370	3,370	20,000	1,333	21,333
2017 L.T. Note	660,000	City Hall - Elevator Modernization	73,000	11,380	84,380	494,000	49,855	543,855
2017 L.T. Note	303,000	IT Extend Metropolitan Area Network	33,000	5,270	38,270	228,000	23,150	251,150
2017 L.T. Note	209,000	IT Tech Improvements	23,000	3,590	26,590	156,000	15,710	171,710
2017 L.T. Note	50,000	City Hall Roof Replace/Chambers Renov.	6,000	880	6,880	38,000	3,910	41,910
2017 L.T. Note	47,000	Roof Repairs	5,000	800	5,800	35,000	3,455	38,455
2017 L.T. Note	40,000	City Hall Deck / Upper Garage Ceiling Repr.	4,000	700	4,700	30,000	3,070	33,070
2017 L.T. Note	8,000	IT Tech Improvements - Govern/New World	1,000	130	1,130	6,000	460	6,460
2018 L.T. Note	1,353,000	City Hall - Roof Replace/Council Chambers Renov.	149,000	34,255	183,255	1,167,000	145,395	1,312,395
2018 L.T. Note	165,000	IT Tech Improvements	18,000	4,170	22,170	142,000	17,760	159,760
2018 L.T. Note	126,000	IT Extend Metropolitan Area Network	14,000	3,170	17,170	108,000	13,350	121,350
2018 L.T. Note	80,000	Miscellaneous Public Buildings Improvements	9,000	2,025	11,025	69,000	8,550	77,550
2018 L.T. Note	60,000	Mobile Workforce Implementation	7,000	1,525	8,525	52,000	6,345	58,345
2018 L.T. Note	25,000	City Hall - Permanent EOC (Design)	3,000	635	3,635	22,000	2,700	24,700
2018 L.T. Note	25,000	Roof Repairs	3,000	645	3,645	22,000	2,655	24,655
2018 L.T. Note	18,000	Council Vote Cast System	2,000	470	2,470	16,000	1,980	17,980
2019 L.T. Note	2,200,000	City Hall - Concrete Plaza Improvements	306,000	49,599	355,599	2,200,000	274,354	2,474,354
2019 L.T. Note	200,000	IT Tech Improvements	28,000	4,511	32,511	200,000	24,899	224,899
2019 L.T. Note	25,000	Miscellaneous Public Buildings Improvements	3,000	550	3,550	25,000	3,013	28,013
General Government Total			\$ 1,257,000	\$ 171,554	\$ 1,428,554	\$ 7,336,000	\$ 742,870	\$ 8,078,870

**General Obligation Debt Service for 2020 and
Total Outstanding Indebtedness as of December 31, 2019**

		2020		2020 Principal & Interest	12/31/2019			
		Principal	Interest		Principal	Interest	Total	
Public Safety								
2011 L.T. Note	1,000,000	Fire - Vehicle Replacement	131,000	5,895	136,895	262,000	7,860	269,860
2011 L.T. Note	800,000	Public Safety Equipment - Police/Fire Radio	105,000	4,725	109,725	210,000	6,300	216,300
2011 L.T. Note	500,000	Fire Station #1 Construction Yr. 3	66,000	2,940	68,940	131,000	3,915	134,915
2012 L.T. Note	80,000	Police Records Manag.	8,000	400	8,400	24,000	720	24,720
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	259,000	14,324	273,324	674,000	32,104	706,104
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	26,000	1,505	27,505	70,000	3,424	73,424
2014 L.T. Note	3,000,000	Fire Station #1 - Construction Yr. 4	390,000	32,380	422,380	2,028,000	84,480	2,112,480
2014 L.T. Note	574,000	Public Safety Equip - Fire Vehicle Replace	74,000	6,190	80,190	388,000	16,205	404,205
2014 L.T. Note	410,000	Replacement of Fire SCBA	52,000	4,420	56,420	277,000	11,630	288,630
2015 L.T. Note	3,000,000	Central Fire Station	304,000	55,640	359,640	1,737,000	166,590	1,903,590
2015 L.T. Note	465,000	Fire - Vehicle Replacement	50,000	8,280	58,280	262,000	24,730	286,730
2015 L.T. Note	85,000	Police - SWAT Equipment	9,000	1,520	10,520	48,000	4,555	52,555
2016 L.T. Note	569,000	Fire - Vehicle Replacement	57,000	6,650	63,650	361,000	23,328	384,328
2016 L.T. Note	500,000	Central Fire Station	50,000	5,840	55,840	317,000	20,505	337,505
2016 L.T. Note	101,000	Police - SWAT Equipment & Video Equip.	10,000	1,180	11,180	64,000	4,155	68,155
2017 L.T. Note	525,000	Fire Engine	57,000	9,080	66,080	393,000	39,895	432,895
2017 L.T. Note	156,000	Fire - Vehicle Replacement	17,000	2,750	19,750	119,000	12,020	131,020
2018 L.T. Note	449,000	Fire - Vehicle Replacement	49,000	11,365	60,365	387,000	48,270	435,270
2018 L.T. Note	140,000	Cardiac Monitor/Defibrillator Replacement	15,000	3,555	18,555	121,000	15,210	136,210
2019 L.T. Note	206,000	Fire - Vehicle Replacement	29,000	4,640	33,640	206,000	25,585	231,585
2019 L.T. Note	200,000	Police Department Body Worn Camera Replacement	28,000	4,511	32,511	200,000	24,919	224,919
2019 L.T. Note	145,000	Police Services Building HVAC Replacement	20,000	3,281	23,281	145,000	18,299	163,299
2019 L.T. Note	80,000	Fire - Facility Upgrades	11,000	1,822	12,822	80,000	10,277	90,277
Public Safety Total			\$ 1,817,000	\$ 192,893	\$ 2,009,893	\$ 8,504,000	\$ 604,974	\$ 9,108,974
Public Works								
2010 L.T. Note	1,675,000	DPW Infrastructure Impr.	166,500	2,373	168,873	166,500	2,373	168,873
2010 L.T. Note	325,000	Transit Services Bldg., Transit Capital	32,500	464	32,964	32,500	464	32,964
2010 L.T. Note	200,000	Property Acquisition	20,000	285	20,285	20,000	285	20,285
2011 L.T. Note	2,405,000	DPW Infrastructure Impr.	292,000	13,140	305,140	584,000	17,520	601,520
2011A L.T. Note	160,000	DPW Infrastructure Impr.	25,000	1,125	26,125	50,000	1,500	51,500
2012 L.T. Note	2,020,000	DPW Infrastructure Impr.	207,000	10,350	217,350	621,000	18,630	639,630
2012 L.T. Note	310,000	Property Acquis. - 55 S. River St.	43,000	2,110	45,110	127,000	3,790	130,790
2012 L.T. Note	125,000	Property Acquisitions	13,000	650	13,650	39,000	1,170	40,170
2012 L.T. Note	100,000	Parking Plaza Repairs	10,000	540	10,540	32,000	960	32,960
2012 L.T. Note	20,000	Traffic Signal Impr.	2,000	100	2,100	6,000	180	6,180
2013 L.T. Note	2,666,000	DPW Infrastructure Impr.	440,000	24,783	464,783	1,161,000	55,786	1,216,786
2013 L.T. Note	1,050,000	Landfill Closure Ph. 2	107,000	10,031	117,031	428,000	23,808	451,808
2013 L.T. Note	1,000,000	Clay Procurement	100,000	9,375	109,375	400,000	22,250	422,250
2013 L.T. Note	435,000	DPW- Transit Operations & Maint. Facility	90,000	4,995	94,995	235,000	11,154	246,154
2013 L.T. Note	80,000	Replace Stationary Compactors & Conlain.	8,000	750	8,750	32,000	1,780	33,780
2013 L.T. Note	20,000	Traffic Signal & Street Light Replacement	3,000	199	3,199	9,000	456	9,456
2014 L.T. Note	2,260,000	DPW Infrastructure Impr.	271,000	22,580	293,580	1,415,000	59,005	1,474,005
2014 L.T. Note	1,610,000	Pretreatment Facility - GF Portion	167,000	13,200	180,200	808,000	33,825	841,825
2014 L.T. Note	500,000	Replace Street Lights with LEDs	64,000	5,370	69,370	337,000	14,085	351,085
2014 L.T. Note	30,000	Traffic Signal & Street Light Replacement	4,000	290	4,290	18,000	705	18,705
2015 L.T. Note	4,511,000	DPW Infrastructure Impr.	480,000	80,550	560,550	2,544,000	240,545	2,784,545
2015 L.T. Note	130,000	Landfill Ph. 2- Leachate Recirculation	15,000	2,850	17,850	90,000	9,150	99,150
2015 L.T. Note	35,000	Traffic Signal Red LED Light Replacements	4,000	590	4,590	19,000	1,775	20,775
2015 L.T. Note	20,000	Traffic Signal and Streetlight Replace	2,000	390	2,390	12,000	1,115	13,115
2015 L.T. Note	17,000	GPS for Snowplowing Equipment	2,000	270	2,270	9,000	935	9,935
2016 L.T. Note	4,254,000	Construct and Improve Streets	425,000	49,770	474,770	2,701,000	174,988	2,875,988
2016 L.T. Note	1,500,000	Parking Plaza Removal	150,000	17,560	167,560	953,000	61,715	1,014,715
2016 L.T. Note	86,000	Traffic Signal Red LED Light Replacements	9,000	990	9,990	54,000	3,398	57,398
2016 L.T. Note	72,000	Traffic Signal and Pedestrian Signals	7,000	810	7,810	44,000	2,823	46,823
2016 L.T. Note	42,000	Transit- Bus Technology Improvements	4,000	500	4,500	27,000	1,820	28,820
2016 L.T. Note	25,000	Public Works- Work Order System	3,000	330	3,330	18,000	1,133	19,133
2017 L.T. Note	4,014,000	DPW Infrastructure Impr.	441,000	69,510	510,510	3,012,000	304,860	3,316,860
2017 L.T. Note	196,000	Transit Buses	22,000	3,380	25,380	147,000	14,760	161,760
2017 L.T. Note	100,000	Property Acquisitions	11,000	1,730	12,730	75,000	7,580	82,580
2017 L.T. Note	77,000	Traffic Signal and Pedestrian Signals	8,000	1,340	9,340	58,000	5,870	63,870
2017 L.T. Note	65,000	Transit Service/Utility Truck	7,000	1,130	8,130	49,000	4,920	53,920
2018 L.T. Note	4,110,000	DPW Infrastructure Impr.	453,000	104,145	557,145	3,547,000	441,510	3,988,510
2018 L.T. Note	298,000	DPW Two-Way Radio System Update	33,000	7,545	40,545	257,000	31,920	288,920
2018 L.T. Note	278,000	Transit Bus Annunciation/ GPS System	31,000	7,045	38,045	240,000	29,685	269,685
2018 L.T. Note	250,000	Transit Buses	27,000	6,345	33,345	216,000	27,045	243,045
2018 L.T. Note	65,000	Traffic Signal and Pedestrian Signals	7,000	1,585	8,585	54,000	6,675	60,675
2018 L.T. Note	64,000	Marsh Creek & Spring Brook Pedestrian Bridges	7,000	1,615	8,615	55,000	6,900	61,900
2018 L.T. Note	15,000	Parking Ramp Maintenance	2,000	380	2,380	13,000	1,575	14,575
2019 L.T. Note	5,885,000	DPW Infrastructure Impr.	817,000	142,782	959,782	5,885,000	744,302	6,629,302
2019 L.T. Note	325,000	Transit Buses	45,000	7,329	52,329	325,000	40,579	365,579
2019 L.T. Note	80,000	Traffic Signal Safety Improvements	11,000	1,822	12,822	80,000	10,277	90,277
2019 L.T. Note	25,000	Traffic Signal and Pedestrian Signals	3,000	550	3,550	25,000	3,013	28,013
2019 L.T. Note	15,000	Parking Ramp Maintenance	2,000	299	2,299	15,000	1,609	16,609
Public Works Total			\$ 5,093,000	\$ 635,851	\$ 5,728,851	\$ 27,045,000	\$ 2,452,200	\$ 29,497,200

**General Obligation Debt Service for 2020 and
Total Outstanding Indebtedness as of December 31, 2019**

	2020		2020 Principal & Interest	12/31/2019		
	Principal	Interest		Principal	Interest	Total
Leisure Services						
2010 L.T. Note	140,000	Renovate Playground Equip., Bike Trail	14,000	200	14,200	14,200
2010 L.T. Note	100,000	Golf Course Capital	10,000	143	10,143	10,143
2011 L.T. Note	195,000	Palmer Park - Parking Lot	26,000	1,200	27,200	53,000
2011 L.T. Note	100,000	Golf Course Capital	14,000	600	14,600	27,000
2011 L.T. Note	50,000	Skateboard Park	6,000	300	6,300	13,000
2011 L.T. Note	40,000	Renovate Playgrounds/Equip.	5,000	225	5,225	10,000
2012 L.T. Note	780,000	Ice Arena Renovation	80,000	4,000	84,000	240,000
2012 L.T. Note	200,000	Golf Course Equipment	21,000	1,050	22,050	63,000
2012 L.T. Note	150,000	Ice Arena/Aquatics Renovation	15,000	790	15,790	47,000
2012 L.T. Note	110,000	Parking Imps. at Youth Sports Complex	12,000	580	12,580	35,000
2012 L.T. Note	100,000	Traxler Lagoon Sidewalk & Railing Replace.	11,000	510	11,510	31,000
2012 L.T. Note	60,000	Palmer Park - Tennis Courts Reconstruction	6,000	300	6,300	18,000
2012 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	250	5,250	15,000
2012 L.T. Note	40,000	Renovate Playgrounds/Equip.	4,000	220	4,220	13,000
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	19,000	1,011	20,011	48,000
2013 L.T. Note	70,000	Camden Playground Renovation	16,000	840	16,840	40,000
2013 L.T. Note	50,000	Aquatics Renovation	9,000	571	9,571	26,000
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	9,000	571	9,571	26,000
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	9,000	571	9,571	26,000
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	7,000	491	7,491	22,000
2014 L.T. Note	25,000	Splash Pad Feasibility Study	3,000	240	3,240	15,000
2015 L.T. Note	326,000	Splash Pad	35,000	5,820	40,820	184,000
2015 L.T. Note	110,000	Golf Course Equipment	22,000	220	22,220	22,000
2015 L.T. Note	40,000	Playground Replacement	4,000	700	4,700	22,000
2016 L.T. Note	90,000	Golf Course Equipment	9,000	1,070	10,070	58,000
2016 L.T. Note	40,000	Playground Replacement	4,000	440	4,440	24,000
2017 L.T. Note	755,000	Ice Arena Dehumidification Impr.	83,000	13,050	96,050	566,000
2017 L.T. Note	80,000	Playground Replacement	9,000	1,380	10,380	60,000
2017 L.T. Note	75,000	Golf Course Equipment	8,000	1,320	9,320	57,000
2017 L.T. Note	70,000	Bike Trail - Repair/Replace	8,000	1,210	9,210	52,000
2017 L.T. Note	50,000	Dawson Softball Facility Improvements	6,000	860	6,860	37,000
2017 L.T. Note	25,000	Ice Arena Impr.	3,000	410	3,410	18,000
2018 L.T. Note	145,000	ARISE Fitness Court, Pickleball Courts	16,000	3,670	19,670	125,000
2018 L.T. Note	85,000	Bike Trail - Repair/Replace	9,000	2,145	11,145	73,000
2018 L.T. Note	70,000	Northeast Regional Trail- Sandhill to Rotamer (Design)	8,000	1,760	9,760	60,000
2018 L.T. Note	65,000	Playground Replacement & Traxler Park Bleachers	7,000	1,645	8,645	56,000
2018 L.T. Note	60,000	Aquatic Vessels Caulking & Painting	7,000	1,525	8,525	52,000
2018 L.T. Note	60,000	Ice Arena Dehumidification Impr.	7,000	1,525	8,525	52,000
2018 L.T. Note	55,000	Dawson Softball Electrical Updates	4,000	1,410	5,410	47,000
2018 L.T. Note	25,000	Indoor Sports Facility Feasibility Study	3,000	645	3,645	22,000
2019 L.T. Note	280,000	Northeast Regional Trail- Sandhill to Rotamer	39,000	6,301	45,301	280,000
2019 L.T. Note	150,000	Golf Course Irrigation System Replacement	21,000	3,373	24,373	150,000
2019 L.T. Note	60,000	Sandstone Drive Park	8,000	1,367	9,367	60,000
2019 L.T. Note	50,000	Bike Trail - Repair/Replace	7,000	1,138	8,138	50,000
2019 L.T. Note	40,000	Playground Replacement	6,000	909	6,909	40,000
2019 L.T. Note	25,000	Indoor Sports Facility Schematic Design	3,000	550	3,550	25,000
2019 L.T. Note	20,000	Ice Arena Dehumidification Impr.	3,000	454	3,454	20,000
Leisure Services Total	640,000		69,562	709,562	3,004,000	270,885
TOTAL GENERAL CITY & DPW IMPROVEMENTS	\$ 8,807,000		\$ 1,069,860	\$ 9,876,860	\$ 45,889,000	\$ 4,070,929
GRAND TOTAL GENERAL OBLIGATION DEBT	\$ 18,880,000		\$ 2,373,513	\$ 21,253,513	\$ 102,255,000	\$ 9,437,103
Wastewater Utility Revenue						
CWF #4335-02	1,100,828	Wastewater Utility Impr.	71,562	3,006	74,568	145,092
CWF #4335-07	2,032,973	Wastewater Utility Impr.	123,342	10,630	133,972	511,147
CWF #4335-09	27,212,000	Wastewater Utility Impr.	1,492,756	337,796	1,830,552	16,457,803
CWF #4335-10	986,325	Wastewater Utility Impr.	47,161	14,961	62,122	646,950
Wastewater Utility Revenue Total	\$ 1,734,821		\$ 366,393	\$ 2,101,214	\$ 17,760,992	\$ 1,957,357
Water Utility Revenue						
SDWL #5119-01	2,150,000	Water Utility Impr.	127,002	14,244	141,246	665,765
SDWL #5119-02	1,336,937	Water Utility Impr.	81,896	8,261	90,157	341,347
Water Utility Revenue Total	\$ 208,898		\$ 22,505	\$ 231,403	\$ 1,007,112	\$ 59,192
TOTAL LONG-TERM DEBT	\$ 20,823,719		\$ 2,762,411	\$ 23,586,130	\$ 121,023,104	\$ 11,453,652