



2021 Annual Budget



CITY OF JANESVILLE
Wisconsin's Park Place

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2021 BUDGET

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Council President Conley and City Councilmembers:

The City Council, City Administration, and staff have worked diligently these past five months to deliver the adopted 2021 City and Library budgets. This year has been especially difficult with the on-going COVID-19 pandemic and learning to adjust to our new operating environment. When we began the process in early August, we projected a shortfall of just over \$710,000. Today, the 2021 General Fund budget is balanced, under the City's Expenditure Restraint Program (ERP) limit and decreases the City's draw on the General Fund balance for operating expenditures by about \$6,880 from the amount included in the adopted 2020 budget. We take very seriously the challenges that our community is facing both socially and economically. I cannot reiterate enough how proud I am of the staff's "team approach" and efforts to develop this year's budget.

The adopted 2021 City and Library budgets meet most of the budget parameters established as guidance for developing a budget proposal:

Must-Have

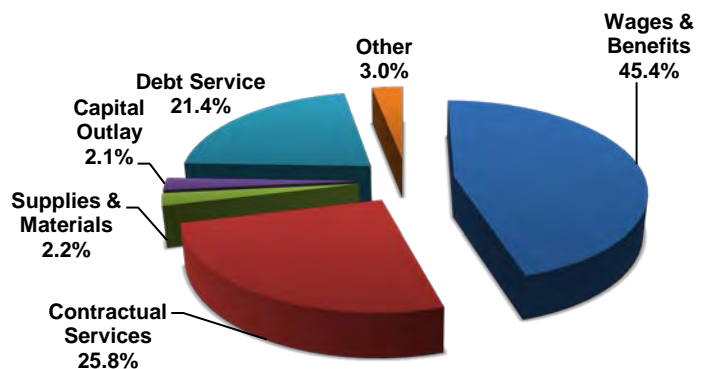
- ✓ Increase the operating property tax levy to the maximum allowable amount under Wisconsin levy limits law
- ✓ Maintain the City's investment in infrastructure
- ✓ Provide negotiated pay increases to Police, Fire, and Transit union employees
- ✓ Provide a cost of living adjustment (COLA) to administrative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

Nice-to-Have

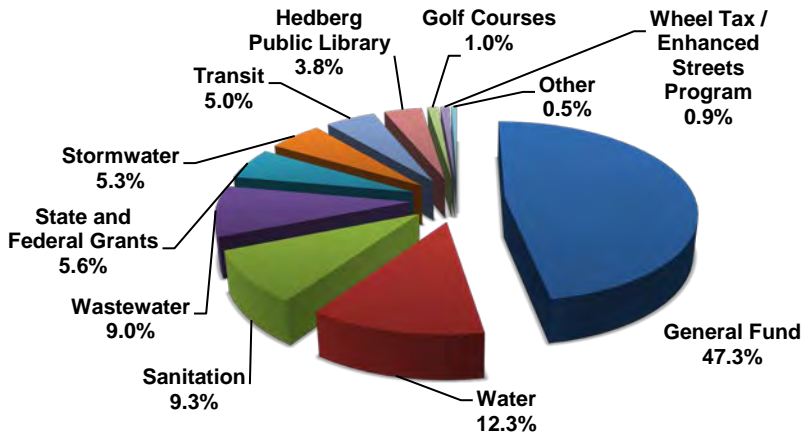
- ✓ Maintain or reduce the amount of applied General Fund balance utilized
- ✗ Allocate a proportionate share of the operating property tax levy increase to the Hedberg Public Library (HPL)
- ✓ Implement revenue enhancements and/or cost reductions based on the City Council's feedback from the budget study session held on August 4, 2020

Overview

The adopted 2021 City and Library budgets for all funds totals \$110,119,356, which represents a decrease of \$2,321,840, or 2.1%, compared to the amended 2020 budget. As shown in the pie chart to the right, Wages & Benefits represent the largest portion of budgeted expenditures at 45.4%; followed by Contractual Services at 25.8%; and Debt Service at 21.4%.



The adopted 2021 City and Library operating budgets for all funds is \$80,811,471, which represents an increase of \$887,733, or 1.1%, compared to the amended 2020 budget. Additionally, the adopted 2021 City and Library capital and debt service budgets for all funds totals \$29,307,885, which represents a decrease of \$3,209,573, or 9.9%, compared to the amended 2020 budget. This decrease in the capital and debt service budgets is primarily due to a decrease in the adopted 2021 JTS capital budget as the City was awarded federal and state grant funding for bus replacements in previous years.



The adopted 2021 City and Library budgets are comprised of a number of funds as represented in the pie chart to the left. The largest of these funds in terms of expenditures is the General Fund at 47.3% of the overall budget, followed by the Water Utility (12.3%), Sanitation (9.3%), the Wastewater Utility (9.0%), and State and Federal Grants (5.6%).

Most of these funds will be discussed in further detail.

The table below depicts the financial impact of the adopted 2021 City and Library budgets for the average Janesville household:

<u>Funding Source</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Property Taxes¹				
Operating	\$703.96	\$716.59	\$12.63	1.8%
Debt Service	285.80	279.94	-5.86	-2.1%
Hedberg Public Library	102.92	103.74	0.82	0.8%
Wheel Tax²	40.00	40.00	0.00	0.0%
Janesville Municipal Utilities Bill				
Water ³	268.56	273.93	5.37	2.0%
Wastewater ³	301.04	320.88	19.84	6.6%
Stormwater ⁴	107.44	105.92	-1.52	-1.4%
Solid Waste Management Fee	147.84	150.52	2.68	1.8%
Total Increase	\$1,957.56	\$1,991.52	\$33.96	1.7%

Assumptions

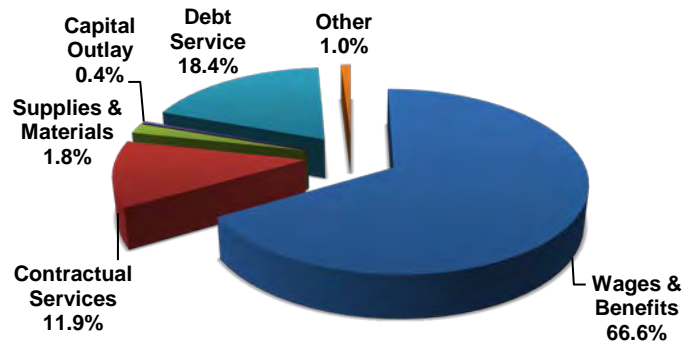
- | | | |
|---|-----------------|-----------------|
| 1. Assessed Value | \$5,053,272,400 | \$5,094,354,000 |
| Median Assessed Home Value | \$147,600 | \$149,000 |
| 2. Avg. number of cars per household | 2 | 2 |
| 3. Avg. residential customer with a 5/8" meter and consumes 1,600 cubic feet per quarter. | | |
| 4. Avg. residential property with 3,200 sqft. of impervious surface area (ERU) | | |

Of note, the median assessed home in Janesville will pay \$7.59 more in property taxes for municipal programs and services in 2021. Further, the average Janesville household will pay \$33.96, or 1.7%, more for all municipal programs and services in 2021. Both are the smallest increases in my tenure as City Manager.

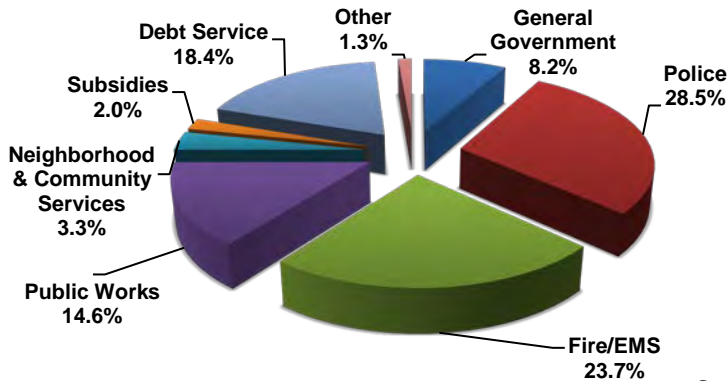
General Fund

The adopted 2021 General Fund budget anticipates expenditures totaling \$52,050,123, which represents a decrease of \$1,071,378, or 2.0%, compared to the amended 2020 General Fund budget. The adopted 2021 General Fund operating budget totals \$42,478,763, which is a decrease of \$858,100, or 2.0%, from the amended 2020 General Fund operating budget. Meanwhile, the adopted 2021 General Fund debt service budget totals \$9,571,360, which represents a decrease of \$213,278, or 2.2%, compared to the amended 2020 General Fund debt service budget.

The following pie charts break down the adopted 2021 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 66.6% of the adopted 2021 General Fund budget, followed by Debt Service (18.4%) and Contractual Services (11.9%).



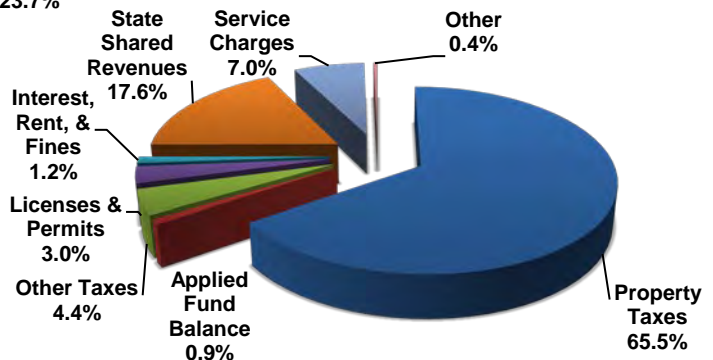
Within the adopted 2021 General Fund operating budget, which excludes debt service, personnel costs represent 81.6% of total expenditures.



The pie chart to the left illustrates the variety of programs and services funded through the General Fund. Public Safety services (Police and Fire) represent the majority of expenditures at 52.2%, followed by Debt Service (18.4%) and Public Works (14.6%). If debt service is excluded, Public Safety represents 63.9% of the adopted 2021 General Fund budget.

Revenue Changes

The pie chart to the right illustrates the variety of revenue sources in the General Fund. Property Taxes represent the majority of General Fund revenue at 65.5% followed by State Shared Revenues (17.6%) and Service Charges (7.0%).



The adopted 2021 General Fund property tax levy totals \$34,076,886, which represents an increase of \$190,870, or 0.6%, compared to 2020. This is the smallest property tax levy increase to support the General Fund budget in my tenure as City Manager. Lastly, the adopted 2021 General Fund budget decreases the amount of applied fund balance utilized to \$466,654, which represents a decrease of \$462,644, or 49.8%, from the amended 2020 budget.

Non-property tax revenues total \$17,506,583, a decrease of \$799,604, or 4.4%, from the amended 2020 budget. Non-property tax revenues decrease primarily due to an anticipated 16% decrease in service charges revenue in 2021.

The following table summarizes major revenue changes in the adopted 2021 General Fund budget:

Property Tax Levy	\$ 190,870
State Shared Revenues	103,614
PILOT Payment	82,500
Transfer In	80,000
Vacant Building Registration Program Fees	40,000
Bartender Licenses	38,000
Mobile Home Taxes	30,000
Rental of City Property	28,380
Parking Fees	(24,905)
Court Fines	(25,000)
Recreation Fees	(40,200)
Building & Planning Permits	(66,616)
Cable TV Franchise Fees	(69,085)
Room Tax Revenue	(122,954)
Interest Income	(165,000)
Inter-Facility Ambulance Transports	(175,000)
Regular Ambulance Transports	(500,000)
Applied Fund Balance	(462,644)
<u>Other</u>	<u>(13,338)</u>
Total Revenue Changes	\$ (1,071,378)

Program/Expenditure Changes

The adopted 2021 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	\$ 270,464
Computer Maintenance	71,295
Labor Negotiations	30,000
Traffic Signal / Street Light Supplies & Materials	24,800
Utilities	16,933
Insurance	14,599
Comprehensive Salary & Benefits Survey	(10,000)
Professional Development	(17,723)
Rural Fire Contracts Offset	(19,824)
Recreational Programming	(21,525)

Citywide Emergency Operations Plan (EOP)	(25,000)
ADA Compliance Study of City Facilities	(25,000)
Salt / Salt Brine	(45,059)
Elections	(50,725)
Intern Positions	(85,470)
Annual Street Rehabilitation Program	(135,000)
Inter-Facility Ambulance Transports	(141,192)
Debt Service	(213,278)
Transit Subsidy	(237,430)
Contingency	(455,767)
<u>Other</u>	<u>(16,476)</u>
Total Program/Expenditure Changes	\$ (1,071,378)

Water and Wastewater Utilities

The adopted 2021 Water & Wastewater Utilities budget is \$23,493,354, an increase of \$334,753, or 1.4%, from the amended 2020 budget. This increase is primarily due to completing more user fee capital projects next year and an increase in the Wastewater Utility's debt service payment for 2021.

Revenue Changes

The adopted 2021 Water Utility budget includes a 3% inflationary rate increase effective May 1, 2021 that is necessary to maintain the short- and long-term financial health of the fund.

Additionally, the adopted 2021 Wastewater Utility budget includes an average 6.06% rate increase across all customer classes effective January 1, 2021 that is necessary to maintain the short- and long-term financial health of the fund.

The financial impact of the rate increases on the average residential customer will be \$6.97 per quarter on their Janesville Municipal Utilities Bill.

Program/Expenditure Changes

The adopted 2021 Water & Wastewater Utilities budget includes a number of significant program and expenditure changes that are identified in the following table:

Water	
Taxes	\$ 87,333
User Fee Capital Projects	71,603
Wages and Wage-Driven Fringe Benefits	48,165
Reservoir Inspections	(24,780)
Debt Service	(98,901)
Other	1,508

Wastewater	
User Fee Capital Projects	117,767
Debt Service	87,891
Wages and Wage-Driven Fringe Benefits	65,072
Supplies & Materials	25,500
Insurance	22,339
Utilities	(85,560)
<u>Other</u>	<u>16,816</u>
Total Program/Expenditure Changes	\$334,753

Sanitation Fund

The Sanitation Fund consists of Solid Waste Collection, Solid Waste Disposal, Recycling, and Industrial Waste. The adopted 2021 Sanitation Fund budget totals \$10,232,623, which is an increase of \$362,393, or 3.7%, from the amended 2020 budget. This increase is primarily due to the cost to processed increased tonnage at the Sanitary Landfill.

Revenue Changes

The Sanitary Landfill anticipates an increase of 13,800 tons of solid waste disposed next year, which will result in \$490,449, or 8.8%, more revenue for 2021. Additionally, the adopted 2021 Sanitation Fund budget includes a \$2.68, or 1.8%, increase in the per household solid waste management fee from \$147.84 to \$150.52 per year.

The financial impact of the solid waste management fee increase on the average residential customer will be \$0.67 per quarter on their Janesville Municipal Utilities Bill.

The following table summarizes major revenue changes in the adopted 2021 Sanitation Fund budget:

Sanitary Landfill	\$490,449
Solid Waste Management Fee	62,534
<u>Recycling Program</u>	<u>14,000</u>
Total Revenue Changes	\$566,983

Program/Expenditure Changes

The adopted 2021 Sanitation Fund budget includes a number of significant program and expenditure changes that are identified in the following table:

Wages and Wage-Driven Fringe Benefits	\$117,274
Residential Trash Disposal	117,175
DNR Landfill Fees	111,565
Vehicle & Equipment	25,275
Air Permit Treatment Monitoring Plan	20,000
Debt Service	(43,679)
<u>Other</u>	<u>14,783</u>
Total Program/Expenditure Changes	\$362,393

Stormwater Utility

The adopted 2021 Stormwater Utility budget is \$5,847,194, an increase of \$1,955, or 0.03%, from the amended 2020 budget. This increase is primarily due to the curb & gutter replacement program.

Revenue Changes

The annual stormwater rate is based on an Equivalent Runoff Unit (ERU). Each ERU is equal to 3,200 square feet of impervious surface area (rooftops, patios, driveways, parking lots, loading docks, etc.). The Stormwater Utility proposes a \$1.52, or 1.4%, decrease per ERU for an annual stormwater rate of \$105.92 per ERU in 2021.

The financial impact of the stormwater rate reduction on the average residential customer will be \$0.38 per quarter on their Janesville Municipal Utilities Bill.

Program/Expenditure Changes

The adopted 2021 Stormwater Utility budget includes a number of significant program and expenditure changes that are identified as follows:

Curb & Gutter Replacements	\$ 98,000
Storm Sewer Maintenance	60,000
Pond and Prairie Treatments	54,000
Debt Service	19,157
Wages and Wage-Driven Fringe Benefits	(76,907)
User Fee Capital Projects	(120,000)
<u>Other</u>	<u>(32,295)</u>
Total Program/Expenditure Changes	\$ 1,955

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 2021 State and Federal Grants budget is \$6,183,302, an increase of \$507,973, or 9.0%, from the amended 2020 budget. This increase is primarily due the City being awarded \$265,573 in CARES Act dollars to prevent, prepare for, and respond to COVID-19 and its impacts next year.

Program/Expenditure Changes

The adopted 2021 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	\$ 207,000
Wage and Wage-Driven Fringe Benefits	22,796
Other	(7,027)

State and Federal Grants	
Assistance to Agencies Serving Low Income Individuals Impacted by COVID-19	265,573
Neighborhood Public Improvements	160,000
Housing Rehabilitation	110,473
Homebuyer Assistance	(274,000)
<u>Other</u>	<u>23,158</u>
Total Program/Expenditure Changes	\$507,973

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 and major employment and business centers. The adopted 2021 JTS operating budget totals \$3,810,865, which is an increase of \$44,082, or 1.2% from the amended 2020 JTS operating budget. This increase is primarily due to economic adjustments and supplemental funding to support the Beloit-Janesville Express (BJE) bus route.

Revenue Changes

State Operating Assistance for JTS is projected to decrease to 19.0% of expenditures while Federal Operating Assistance is projected to decrease to 27.6% of expenditures. State and Federal Assistance revenue is projected to total \$1,774,000, a decrease of \$222,400, or 11.1%, from the amended 2020 JTS operating budget. This decrease is in anticipation of State and Federal Assistance reductions as the state and federal governments face their own budgetary challenges due to the economic fallout from the COVID-19 pandemic.

Operating Revenue is composed of passenger fares, revenue from the sale of advertising on buses, and miscellaneous revenue. Operating revenue is projected to be \$434,508, a decrease of \$115,090, or 20.9%, from the amended 2020 budget. This decrease is primarily due to JTS ridership projected to decrease 30% from the amount projected in the amended 2020 JTS operating budget.

The Local Operating Subsidy is projected to be \$951,357, a decrease of \$237,428, or 20.0%, from the amended 2020 JTS operating budget. This revenue decrease is primarily due to the utilization of \$616,000 in federal CARES Act dollars to fortify the adopted 2021 JTS operating budget in light of an anticipated 30% decrease in JTS ridership.

Program/Expenditure Changes

The adopted 2021 JTS budget provides for the continuation of current service levels.

Golf Courses

The adopted 2021 Golf Courses budget is \$1,138,366, a decrease of \$31,829, or 2.7% from the amended 2020 budget. The adopted 2021 Golf Courses budget projects revenues to be \$1,148,137, which is a decrease of \$31,912, or 2.7% from 2020. Lastly, the Golf Courses budget does not include any General Fund subsidy for operations in 2021.

Closing

The adopted 2021 City and Library budgets minimize service level reductions and maintain our investment in infrastructure all while minimizing property tax and user fee increases. Additionally,

the adopted 2021 City budget addresses long-term structural concerns in the General Fund budget by reducing the reliance on applied fund balance.

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 regard 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 2021 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 2021 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 did not personally thank our Finance Director, Max Gagin, for his attention to detail and his thorough review. Max performed exceptionally, and he was superbly supported by Mandy Price and a wonderful Finance Office staff. Together, their budget expertise and advice, coupled with their dedicated work ethic, concluded an extremely challenging yet smooth budgetary process.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mark A. Freitag". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Mark A. Freitag
City Manager

The City of Janesville 2021-2025 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.

2021 – 2025 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 2021-2025 Strategic Plan that are included in the adopted 2021 operating budget:

- Conduct a city-wide citizen satisfaction survey
- Conduct diversity training program for all employees
- Conduct Police Department community and organizational climate surveys
- Negotiate labor contracts

Additionally, the following are examples of some of the tasks from the 2021-2025 Strategic Plan that are included in the 2021 Major Capital Projects Budget:

- Reconstruct and complete streetscape improvements for West Milwaukee Street
- Replace safety nets and fencing at Dawson Softball Complex
- Construct the Walnut Grove Pond and Outfall
- Upgrade the Senior Center HVAC system and replace the addition roof
- Replace Police and Fire portable and mobile radios
- Investigate feasibility of adding solar panels to closed Sanitary Landfill sites

The City’s Strategic Plan can be viewed at www.ci.janesville.wi.us/strategicplan.

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

	Amended 2020	Adopted 2021	Amount Increase/ (Decrease)	Percent Increase/ (Decrease)
REVENUES				
General Property Tax	\$33,886,016	\$34,076,886	\$190,870	0.56%
Fund Balance Applied ¹	929,298	466,654	(462,644)	-49.78%
Other Taxes	2,305,054	2,295,600	(9,454)	-0.41%
Licenses & Permits	1,649,736	1,554,387	(95,349)	-5.78%
Interest, Rents, & Fines	770,000	608,380	(161,620)	-20.99%
State Shared Revenues	9,080,877	9,184,491	103,614	1.14%
Service Charges	3,500,920	2,837,825	(663,095)	-18.94%
Recreation	872,600	828,400	(44,200)	-5.07%
Other & Transfers In	<u>127,000</u>	<u>197,500</u>	<u>70,500</u>	<u>55.51%</u>
TOTAL REVENUES	<u>\$53,121,501</u>	<u>\$52,050,123</u>	<u>(\$1,071,378)</u>	<u>-2.02%</u>
EXPENDITURES				
General Government	\$4,321,036	\$4,279,789	(\$41,247)	-0.95%
Public Safety	27,184,243	27,144,881	(39,362)	-0.14%
Public Works	7,712,474	7,594,433	(118,041)	-1.53%
Neighborhood & Community Serv.	1,763,562	1,741,243	(22,319)	-1.27%
Economic Adjustments	89,037	79,037	(10,000)	-11.23%
Insurance & Other	546,959	613,023	66,064	12.08%
Contingency Account ¹	455,767	0	(455,767)	N/A
General Fund Subsidies	1,263,785	1,026,357	(237,428)	-18.79%
Debt Service	<u>9,784,638</u>	<u>9,571,360</u>	<u>(213,278)</u>	<u>-2.18%</u>
TOTAL EXPENDITURES	<u>\$53,121,501</u>	<u>\$52,050,123</u>	<u>(\$1,071,378)</u>	<u>-2.02%</u>

1. The adopted 2020 budget was amended to include \$455,767 for contingency.

City of Janesville - General Fund Balance				
	Actual	Amended	Estimated	Adopted
	2019	Budget	2020	Budget
	2019	2020	2020	2021
Revenue	\$51,439,893	\$52,192,203	\$50,988,220	\$51,583,469
Expenditures	51,295,615	53,121,501	50,137,726	52,050,123
Net Change in Fund Balance	144,278	(929,298)	850,494	(466,654)
Fund Balance - Beginning of Year	<u>9,372,272</u>	<u>9,516,550</u>	<u>9,516,550</u>	<u>10,367,044</u>
Fund Balance - End of Year	<u>\$9,516,550</u>	<u>\$8,587,252</u>	<u>\$10,367,044</u>	<u>\$9,900,390</u>
Nonspendable Fund Balance				
	<u>\$425,120</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>
Assigned Fund Balance	473,531	466,654	466,654	466,654
Unassigned Fund Balance	<u>8,617,899</u>	<u>7,120,598</u>	<u>8,900,390</u>	<u>8,433,736</u>
Unrestricted Fund Balance	<u>\$9,091,430</u>	<u>\$7,587,252</u>	<u>\$9,367,044</u>	<u>8,900,390</u>
Total General Fund Balance	<u>\$9,516,550</u>	<u>\$8,587,252</u>	<u>\$10,367,044</u>	<u>\$9,900,390</u>
General Fund				
Operating Expenditures	41,336,903	42,881,096	39,897,321	42,478,763
Contingency	172,331	455,767	455,767	-
Debt Service	<u>9,786,381</u>	<u>9,784,638</u>	<u>9,784,638</u>	<u>9,571,360</u>
Total Expenditures	<u>\$51,123,284</u>	<u>\$52,665,734</u>	<u>\$49,681,959</u>	<u>\$52,050,123</u>
Two Months Operating Expenditures	<u>\$6,889,484</u>	<u>\$7,146,849</u>	<u>\$6,649,554</u>	<u>\$7,079,794</u>
Unrestricted fund balance / operating expense for subsequent year's budget	22.0%	17.7%	23.5%	21.0%

*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 \$100,000 on December 31, 2020.

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 \$9,367,044 as of December 31, 2020. The proposed 2021 budget includes \$466,654 of applied fund balance to reduce the tax levy. Therefore, the resulting unassigned fund balance is projected to be \$8,900,390 as of December 31, 2020.

Council Policy No. 82 establishes a policy to maintain the General Fund's unrestricted fund balance between 16.7% and 25% of the budgeted General Fund operating expenditures for the subsequent year. The budgeted unrestricted fund balance on December 31, 2021 of \$8,900,390 divided by the budgeted 2021 General Fund operating expenditures of \$42,478,763 yields a ratio of 21.0% which is within the City Council's policy.

City of Janesville
FUND BALANCES
December 31, 2019 and 2020

	Actual 12/31/2019	Estimated 12/31/2020
<u>Enterprise Funds:</u>		
Water Utility	\$47,037,018	\$48,370,220
Wastewater Utility	58,363,530	58,764,285
Storm Water Utility	7,831,935	8,263,625
Transit	<u>10,211,784</u>	<u>9,572,184</u>
Total Enterprise Funds *	<u>\$123,444,267</u>	<u>\$124,970,314</u>
<u>Internal Service Funds:</u>		
Vehicle Operation & Mtce	\$369,333	\$409,893
Insurance Fund	<u>2,574,338</u>	<u>4,792,201</u>
Total Internal Service Funds*	<u>\$2,943,671</u>	<u>\$5,202,094</u>
<u>Special Revenue:</u>		
Golf Courses	(97,980)	(74,866)
Oakhill Cemetery	98,297	92,698
Hedberg Public Library	537,455	608,872
JATV	262,890	256,736
Janesville Innovation Center (JIC)	22,065	6,758
Housing & Neighborhood Services Grants	1,444,412	999,754
Sanitation Fund	2,997,162	3,326,014
Special Accounts	4,180,491	4,220,288
TIF Districts	<u>3,086,023</u>	<u>668,807</u>
Total Special Revenue Funds	<u>\$12,530,815</u>	<u>\$10,105,061</u>
<u>Component Unit:</u>		
Housing - Section 8 Rent Assistance	<u>(\$8,705)</u>	<u>\$158,978</u>
<u>Debt Service Fund:</u>		
	<u>\$4,883,568</u>	<u>\$5,736,000</u>
<u>Capital Project Fund</u>		
	<u>\$9,749,272</u>	<u>\$8,400,000</u>
<u>General Fund</u>		
Nonspendable	\$425,120	\$1,000,000
Assigned	473,531	466,654
Unassigned	<u>8,617,899</u>	<u>8,900,390</u>
Total Unrestricted	<u>9,091,430</u>	<u>9,367,044</u>
Total General Fund Balance	<u>\$9,516,550</u>	<u>\$10,367,044</u>

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

REVENUE SUMMARY

2021 BUDGET

	Actual 2019	Amended Budget 2020	9 Months Actual 2020	Estimated 2020	Adopted Budget 2021	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL FUND							
GENERAL PROPERTY TAX							
Real & Personal Property Levy	\$33,201,978	\$33,886,016	\$33,885,138	\$33,886,016	\$34,076,886	\$190,870	0.56%
Fund Balance Applied ¹	<u>0</u>	<u>929,298</u>	<u>0</u>	<u>0</u>	<u>466,654</u>	<u>(462,644)</u>	<u>-49.78%</u>
Subtotal	\$33,201,978	\$34,815,314	\$33,885,138	\$33,886,016	\$34,543,540	(\$271,774)	-0.78%
OTHER TAXES							
Property Tax Refunds	(\$58,657)	(\$25,000)	(\$170,046)	(\$57,482)	(\$25,000)	\$0	0.00%
Penalties & Interest	199,538	195,000	195,773	197,500	198,000	3,000	1.54%
Water Utility Tax	1,534,817	1,530,000	1,147,500	1,573,700	1,612,500	82,500	5.39%
Mobile Home Fees	99,111	70,000	80,553	91,860	100,000	30,000	42.86%
Hotel/Motel Tax	454,142	433,054	181,447	276,000	310,100	(122,954)	-28.39%
Wheel Tax	<u>99,887</u>	<u>102,000</u>	<u>70,407</u>	<u>99,000</u>	<u>100,000</u>	<u>(2,000)</u>	<u>-1.96%</u>
Subtotal	\$2,328,838	\$2,305,054	\$1,505,634	\$2,180,578	\$2,295,600	(\$9,454)	-0.41%
LICENSES & PERMITS							
Gen. Licenses & Permits	\$304,085	\$259,770	\$169,562	\$254,440	\$300,122	\$40,352	15.53%
Cable TV License Fee	688,559	620,000	307,632	620,000	550,915	(69,085)	-11.14%
Building & Planning Permits	<u>897,520</u>	<u>769,966</u>	<u>656,085</u>	<u>751,316</u>	<u>703,350</u>	<u>(66,616)</u>	<u>-8.65%</u>
Subtotal	\$1,890,164	\$1,649,736	\$1,133,279	\$1,625,756	\$1,554,387	(\$95,349)	-5.78%
INTEREST, RENTS & FINES							
Interest on General Investments	\$858,177	\$310,000	\$518,884	\$485,000	\$145,000	(\$165,000)	-53.23%
Rental of City Property	188,415	170,000	96,900	195,380	198,380	28,380	16.69%
Court Fines	275,634	280,000	184,009	232,000	255,000	(25,000)	-8.93%
Sale of City Property	<u>5,797</u>	<u>10,000</u>	<u>8,770</u>	<u>8,760</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
Subtotal	\$1,328,023	\$770,000	\$808,563	\$921,140	\$608,380	(\$161,620)	-20.99%
STATE SHARED REVENUES							
State Shared Revenues	\$5,800,741	\$5,757,965	\$2,155,635	\$5,798,896	\$5,649,096	(\$108,869)	-1.89%
State Highway Aids	2,382,412	2,588,352	1,992,634	2,656,846	2,731,566	143,214	5.53%
State Payt – Computer Value Reimbursement	184,912	184,912	184,912	184,912	186,040	1,128	0.61%
State Payt – Personal Property Value Reimbursement	142,966	151,021	151,021	151,021	159,077	8,056	5.33%
State Payt – Cable TV License Fee Reimbursement	0	68,627	68,627	68,627	137,712	69,085	100.67%
State Payt – Municipal Services	100,786	115,000	0	100,100	100,000	(15,000)	-13.04%
State Aid – Fire Inspections	<u>208,668</u>	<u>215,000</u>	<u>218,307</u>	<u>218,307</u>	<u>221,000</u>	<u>6,000</u>	<u>2.79%</u>
Subtotal	\$8,820,485	\$9,080,877	\$4,771,136	\$9,178,709	\$9,184,491	\$103,614	1.14%
SERVICE CHARGES							
Parking Fees	\$81,678	\$71,525	\$32,022	\$33,381	\$46,620	(\$24,905)	-34.82%
Real Estate Search Fees	81,390	89,375	59,275	87,500	89,375	0	0.00%
Neighborhood and Community Services	43,284	30,000	9,400	12,000	65,000	35,000	116.67%
Public Works	66,365	67,500	53,890	78,075	70,250	2,750	4.07%
Police Department	41,932	41,500	17,632	27,500	40,000	(1,500)	-3.61%
Fire Department	<u>2,609,963</u>	<u>3,201,020</u>	<u>1,759,403</u>	<u>2,498,327</u>	<u>2,526,580</u>	<u>(674,440)</u>	<u>-21.07%</u>
Subtotal	\$2,924,612	\$3,500,920	\$1,931,622	\$2,736,783	\$2,837,825	(\$663,095)	-18.94%
RECREATION							
Recreation Management	<u>\$829,597</u>	<u>\$872,600</u>	<u>\$255,947</u>	<u>\$350,106</u>	<u>\$828,400</u>	<u>(\$44,200)</u>	<u>-5.07%</u>
Subtotal	\$829,597	\$872,600	\$255,947	\$350,106	\$828,400	(\$44,200)	-5.07%

REVENUE SUMMARY

2021 BUDGET

	Actual 2019	Amended Budget 2020	9 Months Actual 2020	Estimated 2020	Adopted Budget 2021	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>66,196</u>	<u>77,000</u>	<u>35,990</u>	<u>59,132</u>	<u>67,500</u>	<u>(9,500)</u>	<u>-12.34%</u>
Subtotal	\$116,196	\$127,000	\$85,990	\$109,132	\$117,500	(\$9,500)	-7.48%
TRANSFERS IN							
Operating Transfer In	\$0	\$0	\$0	\$0	\$80,000	\$80,000	N/A
Subtotal	\$0	\$0	\$0	\$0	\$80,000	\$80,000	N/A
TOTAL GENERAL FUND WITHOUT							
PROPERTY TAXES	<u>\$18,237,915</u>	<u>\$18,306,187</u>	<u>\$10,492,171</u>	<u>\$17,102,204</u>	<u>\$17,506,583</u>	<u>(\$799,604)</u>	<u>-4.37%</u>
TOTAL GENERAL FUND WITH							
PROPERTY TAXES	<u>\$51,439,893</u>	<u>\$53,121,501</u>	<u>\$44,377,309</u>	<u>\$50,988,220</u>	<u>\$52,050,123</u>	<u>(\$1,071,378)</u>	<u>-2.02%</u>
ENTERPRISE							
Transit System	\$6,217,499	\$7,606,905	\$2,930,346	\$7,263,699	\$5,460,865	(\$2,146,040)	-28.21%
Stormwater Utility	4,562,140	5,747,000	4,212,815	5,843,050	5,869,000	122,000	2.12%
Wastewater Utility	10,761,456	10,588,400	8,023,960	10,380,400	10,831,300	242,900	2.29%
Water Utility	<u>8,710,143</u>	<u>12,820,082</u>	<u>10,048,112</u>	<u>12,509,738</u>	<u>12,876,615</u>	<u>56,533</u>	<u>0.44%</u>
Total Enterprise	\$30,251,238	\$36,762,387	\$25,215,233	\$35,996,887	\$35,037,780	(\$1,724,607)	-4.69%
SPECIAL REVENUE							
Golf Courses	\$1,079,025	\$1,180,049	\$1,082,833	\$1,086,286	\$1,148,137	(\$31,912)	-2.70%
Oak Hill Cemetery	175,323	172,000	193,335	210,500	190,500	18,500	10.76%
Hedberg Public Library	4,056,355	4,185,043	4,097,857	4,136,278	4,185,426	383	0.01%
JATV Cable Public Access	174,127	172,457	96,097	173,073	172,439	(18)	-0.01%
Janesville Innovation Center (JIC)	185,076	96,200	116,862	155,033	100,696	4,496	4.67%
N&CS – Rent Assistance	2,948,689	3,092,000	2,505,418	3,460,272	3,282,883	190,883	6.17%
N&CS – State and Federal Grants	1,130,388	1,923,392	202,871	1,540,329	2,259,380	335,988	17.47%
N&CS – Vacant Building Registration Program	44,300	70,000	23,950	30,000	0	(70,000)	-100.00%
Sanitation	9,527,255	9,892,365	7,752,206	10,353,849	10,459,348	566,983	5.73%
Wheel Tax / Enhanced Street Rehab Program	<u>973,312</u>	<u>995,000</u>	<u>678,684</u>	<u>946,387</u>	<u>970,000</u>	<u>(25,000)</u>	<u>-2.51%</u>
Total Special Revenue	\$20,293,850	\$21,778,506	\$16,750,113	\$22,092,007	\$22,768,809	\$990,303	4.55%
INTERNAL SERVICE							
Insurance	\$14,288,730	\$12,593,645	\$9,151,754	\$11,975,634	\$12,199,547	(\$394,098)	-3.13%
Vehicle Operation & Maintenance	4,862,180	4,250,000	3,187,384	4,463,000	4,345,000	95,000	2.24%
Prior Service	<u>57,492</u>	<u>0</u>	<u>58,688</u>	<u>58,688</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Internal Service	\$19,208,402	\$16,843,645	\$12,397,826	\$16,497,322	\$16,544,547	(\$299,098)	-1.78%
TOTAL NON-GENERAL							
	<u>\$69,753,490</u>	<u>\$75,384,538</u>	<u>\$54,363,172</u>	<u>\$74,586,216</u>	<u>\$74,351,136</u>	<u>(\$1,033,402)</u>	<u>-1.37%</u>

1. The adopted 2020 General Fund budget was amended to include \$455,767 for contingency.

**EXPENDITURE SUMMARY
2021 BUDGET**

	Actual 2019	Amended Budget 2020	9 Months Actual 2020	Estimated 2020	Adopted Budget 2021	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
GENERAL GOVERNMENT							
City Council	\$5,691	\$21,972	\$3,238	\$5,428	\$22,059	\$87	0.40%
City Manager	520,147	545,597	371,297	489,269	519,197	(26,400)	-4.84%
City Assessor	515,513	536,474	367,804	520,547	523,952	(12,522)	-2.33%
City Attorney	609,652	550,110	408,621	575,853	559,990	9,880	1.80%
Clerk-Treasurer/Elections	580,402	640,149	406,964	626,296	570,444	(69,705)	-10.89%
Economic Development	148,549	175,720	122,327	164,576	172,176	(3,544)	-2.02%
Finance	416,883	440,400	316,914	428,469	446,575	6,175	1.40%
Human Resources	255,384	347,046	220,837	311,170	329,165	(17,881)	-5.15%
Information Technology	<u>838,397</u>	<u>1,063,568</u>	<u>787,830</u>	<u>985,460</u>	<u>1,136,231</u>	<u>72,663</u>	<u>6.83%</u>
Total General Government	\$3,890,618	\$4,321,036	\$3,005,832	\$4,107,068	\$4,279,789	(\$41,247)	-0.95%
PUBLIC SAFETY							
Police Department	\$14,416,765	\$14,582,883	\$9,976,677	\$14,102,888	\$14,831,049	\$248,166	1.70%
Fire Department	<u>12,105,160</u>	<u>12,601,360</u>	<u>8,460,644</u>	<u>12,048,984</u>	<u>12,313,832</u>	<u>(287,528)</u>	<u>-2.28%</u>
Total Public Safety	\$26,521,925	\$27,184,243	\$18,437,321	\$26,151,872	\$27,144,881	(\$39,362)	-0.14%
PUBLIC WORKS							
Engineering	<u>\$623,353</u>	<u>\$786,202</u>	<u>\$516,924</u>	<u>\$707,850</u>	<u>\$787,129</u>	<u>\$927</u>	<u>0.12%</u>
Operations							
Parking Facilities	112,396	136,512	83,196	139,352	140,341	3,829	2.80%
Public Buildings	640,180	664,903	480,376	656,259	677,146	12,243	1.84%
Snow Removal	1,729,673	1,456,455	1,219,820	1,628,843	1,417,669	(38,786)	-2.66%
Street Maintenance	640,738	790,001	274,310	398,706	659,937	(130,064)	-16.46%
Traffic Management	975,370	994,668	629,827	997,557	1,014,574	19,906	2.00%
Weed Control	<u>46,863</u>	<u>57,015</u>	<u>34,240</u>	<u>61,515</u>	<u>58,994</u>	<u>1,979</u>	<u>3.47%</u>
Subtotal	\$4,145,220	\$4,099,554	\$2,721,769	\$3,882,232	\$3,968,661	(\$130,893)	-3.19%
Parks	1,610,212	1,641,428	1,077,670	1,503,890	1,660,288	18,860	1.15%
Planning & Building	<u>1,154,675</u>	<u>1,185,290</u>	<u>835,502</u>	<u>1,134,031</u>	<u>1,178,355</u>	<u>(6,935)</u>	<u>-0.59%</u>
Total Public Works	\$7,533,460	\$7,712,474	\$5,151,865	\$7,228,003	\$7,594,433	(\$118,041)	-1.53%
NEIGHBORHOOD & COMMUNITY SERVICES							
Property Maintenance	\$259,306	\$306,661	\$194,161	\$277,027	\$305,867	(\$794)	-0.26%
Recreation	<u>1,424,794</u>	<u>1,456,901</u>	<u>704,484</u>	<u>952,822</u>	<u>1,435,376</u>	<u>(21,525)</u>	<u>-1.48%</u>
Total Neighborhood & Community	\$1,684,100	\$1,763,562	\$898,645	\$1,229,849	\$1,741,243	(\$22,319)	-1.27%
ECONOMIC ADJUSTMENTS							
Economic Adjustments & Sick Payouts	<u>\$92,362</u>	<u>\$89,037</u>	<u>(\$25,186)</u>	<u>\$88,511</u>	<u>\$79,037</u>	<u>(\$10,000)</u>	<u>-11.23%</u>
Total Economic Adjustments	\$92,362	\$89,037	(\$25,186)	\$88,511	\$79,037	(\$10,000)	-11.23%
INSURANCE							
Workers' Comp, Liability & Property	<u>\$126,144</u>	<u>\$109,252</u>	<u>\$140,512</u>	<u>\$147,253</u>	<u>\$108,268</u>	<u>(\$984)</u>	<u>-0.90%</u>
Total Insurance	\$126,144	\$109,252	\$140,512	\$147,253	\$108,268	(\$984)	-0.90%
OTHER							
Refunds & Adjustments	(\$314)	\$1,000	\$494	\$1,000	\$1,000	\$0	0.00%
Copy Machine Expense	12,300	17,000	1,585	14,000	14,000	(3,000)	-17.65%
Misc. & Unclassified	<u>407,177</u>	<u>419,707</u>	<u>349,794</u>	<u>457,570</u>	<u>489,755</u>	<u>70,048</u>	<u>16.69%</u>
Total Other	\$419,163	\$437,707	\$351,873	\$472,570	\$504,755	\$67,048	15.32%
CONTINGENCY ACCOUNT¹							
	\$0	\$455,767	\$0	\$0	\$0	(\$455,767)	-100.00%
GENERAL FUND SUBSIDIES/TRANSFERS							
Transit System	\$1,067,418	\$1,188,785	\$891,589	\$852,962	\$951,357	(\$237,428)	-19.97%
Special Accounts / Capital Projects Fund ²	99,044	0	0	0	0	0	N/A
Special Assessments	<u>75,000</u>	<u>75,000</u>	<u>56,250</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>	<u>0.00%</u>
Total Gen. Fund Subsidies/Transfers	\$1,241,462	\$1,263,785	\$947,839	\$927,962	\$1,026,357	(\$237,428)	-18.79%
Total Operating	\$41,509,234	\$43,336,863	\$28,908,701	\$40,353,088	\$42,478,763	(\$858,100)	-1.98%
RETIREMENT OF INDEBTEDNESS							
General Fund	\$9,306,381	\$9,534,638	\$9,534,638	\$9,534,638	\$9,321,360	(\$213,278)	-2.24%
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>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>N/A</u>
Total Long-Term Debt	\$9,786,381	\$9,784,638	\$9,784,638	\$9,784,638	\$9,571,360	(\$213,278)	-2.18%
GRAND TOTAL-GENERAL FUND	<u>\$51,295,615</u>	<u>\$53,121,501</u>	<u>\$38,693,339</u>	<u>\$50,137,726</u>	<u>\$52,050,123</u>	<u>(\$1,071,378)</u>	<u>-2.02%</u>

**EXPENDITURE SUMMARY
2021 BUDGET**

	Actual 2019	Amended Budget 2020	9 Months Actual 2020	Estimated 2020	Adopted Budget 2021	Amount Increase/ (Decrease)	Percentage Increase/ (Decrease)
ENTERPRISE							
Transit System	\$6,217,499	\$7,606,905	\$2,869,719	\$7,263,699	\$5,460,865	(\$2,146,040)	-28.21%
Stormwater Utility	4,443,359	5,845,239	5,870,345	5,686,375	5,847,194	1,955	0.03%
Wastewater Utility	9,948,449	9,650,205	8,871,286	9,668,642	9,900,030	249,825	2.59%
Water Utility	9,503,029	13,508,396	9,051,583	13,091,692	13,593,324	84,928	0.63%
Total Enterprise	\$30,112,336	\$36,610,745	\$26,662,933	\$35,710,408	\$34,801,413	(\$1,809,332)	-4.94%
SPECIAL REVENUE							
Golf Courses	\$1,102,476	\$1,170,195	\$896,638	\$1,063,172	\$1,138,366	(\$31,829)	-2.72%
Oak Hill Cemetery	209,597	202,416	160,636	216,099	206,366	3,950	1.95%
Hedberg Public Library ^c	4,253,337	4,382,424	3,025,652	4,064,861	4,139,758	(242,666)	-5.54%
JATV Cable Public Access	180,548	203,934	122,903	179,227	252,852	48,918	23.99%
Janesville Innovation Center (JIC)	163,801	149,330	133,095	170,340	144,553	(4,777)	-3.20%
N&CS – Rent Assistance	3,044,553	3,112,753	2,416,976	3,292,589	3,335,522	222,769	7.16%
N&CS – State and Federal Grants	1,172,764	2,562,576	1,042,948	1,984,987	2,847,780	285,204	11.13%
N&CS – Vacant Building Registration Program	51,052	60,092	25,546	33,399	0	(60,092)	-100.00%
Sanitation	9,554,608	9,870,230	6,944,373	10,024,997	10,232,623	362,393	3.67%
Wheel Tax / Enhanced Street Rehab Program	1,027,215	995,000	944,000	944,000	970,000	(25,000)	-2.51%
Total Special Revenue	\$20,759,951	\$22,708,950	\$15,712,767	\$21,973,671	\$23,267,820	\$558,870	2.46%
INTERNAL SERVICE							
Insurance	\$15,251,567	\$12,730,394	\$7,810,793	\$9,757,771	\$12,334,407	(\$395,987)	-3.11%
Prior Service	57,492	0	58,688	58,688	0	0	N/A
Vehicle Operation & Maintenance	4,861,485	4,369,141	2,882,700	4,422,440	4,708,832	339,691	7.77%
Total Internal Service	\$20,170,544	\$17,099,535	\$10,752,181	\$14,238,899	\$17,043,239	(\$56,296)	-0.33%
GRAND TOTAL–NON–GENERAL	\$71,042,831	\$76,419,230	\$53,127,881	\$71,922,978	\$75,112,472	(\$1,306,758)	-1.71%

1. The adopted 2020 General Fund budget was amended to include \$455,767 for contingency.

2. The adopted 2020 Hedberg Public Library budget was amended to include \$197,381 for the Transformation and HVAC replacement projects.

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2021 BUDGET**

Description	Adopted 2021 Budget
GENERAL FUND	
GENERAL GOVERNMENT	
<u>INFORMATION TECHNOLOGY</u>	
* Domain Controller (Apollo)	\$ 9,754
* Engineering PC	1,600
* ERP SQL Server (Toto)	14,714
* Fire MDT Toughbook's CF-19 (4)	13,920
* Fire Station Nos. 3 and 5 Printers	3,500
* Laptop Replacements (6)	8,988
* Main File Server (Petey)	11,420
* Monitors (2)	438
* PC Replacement (45)	53,505
* Police MDT Toughbook's (8)	29,584
* Replacement Surface Pro	1,364
* SFTP Server for PD (McGruff)	9,995
* Virtual Server Host (Peabody)	13,475
* Web Test Server (Astro-T)	10,626
TOTAL GENERAL GOVERNMENT	<u>\$ 182,883</u>
TOTAL GENERAL FUND	<u>\$ 182,883</u>
ENTERPRISE FUNDS	
TRANSIT	
<u>Grant Portion of Transit Assets</u>	
Contactless Electronic Farebox System (CARES Act Grant)	\$ 400,000
Permanent Driver Barriers (CARES Act Grant)	150,000
* Replace Two Transit Buses (Approved FTA Grant)	1,000,000
* Transfer Center Refurbishment Design (CARES Act Grant)	100,000
TOTAL TRANSIT	<u>\$ 1,650,000</u>
STORMWATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Curb & Gutter Replacements	\$ 1,312,500
* Storm Sewer Cleaning & Televising	150,000
* Storm Sewer Lining & Point Repairs	300,000
* Storm Structure Rehab & Replacement	1,295,000
TOTAL STORMWATER UTILITY	<u>\$ 3,057,500</u>

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2021 BUDGET**

Description	Adopted 2021 Budget
WATER UTILITY	
<u>Funded by User Fee Revenues</u>	
* Water Main Replacements	\$ 3,500,000
* Computer Equipment	4,888
Plotter for City Hall	11,500
* Meter Replacement	382,500
* Hydrant Replacement	70,000
Emergency Chlorine Gas Shut-off System	52,885
* Excavation Safety Equipment	5,000
* 4-WD Dump Body Pickup with Plow (#3908)	48,000
TOTAL WATER UTILITY	\$ 4,074,773
WASTEWATER UTILITY	
<u>Funded by User Fee Revenues/Replacement Funds</u>	
* Computer Equipment	\$ 4,767
* Control Room HVAC Replacement	8,500
* Laboratory Equipment	5,000
* Safety Equipment	2,000
* Bar Screen Replacement (Headworks Project)	1,900,000
* Grit Removal System Replacement (Headworks Project)	1,750,000
* Phosphax Unit w/ Enclosure	36,000
* Plotter for City Hall	11,500
* Replace Fuel Tanks	46,000
* Install Electric Hoist for UV Bulbs	14,000
TOTAL WASTEWATER UTILITY	\$ 3,777,767
TOTAL ENTERPRISE FUNDS	\$ 12,560,040

SPECIAL REVENUE FUNDS

HEDBERG PUBLIC LIBRARY

* Computer Replacements (Storage Servers)	\$ 30,000
* All Data	1,575
* Ancestry Library	3,112
* CQ Research	1,515
* Foundation Directory Online	3,301
* Gale Legal Forms	4,282
* Gale Small Business Builder	2,491
* Gale Small Business Resource Center	3,122
* Hoopla	39,000
* Kanopy	4,500
* Mango	6,232
* Morningstar	4,677

* Replacement/Repair of Existing Equipment/Facilities

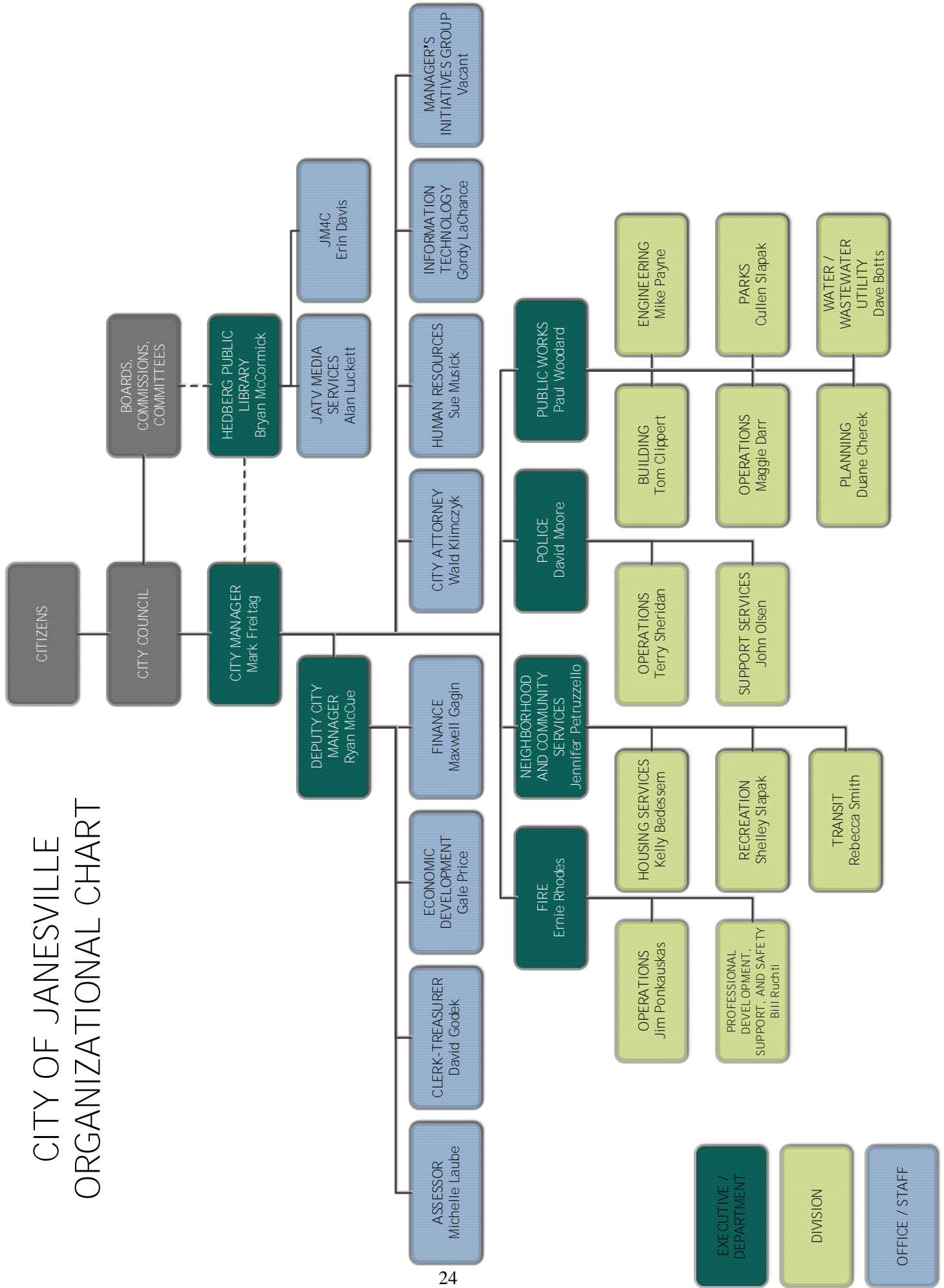
**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2021 BUDGET**

Description	Adopted 2021 Budget
HEDBERG PUBLIC LIBRARY (CONT.)	
* Niche Academy	2,249
* Novelista Plus	3,567
Overdrive Advantage	3,000
* P4A Antiques	606
* Reference USA	9,350
* Tumblebooks	882
* Value Line	6,248
* Youth Service Apps	300
* Magazine and Newspaper Subscriptions	22,000
* Music CD's, Audiobooks, DVD's	73,052
* Purchase New Books, Adult and Children	184,440
TOTAL HEDBERG LIBRARY	\$ 409,501
JATV-12	
* 4K Professional Camcorders	\$ 3,500
* Computer Monitor	300
iPad for Camera Control	400
* Office Computer/Video Editor	1,250
* Sony AX53 Camcorder - Portable	850
Studio Backdrop Curtain	800
* Vegas Pro Software Upgrade	400
* Wireless Microphone	500
Capital Equipment to Improve JATV Signal Strength and Reliability	50,000
TOTAL JATV-12	\$ 58,000
SANITATION	
* Waste Collection Carts	\$ 50,000
* iNovah CC System & Printer	1,000
* Landfill Scalehouse PC	1,189
Toughpad for Environmental Tech	3,480
* Demolition Landfill Computer Replacement	1,150
TOTAL SANITATION	\$ 56,819
TOTAL SPECIAL REVENUE FUNDS	
	\$ 524,320
INTERNAL SERVICE FUNDS	
VOM	
* Forklift	\$ 30,000
* Platform Truck w/ Knuckleboom Loader	230,000
* Pickup - 4WD 3/4 Ton w/ Topper	32,000
* Skidsteer Loader	31,000

**CAPITAL OUTLAY SUMMARY – Non-GO Debt Funding Sources
2021 BUDGET**

Description		Adopted 2021 Budget
VOM (CONT.)		
*	Unitized Spray Patcher	200,000
*	Pickup - 4WD 1/2 Ton w/ Topper & Packrat	29,000
*	Pickup - 4WD 1/2 Ton w/ Topper & Packrat	29,000
*	Pickup - 2WD 1/2 Ton w/ Topper	29,000
*	Pickup - 4WD Compact	29,000
*	Pickup - 4WD 3/4 Ton HD	31,000
*	Pickup - 4WD 3/4 Ton	31,000
*	Dump Truck - Tandem Axle	197,000
*	Dump Truck - Tandem Axle	197,000
*	Pickup - 2WD 3/4 Ton w/ Lift Gate	33,000
*	Mower - 6 FT Zero Turn	20,000
*	Pickup - 4WD 3/4 Ton Utility Body	44,000
*	Pickup - 2WD w/ Dump Insert	40,000
*	Sedan - Compact 4-Door	19,000
*	Sedan - Compact 4-Door	19,000
*	Sedan - Compact 4-Door	19,000
*	Dump Truck - Single Axle w/ Pre-Wet Kit	175,000
*	Dump Truck - Single Axle w/ Pre-Wet Kit	175,000
*	Mower - 11 FT	53,000
*	Mower - 6 FT Zero Turn	20,000
*	Mower - 6 FT Zero Turn	20,000
*	Pickup - 4WD 1-Ton w/ Snow Plow	33,000
*	Wheeled Loader Upgrade (Annual Trade w/ Vendor)	75,000
*	Plows, Salt Spreaders and Other Attachments	124,000
*	Miscellaneous Small Equipment	60,000
	TOTAL VOM	<u>\$ 2,024,000</u>
TOTAL INTERNAL SERVICE FUNDS		<u>\$ 2,024,000</u>
TOTAL NON-GENERAL FUND		<u>\$ 15,108,360</u>

CITY OF JANESVILLE ORGANIZATIONAL CHART



STAFFING TABLE 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>City Manager</i>	
City Manager	1
Deputy City Manager	1
Assistant to the City Manager	1
Communications 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
Utility Billing Clerk	1
Customer Service Representative	1
Customer Service Representative (part-time)	2
	<u>10</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 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / 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 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / 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
Police Support Clerk	1
Records Clerk	9
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 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Engineering</i>	
Director of Public Works	1
City Engineer	1
Assistant City Engineer	2
Senior Civil Engineer	3
Civil Engineer	2
Public Works Project Manager	1
GIS Coordinator	1
Planning/GIS Analyst	1
Senior Engineering Tech	4
Engineering Tech II	2
Engineering Tech I	1
Administrative Assistant II	1
Engineering Intern (part-time)*	2
GIS Intern (part-time)*	<u>1</u>
	<u>23</u>
<i>Operations (Streets, Public Buildings, Sanitation, Stormwater, VOM)</i>	
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
Operations Support Specialist	1
Customer Service Representative	1
Crew Leader	5
Mechanic	5
Operator	19
Public Works Maintenance Worker	4
Buildings & Traffic Management Supervisor	1
Building Maintenance Technician	4
Building Maintenance / Compost Cashier	1
Cashier (part-time)	<u>2</u>
	<u>52</u>

STAFFING TABLE 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Parks Division</i>	
Parks Director	1
Parks Supervisor	1
Crew Leader	3
Operator II	4
Operator I	6
Operator	3
Public Works Maintenance Worker	0
Forestry Intern (part-time)*	<u>1</u>
	<u>19</u>
<i>Planning and Building</i>	
Building Director	1
Building Inspector	1
Electrical Inspector	1
Plumbing 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	1
Vacant Building Coordinator (part-time)	<u>1</u>
	<u>4</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 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / 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
Chief Treatment Plant Operator	1
Treatment Plant Operator	9
Chemist/Biologist	2
Environmental Specialist	1
Administrative Assistant I	1
Intern (part-time)*	<u>1</u>
	<u>16</u>
<i>Water Utility</i>	
Utility Director	1
Water Superintendent	1
Water Supervisor	1
Pump Operator	1
Assistant Pump Operator	1
Crew Leader	2
Water Operator	8
Collection System Operator	3
Sewer Maintenance Worker	1
Customer Service Tech	4
Administrative Assistant I	1
Customer Service Representative	<u>1</u>
	<u>25</u>

STAFFING TABLE 2021 BUDGET

<u>DEPARTMENT / DIVISION / OFFICE / PROGRAM</u>	<u>POSITIONS</u>
<i>Oakhill Cemetery</i>	
Operator	1
Cemetery Clerk (part-time)	<u>1</u>
	<u>2</u>
<i>Hedberg Library</i>	
Director	1
Assistant Director	1
Dept Heads/Supervisors	5
Facility and Operations Coordinator	1
Marketing Manager	1
Computer Systems Manager	1
Librarians	9
Librarians (part-time)	1
Support Staff	4
Support Staff (part-time)	45
Custodians	<u>2</u>
	<u>71</u>
<i>Janesville Mobilizing 4 Change (JM4C)</i>	
Director	1
Project Coordinator	1
Mentoring Grant Projection Coordinator (part-time)	1
DF Communities Project Coordinator (part-time)	<u>1</u>
	<u>4</u>
<i>JATV-12</i>	
JATV Media Services Director	1
Production Coordinator	1
Production Assistant (part-time)	2
Intern (part-time)	<u>2</u>
	<u>6</u>
<i>Neighborhood and Community Services</i>	
Neighborhood & Community Services Director	1
Administrative Assistant I	1
Housing Financial & Rehabilitation Specialist	1
Housing Program Specialist	1
Property Maintenance Specialist I	1
Section 8 Housing Specialist	2
	<u>7</u>
TOTAL STAFF	<u>560</u>

* The adopted 2021 budget eliminates funding for this position

FULL-TIME EQUIVALENTS Comparison of 2020 and 2021 Budget

<u>GENERAL FUND</u>	<u>2020</u> <u>Budgeted FTE</u>	<u>2021</u> <u>Budgeted FTE</u>	<u>Difference</u>
City Council	0.05	0.05	0.00
City Manager	4.70	3.54	(1.16)
City Assessor	5.99	5.99	0.00
City Attorney	4.00	4.00	0.00
Clerk-Treasurer	5.85	5.85	0.00
Economic Development	1.83	1.83	0.00
Finance	4.38	4.38	0.00
Human Resources	3.05	3.05	0.00
Information Technology	3.45	3.25	(0.20)
Police Department	120.14	119.72	(0.42)
Fire Department	97.35	97.34	(0.01)
Engineering	6.60	6.20	(0.40)
Street Maintenance	3.31	3.26	(0.05)
Snow Removal	3.59	3.59	0.00
Weed Control	0.35	0.35	0.00
Parks	13.56	13.44	(0.13)
Planning and Building	10.91	10.91	0.00
Parking Facilities	0.45	0.45	0.00
Public Buildings	2.49	2.49	(0.01)
Traffic Management	4.53	4.50	(0.03)
Property Maintenance	2.70	3.00	0.30
Recreation	20.45	19.09	(1.36)
TOTAL GENERAL FUND	<u>319.72</u>	<u>316.26</u>	<u>(3.47)</u>

FULL-TIME EQUIVALENTS Comparison of 2020 and 2021 Budget

<u>NON-GENERAL FUND</u>	<u>2020</u> <u>Budgeted FTE</u>	<u>2021</u> <u>Budgeted FTE</u>	<u>Difference</u>
<i>Enterprise Funds</i>			
Transit System	31.81	31.84	0.03
Stormwater Utility	13.69	12.29	(1.40)
Wastewater Utility	28.53	28.24	(0.29)
Water Utility	26.49	26.29	(0.20)
<i>Special Revenue Funds</i>			
Golf Courses	0.05	0.05	0.00
Hedberg Public Library	52.51	48.73	(3.78)
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	3.23	0.10
State and Federal Grants	4.10	4.20	0.10
Vacant Building Registration Program	1.05	0.00	(1.05)
Oakhill Cemetery	2.63	2.63	0.00
Police: Grants	2.25	2.25	0.00
Sanitation	22.53	23.19	0.67
<i>Internal Service Funds</i>			
Insurance Fund	1.50	1.50	0.00
Vehicle Operation & Maintenance (VOM)	11.02	11.62	0.59
<i>Other</i>			
Non-General Fund (Development)	10.49	10.29	(0.20)
TOTAL NON-GENERAL FUND	<u>215.32</u>	<u>209.89</u>	<u>(5.43)</u>
TOTAL BUDGET	<u>535.04</u>	<u>526.14</u>	<u>(8.90)</u>

DEPARTMENT: GENERAL GOVERNMENT

DIVISION: CITY COUNCIL

GOAL:

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

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

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

RELATES TO STRATEGIC PLAN:

- Strategic Goals – All Strategic Goals

BUDGET VARIANCES

<u>\$87</u>	Economic adjustments
87	TOTAL PERSONNEL SERVICES
0	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$87</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,427	\$2,476	\$2,476	\$2,533	\$57
Benefits	<u>724</u>	<u>756</u>	<u>756</u>	<u>786</u>	<u>30</u>
Subtotal	3,151	3,232	3,232	3,319	87
<u>CONTRACTUAL SERVICES</u>					
Professional Development	1,205	1,000	372	1,000	0
Audit & Consulting	0	15,000	0	0	(15,000)
Other Contractual Services	<u>480</u>	<u>1,000</u>	<u>84</u>	<u>16,000</u>	<u>15,000</u>
Subtotal	1,685	17,000	456	17,000	0
<u>SUPPLIES & MATERIALS</u>	855	1,740	1,740	1,740	0
GRAND TOTAL	<u>\$5,691</u>	<u>\$21,972</u>	<u>\$5,428</u>	<u>\$22,059</u>	<u>\$87</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES: (Hours)				
Leadership and Management	6,053	6,053	5,516	6,053
Administrative Support	1,300	1,300	1,300	1,300
Intern Support	<u>1,913</u>	<u>2,400</u>	<u>1,037</u>	<u>0</u>
Total Hours	<u>9,266</u>	<u>9,753</u>	<u>7,853</u>	<u>7,353</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Leadership and Management	\$343,511	\$364,891	\$351,905	\$362,734
Manager's Initiatives Group (MIG)	<u>176,636</u>	<u>180,706</u>	<u>137,364</u>	<u>156,463</u>
Total	<u>\$520,147</u>	<u>\$545,597</u>	<u>\$489,269</u>	<u>\$519,197</u>

BUDGET VARIANCES

(34,762)	Decrease in personnel services due to the elimination of funding for two intern positions in 2021
<u>9,365</u>	Economic adjustments
(25,397)	TOTAL PERSONNEL SERVICES
(1,650)	Decrease in professional development due to the elimination of the FJI Washington DC Trip
(455)	Decrease in professional development due to the elimination of funding for two intern positions in 2021
<u>682</u>	Other
(1,423)	TOTAL CONTRACTUAL SERVICES
420	TOTAL SUPPLIES & MATERIALS
<u>(\$26,400)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$357,862	\$377,546	\$345,270	\$351,856	(\$25,690)
Benefits	<u>122,930</u>	<u>129,549</u>	<u>110,261</u>	<u>129,842</u>	<u>293</u>
Subtotal	480,791	507,095	455,531	481,698	(25,397)
<u>CONTRACTUAL SERVICES</u>					
Utilities	516	450	506	525	75
Postage	226	440	400	440	0
Professional Development	25,079	24,842	20,927	23,484	(1,358)
Auditing/Consulting	0	0	0	0	0
Other Contractual Services	640	0	0	0	0
Advertising	<u>7,187</u>	<u>9,085</u>	<u>8,705</u>	<u>8,945</u>	<u>(140)</u>
Subtotal	33,647	34,817	30,538	33,394	(1,423)
<u>SUPPLIES & MATERIALS</u>	5,709	3,685	3,200	4,105	420
GRAND TOTAL	<u>\$520,147</u>	<u>\$545,597</u>	<u>\$489,269</u>	<u>\$519,197</u>	<u>(\$26,400)</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 are 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

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Real Estate (Parcels)	24,952	25,000	24,877	25,000
Mobile Home (Units)	436	440	428	440
Personal Property Accounts (#)	1,863	2,000	1,957	2,000
New Construction, Permits, Sale Reviews	2,119	2,500	2,285	2,500
Property Transfers & Split Merges	3,500	3,500	2,200	3,500
Aggregate Assessment Ratio	95.1%	97.0%	90.5%	89.0%

BUDGET VARIANCES

(\$28,985)	Decrease in health insurance costs due to employee health insurance plan selection changes
15,375	Economic adjustments
(13,610)	TOTAL PERSONNEL SERVICES
644	Increase in utilities and Wi-Fi subscriptions for three mobile field devices
244	Increase professional development for WAAO & IAAO membership fees
200	Increase in audit & consulting for annual DOR manufacturing assessment charges
1,088	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$12,522)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$317,689	\$336,986	\$337,188	\$348,186	\$11,200
Overtime	18,308	0	6,907	0	0
Benefits	<u>120,594</u>	<u>149,296</u>	<u>126,174</u>	<u>124,486</u>	<u>(24,810)</u>
Subtotal	456,590	486,282	470,269	472,672	(13,610)
<u>CONTRACTUAL SERVICES</u>					
Utilities	733	1,671	1,557	2,315	644
Postage	16,585	5,192	5,192	5,192	0
Professional Development	4,314	7,199	7,199	7,443	244
Audit & Consulting	14,442	14,100	14,300	14,300	200
Other Contractual Services	7,542	6,850	6,850	6,850	0
Vehicle Oper/Maintenance	<u>11,664</u>	<u>11,680</u>	<u>11,680</u>	<u>11,680</u>	<u>0</u>
Subtotal	55,431	46,692	46,778	47,780	1,088
<u>SUPPLIES & MATERIALS</u>					
	3,493	3,500	3,500	3,500	0
GRAND TOTAL	<u>\$515,513</u>	<u>\$536,474</u>	<u>\$520,547</u>	<u>\$523,952</u>	<u>(\$12,522)</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

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ACTIVITIES: (Hours)

Litigation

Traffic/Ordinance Violations	3,500	3,500	3,480	3,490
Code Prosecutions	650	650	640	650
Collections	40	40	85	95
Worthless Checks	60	60	65	75
Other	<u>16</u>	<u>325</u>	<u>424</u>	<u>434</u>
Subtotal	4,266	4,575	4,694	4,744

Advisory	2,190	2,190	2,240	2,430
Labor Relations	<u>960</u>	<u>960</u>	<u>960</u>	<u>960</u>
Total	<u>7,416</u>	<u>7,725</u>	<u>7,894</u>	<u>8,134</u>

ACTIVITIES: (Actions)

Litigation

Traffic/Ordinance Violations	9,500	10,100	9,430	9,432
Code Prosecutions	20	20	12	14
Collections	10	10	10	12
Worthless Checks	30	30	20	22
Other	<u>20</u>	<u>20</u>	<u>35</u>	<u>37</u>
Total	<u>9,580</u>	<u>10,180</u>	<u>9,507</u>	<u>9,517</u>

BUDGET VARIANCES

<u>\$11,065</u>	Economic adjustments
11,065	TOTAL PERSONNEL SERVICES
(100)	Decrease in utilities based on historic actuals
(660)	Decrease in professional development based on historic actuals
(250)	Decrease in summons & subpoenas based on historic actuals
<u>(20)</u>	Other
(1,030)	TOTAL CONTRACTUAL SERVICES
(155)	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL OUTLAY
<u>\$9,880</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$298,675	\$323,889	\$323,789	\$331,504	\$7,615
Benefits	<u>107,080</u>	<u>117,531</u>	<u>117,451</u>	<u>120,981</u>	<u>3,450</u>
Subtotal	405,765	441,420	444,240	452,485	11,065
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,111	1,650	1,240	1,550	(100)
Postage	563	800	730	780	(20)
Professional Development	2,393	3,500	2,352	2,840	(660)
Audit & Consulting	189,073	100,000	125,000	100,000	0
Summons & Subpoenas	<u>2,995</u>	<u>1,500</u>	<u>1,000</u>	<u>1,250</u>	<u>(250)</u>
Subtotal	197,135	107,450	130,322	106,420	(1,030)
<u>SUPPLIES & MATERIALS</u>					
	1,767	1,240	1,142	1,085	(155)
<u>CAPITAL OUTLAY</u>					
	<u>4,985</u>	<u>0</u>	<u>149</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$609,652</u>	<u>\$550,110</u>	<u>\$575,853</u>	<u>\$559,990</u>	<u>\$9,880</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Treasury				
Receipts (Transactions)	28,238	29,000	29,000	29,000
Vendor Checks Processed	4,192	4,400	4,200	4,100
Electronic Funds Transfers Processed	5,524	5,300	5,500	5,600
Real Estate Searches	1,958	1,500	1,500	1,500
Clerk				
Minutes	35	40	40	35
Legal Notices	162	150	150	150
Ordinances/Resolutions	162	150	150	150
Licenses Processed	7,252	7,500	6,500	7,500
Elections				
Elections (#)	1	4	4	2
Registered Voters (#)	34,622	37,000	37,000	35,000
Votes Cast (#)	10,171	67,000	60,000	15,000
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Clerk-Treasurer	\$527,950	\$513,225	\$484,018	\$494,245
Elections	<u>52,452</u>	<u>126,924</u>	<u>142,278</u>	<u>76,199</u>
Total	<u>\$580,402</u>	<u>\$640,149</u>	<u>\$626,296</u>	<u>\$570,444</u>

BUDGET VARIANCES

(\$42,611)	Decrease in election inspector costs for two less elections in 2021
(18,170)	Decrease in personnel services due to turnover savings
<u>539</u>	Economic adjustments
(60,242)	TOTAL PERSONNEL SERVICES
(2,050)	Decrease in utilities based on historical actuals
(3,808)	Decrease in postage for elections for two less elections in 2021
(400)	Decrease in professional development for GFOA Quarterly Training
(1,400)	Decrease in equipment programming for two less elections in 2021
(2,040)	Decrease in election notices costs for two less elections in 2021
(210)	Decrease in election equipment programming costs
<u>1,875</u>	Other
(8,033)	TOTAL CONTRACTUAL SERVICES
(1,230)	Decrease in supplies & materials for two less elections in 2021
<u>(200)</u>	Other
(1,430)	TOTAL SUPPLIES & MATERIALS
<u>(\$69,705)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$350,165	\$416,644	\$389,437	\$364,930	(\$51,714)
Benefits	<u>107,420</u>	<u>111,858</u>	<u>111,858</u>	<u>103,330</u>	(8,528)
Subtotal	457,586	528,502	501,295	468,260	(60,242)
CONTRACTUAL SERVICES					
Utilities	4,780	4,150	2,150	2,100	(2,050)
Postage	24,898	29,343	44,697	27,229	(2,114)
Professional Development	2,057	3,325	3,325	2,925	(400)
Audit & Consulting	0	2,800	2,800	1,400	(1,400)
Other Contractual Services	80,093	51,191	51,191	49,332	(1,859)
Vehicle & Equipment	<u>7,454</u>	<u>5,798</u>	<u>5,798</u>	<u>5,588</u>	(210)
Subtotal	119,283	96,607	109,961	88,574	(8,033)
SUPPLIES & MATERIALS	3,534	15,040	15,040	13,610	(1,430)
GRAND TOTAL	<u>\$580,402</u>	<u>\$640,149</u>	<u>\$626,296</u>	<u>\$570,444</u>	<u>(\$69,705)</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Planning & Administration (Hours)	500	550	500	550
Business Retention & Expansion (Hours)	550	860	900	710
Business Contacts (#)	170	150	210	175
Marketing				
Rock County 5.0/Janesville Initiatives (Hours)	660	400	420	400
Business Contacts, Meetings , Prospects (#)	250	400	520	625
Economic Development Website (Hours)	170	100	250	100
Website Hits (#)	10,000	12,000	12,000	14,000
Madison Marketing Strategy (Hours)	20	40	0	20
Other Activities				
General Motors Site (Hours)	450	620	270	700
Brownfield Redevelopment Program (Hours)	350	290	140	400
Sites Remediated (#)	1	3	1	2
Downtown Development (Hours)	750	700	650	700
Development Projects Facilitated (#)	4	8	5	5
EDA Business Incubator (Hours)	430	320	425	300
Industrial Square Feet Leased	246,000	350,000	140,000	300,000
Total Hours	3,880	3,880	3,555	3,880

BUDGET VARIANCES

<u>\$5,016</u>	Economic adjustments
5,016	TOTAL PERSONNEL SERVICES
(4,260)	Decrease in professional development due to no out-of-state travel in the first half of 2021
<u>(3,900)</u>	Decrease in audit & consulting for environmental consultant services
(8,160)	TOTAL CONTRACTUAL SERVICES
(400)	TOTAL SUPPLIES & MATERIALS
<u>(\$3,544)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$122,633	\$140,652	\$140,254	\$145,035	\$4,383
Benefits	<u>19,207</u>	<u>20,323</u>	<u>20,312</u>	<u>20,956</u>	<u>633</u>
Subtotal	141,840	160,975	160,566	165,991	5,016
<u>CONTRACTUAL SERVICES</u>					
Utilities	125	150	150	150	0
Postage	67	200	75	200	0
Professional Development	5,592	8,195	2,985	3,935	(4,260)
Audit & Consulting	<u>0</u>	<u>4,900</u>	<u>0</u>	<u>1,000</u>	<u>(3,900)</u>
Subtotal	5,784	13,445	3,210	5,285	(8,160)
<u>SUPPLIES & MATERIALS</u>					
	926	1,300	800	900	(400)
GRAND TOTAL	<u>\$148,549</u>	<u>\$175,720</u>	<u>\$164,576</u>	<u>\$172,176</u>	<u>(\$3,544)</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 helping 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

<u>\$10,265</u>	Economic adjustments
10,265	TOTAL PERSONNEL SERVICES
(2,450)	Decrease in professional development due to no out-of-state travel in the first half of 2021
(1,590)	Decrease in audit & consulting for the City's annual audit
(50)	Other
(4,090)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$6,175</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$ 272,293	\$ 283,077	\$ 278,169	\$ 290,180	\$7,103
Benefits	<u>100,351</u>	<u>109,168</u>	<u>107,931</u>	<u>112,330</u>	<u>3,162</u>
Subtotal	372,644	392,245	386,100	402,510	10,265
<u>CONTRACTUAL SERVICES</u>					
Utilities	593	700	581	650	(50)
Postage	940	1,000	750	1,000	0
Professional Development	3,258	8,135	2,770	5,685	(2,450)
Audit & Consulting	<u>36,739</u>	<u>36,820</u>	<u>36,820</u>	<u>35,230</u>	<u>(1,590)</u>
Subtotal	41,530	46,655	40,921	42,565	(4,090)
<u>SUPPLIES & MATERIALS</u>					
	2,710	1,500	1,448	1,500	0
GRAND TOTAL	<u>\$416,883</u>	<u>\$440,400</u>	<u>\$428,469</u>	<u>\$446,575</u>	<u>\$6,175</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Recruitment & Selection (Hours)	1,716	1,716	1,000	2,028
Job Applications Received (#)	2,690	3,000	1,500	3,500
Recruitments (#)*	80	85	30	90
Labor and Employee Relations (Hours)	936	936	800	1,560
Grievances Filed Last Internal Step (#)	3	3	2	3
Contracts Under Negotiation (#)	1	1	1	3
HR Policies/Benefits/Salary Adm. (Hours)	1,924	1,924	2,500	2,652
Training Programs (#)	18	17	15	10
Safety Training Programs (#)	194	200	100	150
Personnel and Payroll Changes (#)	780	780	550	780
Health and Wellness (Hours)	1,924	1,924	1,872	2,340
Significant Health Plan Problems Addressed (#)	67	70	60	90
Worker Compensation (Hours)	780	780	624	676
Worker Compensation Claims Processed (#)	100	100	80	100

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

BUDGET VARIANCES

(\$21,112)	Decrease in health insurance costs due to employee health insurance plan selection changes
<u>13,357</u>	Economic adjustments
(7,755)	TOTAL PERSONNEL SERVICES
(1,278)	Decrease in utilities for cancellation of a shared fax line
(2,000)	Decrease in professional development for the NPELRA conference
(10,000)	Decrease in audit & consulting for a comprehensive salary & benefits survey
3,300	Increase in other contractual services for diversity and inclusion training
<u>(148)</u>	Other
(10,126)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$17,881)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$192,786	\$234,191	\$236,242	\$245,055	\$10,864
Benefits	<u>46,724</u>	<u>76,314</u>	<u>54,897</u>	<u>57,695</u>	<u>(18,619)</u>
Subtotal	239,510	310,505	291,139	302,750	(7,755)
 <u>CONTRACTUAL SERVICES</u>					
Utilities	1,323	2,430	888	1,152	(1,278)
Postage	262	350	364	368	18
Professional Development	1,873	5,757	3,744	4,536	(1,221)
Audit & Consulting	1,125	16,200	6,525	6,650	(9,550)
Employee Development	6,997	10,424	7,435	12,329	1,905
Recruiting Expense	<u>789</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	12,369	35,161	18,956	25,035	(10,126)
 <u>SUPPLIES & MATERIALS</u>					
	3,505	1,380	1,075	1,380	0
 GRAND TOTAL					
	<u>\$255,384</u>	<u>\$347,046</u>	<u>\$311,170</u>	<u>\$329,165</u>	<u>(\$17,881)</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

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Servers Maintained	69	71	73	77
Virtual Machines	65	67	65	68
Mobile Data Terminals	56	56	58	58
Tablets	64	66	148	151
Network Computers	331	342	360	391
Physical Locations Supported	36	37	39	39
Number of Users	705	783	761	761
Storage Used (in Gigabytes)	75,800	86,000	81,000	90,000

BUDGET VARIANCES

(\$4,254)	Decrease in personnel services due to the elimination of funding for the apprentice position in 2021
9,085	Economic adjustments
4,831	TOTAL PERSONNEL SERVICES
71,019	Increase in computer maintenance for the ESO Fire/EMS software migration; new Govern mobile maintenance; additional Office 365 licenses; new Microsoft In-Tune mobile device maintenance, inflation and increased cost of out-of-warranty maintenance due to aging systems
(5,039)	Decrease in professional development due to the shift to more online training
65,980	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
1,852	TOTAL CAPITAL OUTLAY
<u>\$72,663</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$210,639	\$228,147	\$212,475	\$230,520	\$2,373
Benefits	<u>75,640</u>	<u>86,119</u>	<u>78,525</u>	<u>88,577</u>	<u>2,458</u>
Subtotal	286,278	314,266	291,000	319,097	4,831
CONTRACTUAL SERVICES					
Utilities	737	900	600	900	0
Postage	0	110	25	110	0
Professional Development	6,591	10,710	3,686	5,671	(5,039)
Audit & Consulting	1,615	5,800	5,100	5,800	0
Computer Maintenance	396,750	549,301	511,000	620,320	71,019
Recruiting Expense	<u>64</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	405,758	566,821	520,411	632,801	65,980
SUPPLIES & MATERIALS	1,755	1,450	1,686	1,450	0
CAPITAL OUTLAY	<u>144,606</u>	<u>181,031</u>	<u>172,363</u>	<u>182,883</u>	<u>1,852</u>
GRAND TOTAL	<u>\$838,397</u>	<u>\$1,063,568</u>	<u>\$985,460</u>	<u>\$1,136,231</u>	<u>\$72,663</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

<u>\$70,048</u>	Increase in personnel services for retiree health and life insurance
70,048	TOTAL PERSONNEL SERVICES
(984)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
(455,767)	Decrease in contingency for unanticipated expenditures
(237,428)	Decrease in the transfer to the Transit Fund to support the City's bus service
<u>(13,000)</u>	Other
(707,179)	TOTAL CONTRACTUAL SERVICES
(213,278)	TOTAL DEBT SERVICE PAYMENT
<u>(\$850,409)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$103,809	\$109,000	\$109,000	\$109,000	\$0
Benefits	<u>408,298</u>	<u>399,744</u>	<u>450,581</u>	<u>469,792</u>	<u>70,048</u>
Subtotal	512,107	508,744	559,581	578,792	70,048
<u>CONTRACTUAL SERVICES</u>					
Debt Issuance Expense	32,348	35,000	33,000	35,000	0
General Expense	93,212	548,019	115,753	78,268	(469,751)
Transfers	<u>1,241,462</u>	<u>1,263,785</u>	<u>1,040,424</u>	<u>1,026,357</u>	<u>(237,428)</u>
Subtotal	1,367,022	1,846,804	1,189,177	1,139,625	(707,179)
<u>DEBT SERVICE PAYMENT</u>	9,786,381	9,784,638	9,784,638	9,571,360	(213,278)
<u>GRAND TOTAL</u>	<u>\$11,665,510</u>	<u>\$12,140,186</u>	<u>\$11,533,396</u>	<u>\$11,289,777</u>	<u>(\$850,409)</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Police Management	\$619,991	\$697,996	\$668,140	\$710,614
Patrol Services	9,810,755	9,868,188	9,356,997	10,052,471
Investigative Services	3,113,954	3,094,668	3,173,621	3,131,343
Support Services	<u>872,066</u>	<u>922,031</u>	<u>904,130</u>	<u>936,621</u>
Total	<u>\$14,416,765</u>	<u>\$14,582,883</u>	<u>\$14,102,888</u>	<u>\$14,831,049</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Patrol (#)				
Officer Activity	66,510	68,500	60,200	67,000
Traffic Citations	7,036	7,000	5,300	7,000
Traffic Accidents	1,570	1,500	1,370	1,500
Crossing Guard Locations	11.0	10.0	11.0	11.0
Investigative (#)				
Violent Crime Incidents	148	160	150	160
Cleared with an Arrest (%)	64.0%	60.0%	60.0%	60.0%
Property Crime Incidents	1,581	2,000	1,580	2,000
Cleared with an Arrest (%)	32.0%	25.0%	30.0%	25.0%
Prisoners Processed	1,528	1,400	1,400	1,500
Support (#)				
Reports Processed	18,332	13,000	16,300	16,000
Records Requested	5,236	5,200	3,870	5,200
Parking Tickets Processed	2,676	2,275	1,450	1,600

BUDGET VARIANCES

(\$197,875)	Decrease in personnel services due to turnover savings
(11,720)	Decrease in personnel services due to the elimination of funding for an intern position in 2021
155,885	Increase in personnel services for step increases
8,515	Increase in personnel services due to an increase in the WRS rate for sworn personnel
(92,168)	Decrease in health insurance costs due to employee health insurance plan selection changes
90,280	Increase in retiree health and life insurance costs
<u>255,493</u>	Economic adjustments
208,410	TOTAL PERSONNEL SERVICES
2,610	Increase in utilities for telephone expenses for long distance calls and mobile phones
5,200	Increase in utilities for mobile phone data / air card expenses
15,000	Increase in audit & consulting for labor attorney fees for JPPA collective bargaining agreement negotiations
16,911	Increase in liability, workers' compensation, auto, and property insurance premium allocation
<u>35</u>	Other
39,756	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TOTAL CAPITAL OUTLAY
<u>\$248,166</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$8,202,929	\$8,623,068	\$8,350,050	\$8,723,535	\$100,467
Overtime	523,643	334,355	363,867	334,355	0
Benefits	3,954,374	4,311,649	4,185,673	4,413,192	101,543
Miscellaneous Benefits	<u>188,369</u>	<u>189,625</u>	<u>191,672</u>	<u>196,025</u>	<u>6,400</u>
Subtotal	12,869,316	13,458,697	13,091,262	13,667,107	208,410
<u>CONTRACTUAL SERVICES</u>					
Utilities	62,232	62,200	72,140	70,010	7,810
Postage	8,398	10,400	10,000	10,000	(400)
Professional Development	48,843	33,760	32,539	33,980	220
Audit & Consulting	0	0	0	15,000	15,000
Insurance	226,824	238,151	238,152	255,062	16,911
Care of Animals	126,808	135,000	135,000	135,000	0
Care of Prisoners	21,970	18,000	18,000	18,000	0
Uniform and Tool Expense	44,205	50,100	50,100	50,100	0
Computer Maintenance	54,503	40,785	40,785	40,785	0
Other Contractual Services	31,082	31,400	23,600	31,400	0
Vehicle & Equipment	<u>469,476</u>	<u>413,490</u>	<u>425,070</u>	<u>413,705</u>	<u>215</u>
Subtotal	1,094,340	1,033,286	1,045,386	1,073,042	39,756
<u>SUPPLIES & MATERIALS</u>	116,510	90,900	90,900	90,900	0
<u>CAPITAL OUTLAY</u>	336,599	0	0	0	0
GRAND TOTAL	<u>\$14,416,765</u>	<u>\$14,582,883</u>	<u>\$14,227,548</u>	<u>\$14,831,049</u>	<u>\$248,166</u>
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	
Revenues	<u>\$41,932</u>	<u>\$41,500</u>	<u>\$32,400</u>	<u>\$40,000</u>	<u>(\$1,500)</u>

DEPARTMENT: PUBLIC SAFETY

DIVISION: FIRE

MISSION:

It is the mission of the Janesville Fire Department (JFD) to hold the needs of our citizens in the highest regard, protecting life and property by providing professional emergency response with integrity, respect, service, and pride. We will provide these services in a cost effective, safe, and effective manner.

OBJECTIVES:

- Assure all fire stations are fully and adequately staffed with trained personnel to respond to all emergencies.
- To realistically pursue best practices by using current processes and structure to enhance service delivery by using technology and data to maximize department resources.
- Continually enhance the department's ability 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 with the city limits and the surrounding townships out of five stations. The total area of response is 110 square miles. The FD is currently 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 2021, an estimated 3600 Fire & Rescue Incidents and 6650 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. Approximately 6,950 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), Small Unmanned Aviation System (SUAS/Drone) services, and Child Safety Seat Inspection.

Approximately 5125 fire and tank inspections will be made in 2021. 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Fire & Rescue Incidents	3,073	3,130	3,400	3,600
EMS Emergency Incidents	7,180	7,400	6,600	6,650
Total	<u>10,253</u>	<u>10,530</u>	<u>10,000</u>	<u>10,250</u>
Facility Transfers	876	1,100	600	610
Total Patients	7,652	7,850	6,864	6,950
Fire Prevention Inspections (#)				
General	2,882	3,100	2,500	3,300
Construction*	65	100	100	100
Compliance	815	1,100	500	1,100
Special Request	36	30	45	50
Tanks	207	150	310	325
Occupancy	<u>244</u>	<u>250</u>	<u>175</u>	<u>250</u>
Total	<u>4,249</u>	<u>4,730</u>	<u>3,630</u>	<u>5,125</u>

*Construction includes Alarm, Sprinkler and Plan Reviews

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Suppression	\$7,546,777	\$7,838,907	\$7,720,713	\$7,578,691
EMS	3,173,754	3,347,905	3,065,487	3,475,937
Facilities Transport	131,141	131,192	40,170	0
Prevention	349,507	431,218	396,809	398,667
Administration	<u>903,981</u>	<u>852,138</u>	<u>825,805</u>	<u>860,537</u>
Total	<u>\$12,105,160</u>	<u>\$12,601,360</u>	<u>\$12,048,984</u>	<u>\$12,313,832</u>

BUDGET VARIANCES

(\$243,437)	Decrease in personnel services due to turnover savings
(83,192)	Decrease in personnel services due to the discontinuation of the inter-facility ambulance transfers program
(190,871)	Decrease in health insurance costs due to employee health insurance plan selection changes
25,926	Increase in retiree health and life insurance costs
<u>297,264</u>	Economic adjustments
(194,310)	TOTAL PERSONAL SERVICES
9,508	Increase in utilities for FirstNET routers and mobile phones in service for a full year
(1,883)	Decrease in professional development due to no out-of-state travel in the first half of 2021
(25,000)	Decrease in audit & consulting to develop a citywide Emergency Operations Plan (EOP)
15,000	Increase in audit & consulting for labor attorney fees for Local 580 collective bargaining
(8,919)	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
6,900	Increase in number of physicals, uniforms, and turnout gear for new recruits
(12,500)	Decrease in other contractual services for ambulance billing costs
1,500	Other
<u>(10,000)</u>	Decrease in vehicle & equipment based on anticipated lower fuel costs
(25,394)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
	Decrease in transfers to the JFD Vehicle Replacement Fund due to the discontinuation of the inter-facility ambulance transfers program
<u>(48,000)</u>	
(48,000)	TOTAL TRANSFERS
0	TOTAL CAPITAL
<u>(19,824)</u>	Increase in rural fire offset based on a 3% increase for 2021
(19,824)	TOTAL RURAL FIRE OFFSET
<u>(\$287,528)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$7,244,981	\$7,655,221	\$7,398,280	\$7,668,838	\$13,617
Overtime	487,916	459,600	511,236	389,200	(70,400)
Benefits	3,511,340	3,817,204	3,520,217	3,679,692	(137,512)
Miscellaneous Benefits	<u>113,967</u>	<u>126,625</u>	<u>127,259</u>	<u>126,610</u>	<u>(15)</u>
Subtotal	11,358,204	12,058,650	11,556,992	11,864,340	(194,310)
<u>CONTRACTUAL SERVICES</u>					
Utilities	120,366	118,000	113,349	127,508	9,508
Postage	1,008	2,395	1,000	2,395	0
Professional Development	44,997	57,529	41,975	55,646	(1,883)
Audit & Consulting	564	25,000	0	15,000	(10,000)
Building Expense	118,482	43,500	63,571	45,000	1,500
Insurance	301,622	297,838	297,838	288,919	(8,919)
Uniform & Tool Expense	82,159	69,501	70,455	74,901	5,400
Other Contractual Services	120,377	125,000	103,800	112,500	(12,500)
Computer Maintenance	1,694	3,800	39,576	3,800	0
Recruiting Expense	14,563	4,900	3,357	6,400	1,500
Vehicle & Equipment	<u>372,160</u>	<u>306,609</u>	<u>328,692</u>	<u>296,609</u>	<u>(10,000)</u>
Subtotal	1,177,991	1,054,072	1,063,613	1,028,678	(25,394)
<u>SUPPLIES & MATERIALS</u>	132,747	101,434	89,175	101,434	0
<u>TRANSFERS</u>	<u>48,000</u>	<u>48,000</u>	<u>0</u>	<u>0</u>	<u>(48,000)</u>
<u>CAPITAL OUTLAY</u>	<u>36,059</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>\$12,753,000</u>	<u>\$13,262,156</u>	<u>\$12,709,780</u>	<u>\$12,994,452</u>	<u>(\$267,704)</u>
<u>RURAL FIRE OFFSET</u>	<u>(\$647,840)</u>	<u>(\$660,796)</u>	<u>(\$660,796)</u>	<u>(\$680,620)</u>	<u>(\$19,824)</u>
NET TOTAL	<u>\$12,105,160</u>	<u>\$12,601,360</u>	<u>\$12,048,984</u>	<u>\$12,313,832</u>	<u>(\$287,528)</u>

TOWNSHIP FIRE PROTECTION:

The estimated 2021 revenue for providing contracted fire protection services to the neighboring towns is \$680,620. This is an increase of \$19,824 from 2020.

EMS/AMBULANCE TRANSPORT REVENUE:

EMS/ambulance transport revenue is projected to be \$2,400,000 for 2021. This is a decrease of \$675,000 from the 2020 budget, largely due less regular ambulance transports (\$500,000) and the discontinuation of the inter-facility ambulance transport program in 2021 (\$175,000). The intra-facility transport program is continuing and will be bringing in an estimated \$150,000.

FIRE DEPARTMENT VEHICLE REPLACEMENT:

Funding for replacement vehicles is included in the Major Capital Project budget. The 2020 Note Issue included \$648,000 for the replacement of a 2012 Pierce Engine and equipment.

Currently, there are no plans for a vehicle replacement in 2021.

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. The total estimated fund balance available in 2020 is \$30,000. In 2020, the Department is planning to use \$26,000 out of the Paramedic Equipment Fund to put towards the purchase of new Patient Care/Department software. This will leave a balance of \$2,000 in the account for 2021.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
<u>Service Charges</u>				
EMS	\$2,237,793	\$2,750,000	\$2,080,000	\$2,250,000
Inspections	21,547	28,000	34,200	28,000
Ambulance Transport	239,303	325,000	232,000	150,000
ALS Non-Transport Fee	1,737	1,000	1,500	1,500
MFD Shared Services Agreement	59,160	50,520	50,520	52,080
Other	<u>50,422</u>	<u>46,500</u>	<u>43,000</u>	<u>45,000</u>
Subtotal	\$2,609,963	\$3,201,020	\$2,441,220	\$2,526,580
<u>State Aid</u>				
Fire Inspections	<u>\$208,668</u>	<u>\$215,000</u>	<u>\$218,307</u>	<u>\$221,000</u>
Total	<u>\$2,818,631</u>	<u>\$3,416,020</u>	<u>\$2,659,527</u>	<u>\$2,747,580</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES (Hours):				
Sewer, Water & Landfill	1,289	1,607	1,587	1,858
Street Rehabilitation (Curbs, Walks, Bridges)	4,193	5,079	5,140	5,888
City Buildings & Parks	1,505	1,682	1,702	1,910
Maintain Infrastructure Records / Maps	1,272	1,559	1,499	1,776
Support Economic Development	795	973	1,023	1,178
Transportation Planning	<u>2,364</u>	<u>2,825</u>	<u>2,776</u>	<u>3,196</u>
Total	<u>11,419</u>	<u>13,724</u>	<u>13,728</u>	<u>15,804</u>

BUDGET VARIANCES

(\$16,122)	Decrease in personnel services due to the elimination of funding for two intern positions in 2021
<u>17,049</u>	Economic adjustments
927	TOTAL PERSONNEL SERVICES
0	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$927</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$424,193	\$551,663	\$510,156	\$550,526	(\$1,137)
Overtime	2,115	100	436	100	0
Benefits	142,950	182,337	167,913	184,376	2,039
Miscellaneous Benefits	<u>415</u>	<u>140</u>	<u>330</u>	<u>165</u>	<u>25</u>
Subtotal	569,673	734,240	678,835	735,167	927
CONTRACTUAL SERVICES					
Utilities	4,047	4,700	4,700	4,700	0
Postage	2,668	4,000	4,000	4,000	0
Professional Development	14,649	18,887	11,630	18,887	0
Recruiting Expense	64	0	0	0	0
Audit & Consulting	8,500	8,500	8,500	8,500	0
Vehicle & Equipment	<u>8,464</u>	<u>6,200</u>	<u>6,200</u>	<u>6,200</u>	<u>0</u>
Subtotal	38,392	42,287	35,030	42,287	0
SUPPLIES & MATERIALS					
	15,288	9,675	9,675	9,675	0
GRAND TOTAL	<u>\$623,353</u>	<u>\$786,202</u>	<u>\$723,540</u>	<u>\$787,129</u>	<u>\$927</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, all of which provide 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ACTIVITIES:

Parking Facilities

Spaces (#)	1,868	1,868	1,868	1,868
Maintenance (Hours)	525	600	500	600

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ELEMENT COST:

Maintenance	\$93,203	117,859	\$120,656	\$121,206
Facilities Mgmt/Enforcement	<u>19,191</u>	<u>18,653</u>	<u>18,696</u>	<u>19,135</u>
Total	<u>\$112,396</u>	<u>\$136,512</u>	<u>\$139,352</u>	<u>\$140,341</u>

BUDGET VARIANCES

<u>\$1,590</u>	Economic adjustments
1,590	TOTAL PERSONNEL SERVICES
1,700	Increase in utilities based on anticipated rate adjustments
<u>539</u>	Increase in liability, workers' compensation, auto, and property insurance premium allocation
2,239	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$3,829</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$23,085	\$29,429	\$30,475	\$30,456	\$1,027
Overtime	908	3,000	3,090	3,000	0
Benefits	<u>8,305</u>	<u>10,971</u>	<u>11,172</u>	<u>11,534</u>	<u>563</u>
Subtotal	32,297	43,400	44,737	44,990	1,590
<u>CONTRACTUAL SERVICES</u>					
Utilities	24,204	23,360	23,365	25,060	1,700
Postage	658	736	735	736	0
Insurance	2,424	3,231	3,230	3,770	539
Other Contractual Services	27,886	28,300	28,300	28,300	0
Vehicle & Equipment	<u>16,531</u>	<u>36,385</u>	<u>37,685</u>	<u>36,385</u>	<u>0</u>
Subtotal	71,702	92,012	93,315	94,251	2,239
<u>SUPPLIES & MATERIALS</u>	8,396	1,100	1,300	1,100	0
GRAND TOTAL	<u>\$112,396</u>	<u>\$136,512</u>	<u>\$139,352</u>	<u>\$140,341</u>	<u>\$3,829</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 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 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

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
City Hall	\$396,202	\$412,971	\$407,672	\$421,539
City Services Center	55,087	54,691	53,982	57,045
Police Services	128,745	137,245	133,278	136,666
City Storage Building	9,156	9,828	11,165	11,728
Lincoln Tallman House	50,909	49,800	49,800	49,800
Other Buildings	<u>80</u>	<u>368</u>	<u>362</u>	<u>368</u>
Total	<u>\$640,180</u>	<u>\$664,903</u>	<u>\$656,259</u>	<u>\$677,146</u>

BUDGET VARIANCES

<u>\$8,182</u>	Economic adjustments
8,182	TOTAL PERSONNEL SERVICES
(1,959)	Decrease in utilities based on historic actuals
(2,500)	Decrease in building expenses based on historic actuals
4,151	Increase in liability, workers' compensation, auto, and property insurance premium allocation
554	Increase in vehicle & equipment based on historic actuals
<u>315</u>	Other
561	TOTAL CONTRACTUAL SERVICES
3,500	TOTAL SUPPLIES & MATERIALS
<u>\$12,243</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$155,371	\$163,425	\$163,632	\$165,940	\$2,515
Overtime	1,354	1,600	700	1,600	0
Benefits	<u>63,634</u>	<u>67,472</u>	<u>66,407</u>	<u>73,139</u>	<u>5,667</u>
Subtotal	220,359	232,497	230,739	240,679	8,182
<u>CONTRACTUAL SERVICES</u>					
Utilities	166,848	171,414	171,200	169,455	(1,959)
Postage	701	526	800	841	315
Professional Development	0	1,400	1,400	1,400	0
Building Expense	7,763	10,000	3,600	7,500	(2,500)
Insurance	12,792	16,848	16,848	20,999	4,151
Other Contractual Services	113,045	142,109	135,565	142,109	0
Vehicle & Equipment	<u>21,058</u>	<u>15,759</u>	<u>19,786</u>	<u>16,313</u>	<u>554</u>
Subtotal	322,208	358,056	349,199	358,617	561
<u>SUPPLIES & MATERIALS</u>	47,814	29,350	31,321	32,850	3,500
<u>LINCOLN TALLMAN FUNDING</u>	<u>49,800</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
GRAND TOTAL	<u>\$640,180</u>	<u>\$664,903</u>	<u>\$656,259</u>	<u>\$677,146</u>	<u>\$12,243</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 during the winter season.

OBJECTIVES:

- To plow all City streets within ten hours after cessation of all snowstorms.
- 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 snowstorms.

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.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Snow Plowing Operations (#)

City-Wide Operations	4	7	7	7
Partial Operations	8	0	3	0

Chemical Spreading Operations (#)

City-Wide Operations	15	0	9	0
Partial Operations	19	18	18	18

Freezing Rain Operations (#)

	2	0	1	0
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Downtown Snow Removal Operations (#)

	0	3	1	3
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Salt (Tons Used)	4,652	4,000	4,291	3,550
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Inches of Snow	61.7	36.0	43.4	36.0
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	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Snow Plowing	\$633,714	\$583,424	\$619,188	\$583,237
Chemical Spreading	955,431	687,819	828,384	646,071
Snow Removal	29,170	71,679	49,891	71,500
Sidewalk Shoveling	<u>111,356</u>	<u>113,533</u>	<u>131,380</u>	<u>116,861</u>
Total	<u>\$1,729,673</u>	<u>\$1,456,455</u>	<u>\$1,628,843</u>	<u>\$1,417,669</u>

BUDGET VARIANCES

<u>\$4,413</u>	Economic adjustments
4,413	TOTAL PERSONNEL SERVICES
490	Increase in utilities for the salt brine manufacturing system
<u>1,370</u>	Increase in vehicle & equipment for the new pre-trip inspection program
1,860	TOTAL CONTRACTUAL SERVICES
<u>(45,059)</u>	Decrease in salt and salt brine purchases due to the new salt brine manufacturing system
(45,059)	TOTAL SUPPLIES AND MATERIALS
<u>(\$38,786)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$188,310	\$210,944	\$226,592	\$213,684	\$2,740
Overtime	122,479	80,900	126,568	80,900	0
Benefits	<u>119,597</u>	<u>105,154</u>	<u>124,966</u>	<u>106,827</u>	<u>1,673</u>
Subtotal	430,386	396,998	478,126	401,411	4,413
<u>CONTRACTUAL SERVICES</u>					
Professional Development	3,385	1,500	3,080	1,500	0
Utilities	325	510	200	1,000	490
Audit & Consulting	0	2,100	2,100	2,100	0
Other Contractual Services	3,444	0	3,500	1,370	1,370
Vehicle & Equipment	<u>838,352</u>	<u>680,677</u>	<u>783,284</u>	<u>680,677</u>	<u>0</u>
Subtotal	845,506	684,787	792,164	686,647	1,860
<u>SUPPLIES & MATERIALS</u>	453,781	374,670	358,553	329,611	<u>(45,059)</u>
GRAND TOTAL	<u>\$1,729,673</u>	<u>\$1,456,455</u>	<u>\$1,628,843</u>	<u>\$1,417,669</u>	<u>(\$38,786)</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 sealing, joint sealing, chip sealing, and resurfacing or reconstruction of paved streets.
- To maintain a smooth and dust-free running surface for gravel streets and alleys.
- 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.

RELATES TO STRATEGIC PLAN:

- Strategic Goals – Infrastructure; Safe & Healthy Community

PROGRAM ACTIVITY STATEMENT:

The Street Maintenance program provides for maintenance of nearly 350 miles of paved and approximately two miles of gravel streets and alleys, dependent upon annual development and construction activities. Unpaved street and alley surfaces are graded and graveled annually to maintain a good driving surface. The street maintenance process includes various maintenance activities to help delay the deterioration process of paved streets, including crack sealing, chip sealing, and patching (potholing) activities. Street surfaces must be periodically restored by resurfacing or reconstruction, typically every 25 to 30 years for bituminous pavements and 45 years for concrete pavements. Maintenance must also be performed on portions of the curb and gutter and pedestrian footpaths not assessed to abutting property owners. This program also provides for the maintenance of 19 bridges, including railing maintenance and repair.

The objectives of this program include:

- All utility ditches will be permanently repaired within one year of utility work completion.
- Annual concrete joint sealing of concrete streets will be conducted.
- Annual crack sealing of bituminous streets will be conducted.
- Pavement ratings from the City wide PASER evaluations will be used to determine if crack sealing is necessary.
- 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Concrete/Bituminous Street Maintenance				
Patch Filling (Tons)	300	325	325	325
Crack Sealing (Centerline Miles)	10.6	7.0	1.2	10.0
Resurfacing/Reconstruction (Miles)				
Milling/Resurfacing	11.3	10.1	10.0	10.3
Reconstruction	1.3	1.6	2.1	1.8
Shoulder Maintenance				
Miles Affected (10 miles total)	9.0	8.0	8.0	8.0
Gravel Streets ¹				
Miles Affected (1.5 miles total)	1.5	15.0	1.5	1.5

¹ Miles of gravel streets were updated for 2021 budget preparation to reflect accurate quantity and maintenance activities.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Paved Street Maintenance	\$489,223	\$644,461	\$518,460	\$506,527
Bridge Maintenance	4,091	17,081	17,085	19,440
Gravel Shoulder & Street Maintenance	14,070	19,654	20,156	20,202
Median Mowing	<u>133,353</u>	<u>108,805</u>	<u>113,005</u>	<u>113,768</u>
Total	<u>\$640,738</u>	<u>\$790,001</u>	<u>\$668,706</u>	<u>\$659,937</u>

BUDGET VARIANCES

<u>\$736</u>	Economic adjustments
736	TOTAL PERSONNEL SERVICES
(135,000)	Decrease in other contractual services for the annual street rehabilitation program
<u>4,200</u>	Increase in other contractual services for gateway maintenance based on historic actuals
(130,800)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
0	TRANSFERS
<u>(\$130,064)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$174,725	\$196,282	\$196,260	\$198,941	\$2,659
Overtime	2,434	3,300	3,330	3,300	0
Benefits	<u>73,331</u>	<u>76,254</u>	<u>76,751</u>	<u>74,331</u>	<u>(1,923)</u>
Subtotal	250,491	275,836	276,341	276,572	736
<u>CONTRACTUAL SERVICES</u>					
Utilities	27	100	100	100	0
Other Contractual Services	248,028	396,000	274,200	265,200	(130,800)
Vehicle & Equipment	<u>107,791</u>	<u>86,865</u>	<u>86,865</u>	<u>86,865</u>	<u>0</u>
Subtotal	355,846	482,965	361,165	352,165	(130,800)
<u>SUPPLIES & MATERIALS</u>	34,401	31,200	31,200	31,200	0
<u>TRANSFERS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
GRAND TOTAL	<u>\$640,738</u>	<u>\$790,001</u>	<u>\$668,706</u>	<u>\$659,937</u>	<u>(\$130,064)</u>

The Major Capital Programs budget includes \$3,025,000 borrowing for street rehabilitation and reconstruction and \$87,000 for concrete joint sealing activities.

DEPARTMENT: PUBLIC WORKS

DIVISION: OPERATIONS

PROGRAM: TRAFFIC MANAGEMENT

GOAL:

To promote public safety and ease of travel for pedestrians and vehicles on 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 63 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. Streetlights 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Traffic Signs				
Installed/Repaired (#)	2,091	2,800	2,800	2,800
Traffic Signals				
Intersections (#)	63	63	63	63
Street Painting				
Striping (Feet)	368,333	418,000	410,000	418,000
Street Lighting				
Alliant Utilities Lights (#)	2,101	2,101	2,101	2,101
City Lights (#)	2,460	2,460	2,489	2,489

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Traffic Signs	\$146,632	\$170,311	\$172,197	\$147,102
Traffic Signals	151,492	151,506	151,497	172,703
Street Painting	94,904	94,762	95,438	87,523
Street Lighting	480,632	477,952	478,285	504,814
Right-of-Way Clearing	<u>101,710</u>	<u>100,137</u>	<u>100,140</u>	<u>102,432</u>
Total	<u>\$975,370</u>	<u>\$994,668</u>	<u>\$997,557</u>	<u>\$1,014,574</u>

BUDGET VARIANCES

(\$33,157)	Decrease in personnel services due to turnover savings
<u>19,929</u>	Economic adjustments
(13,228)	TOTAL PERSONNEL SERVICES
8,260	Increase in utilities based on anticipated rate adjustments
	Increase in liability, workers' compensation, auto, and property insurance premium
<u>74</u>	allocation
8,334	TOTAL CONTRACTUAL SERVICES
	Increase in supplies & materials for the purchase of conflict monitor tester (traffic
<u>24,800</u>	signals) and materials for underground wire repairs (street lights)
24,800	TOTAL SUPPLIES & MATERIALS
<u>\$19,906</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$229,427	\$260,339	\$263,080	\$248,777	(\$11,562)
Overtime	8,222	9,500	10,060	9,500	0
Benefits	<u>87,111</u>	<u>106,869</u>	<u>107,235</u>	<u>105,203</u>	<u>(1,666)</u>
Subtotal	324,761	376,708	380,375	363,480	(13,228)
<u>CONTRACTUAL SERVICES</u>					
Utilities	437,409	413,180	413,180	421,440	8,260
Professional Development	0	450	450	450	0
Insurance	336	447	447	521	74
Other Contractual Services	1,000	0	335	0	0
Vehicle & Equipment	<u>120,727</u>	<u>111,083</u>	<u>111,565</u>	<u>111,083</u>	<u>0</u>
Subtotal	559,471	525,160	525,977	533,494	8,334
<u>SUPPLIES & MATERIALS</u>	91,138	92,800	91,205	117,600	24,800
GRAND TOTAL	<u>\$975,370</u>	<u>\$994,668</u>	<u>\$997,557</u>	<u>\$1,014,574</u>	<u>\$19,906</u>

MAJOR CAPITAL PROGRAM:

The Major Capital Projects budget includes borrowing of \$80,000 for the replacement of LED Pedestrian Signals with Countdown LED Pedestrian Signals as well as \$260,000 to secure grant funding and implement the following highway safety improvement projects:

- Racine Street & Randall Avenue traffic signal replacement
- Memorial Drive & Washington Street traffic signal replacement
- Milwaukee Street & Randall Avenue traffic signal replacement
- Five Points traffic signal replacement
- McKinley Street & Center Avenue safety improvements

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, healthy, 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 on weather conditions, and to maintain City-owned properties/lots located within residential neighborhoods in an aesthetically pleasing manner.

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, including vacant City-owned lots. 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. City crews maintain 22 acres of roadside terraces and public open spaces, and City-owned property/lot maintenance is contracted out to a property maintenance company through the Neighborhood & Community Services Division. Chemicals are occasionally used in locations where normal mowing activity is difficult.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Weed Cutting (Acres)	88	88	88	88
City-Owned Properties/Lots	8	8	8	8

BUDGET VARIANCES

<u>\$1,049</u>	Economic adjustments
1,049	TOTAL PERSONNEL SERVICES
4,500	Increase in other contractual services for contracted maintenance of City-owned properties/lots based on historic actuals
<u>(3,570)</u>	Decrease in vehicle & equipment due a decrease in VOM rates
930	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$1,979</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$14,877	\$24,575	\$24,575	\$25,347	\$772
Overtime	37	200	200	200	0
Benefits	<u>5,914</u>	<u>7,395</u>	<u>7,395</u>	<u>7,672</u>	<u>277</u>
Subtotal	20,828	32,170	32,170	33,219	1,049
<u>CONTRACTUAL SERVICES</u>					
Other Contractual Service	8,091	2,500	7,000	7,000	4,500
Vehicle & Equipment	<u>16,681</u>	<u>19,570</u>	<u>19,570</u>	<u>16,000</u>	<u>(3,570)</u>
Subtotal	24,772	22,070	26,570	23,000	930
<u>SUPPLIES & MATERIALS</u>					
	1,263	2,775	2,775	2,775	0
GRAND TOTAL	<u>\$46,863</u>	<u>\$57,015</u>	<u>\$61,515</u>	<u>\$58,994</u>	<u>\$1,979</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 65 developed parks within a park system of 2,611 acres. Funding is provided for two supervisory personnel, 16 full-time park maintenance, and seasonal employees. Maintenance of the park system is categorized into a variety of 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 activities include turf management, maintenance of tennis, volleyball, and basketball courts.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Park System

Total Acreage	2,611	2,611	2,611	2,611
Developed Parks (#)	64	64	65	65

Grounds Maintenance

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

Building Maintenance

Picnic Pavilions (#)	21	21	21	21
Pavilion Reservations (#)	639	675	355	675

Trails

Paved (Miles)	31	31	31	31
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Athletic Fields

Soccer Games (#)	130	130	0	130
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	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Administration	\$230,369	\$239,486	\$236,986	\$247,309
Trails	50,677	41,192	44,092	41,859
Athletic Fields	39,526	38,420	26,834	30,660
Grounds Maintenance	1,026,257	1,047,480	945,289	1,065,196
Building Maintenance	166,188	167,110	146,489	165,574
Natural Areas	981	0	0	0
Forestry	96,214	107,740	104,200	109,690
Total	<u>\$1,610,212</u>	<u>\$1,641,428</u>	<u>\$1,503,890</u>	<u>\$1,660,288</u>

BUDGET VARIANCES

(\$4,313)	Decrease in personnel services due to the elimination of funding for an intern position in 2021
7,985	Increase in health insurance costs due to employee health insurance plan selection changes
<u>15,468</u>	Economic adjustments
19,140	TOTAL PERSONNEL SERVICES
(2,123)	Decrease in utilities based on anticipated usage
	Increase in liability, workers' compensation, auto, and property insurance premium allocation
<u>1,843</u>	
(280)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$18,860</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$682,279	\$740,568	\$665,352	\$744,677	\$4,109
Overtime	23,247	14,700	7,900	14,700	0
Benefits	<u>299,086</u>	<u>326,700</u>	<u>294,425</u>	<u>341,603</u>	<u>14,903</u>
Subtotal	1,007,456	1,084,378	969,802	1,103,518	19,140
<u>CONTRACTUAL SERVICES</u>					
Utilities	91,686	110,034	86,235	107,911	(2,123)
Postage	72	130	130	130	0
Professional Development	3,105	3,100	800	3,100	0
Building Expense	919	0	0	0	0
Insurance	9,750	13,177	13,177	15,020	1,843
Other Contractual Services	15,591	9,300	8,125	9,300	0
Park Contractual	0	12,000	12,000	12,000	0
Vehicle & Equipment	<u>372,559</u>	<u>315,984</u>	<u>334,821</u>	<u>315,984</u>	<u>0</u>
Subtotal	494,114	463,725	455,288	463,445	(280)
<u>SUPPLIES & MATERIALS</u>	108,642	93,325	78,800	93,325	0
GRAND TOTAL	<u>\$1,610,212</u>	<u>\$1,641,428</u>	<u>\$1,503,890</u>	<u>\$1,660,288</u>	<u>\$18,860</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 2020:

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 an update to the electrical ordinance and amendment to allow medical office, clinical and treatment facilities as a conditional use in the M1, Light Industrial District.
3. Submitted grant requests to the Wisconsin Department of Natural Resources for funding through the 2020 Land and Water Conservation Fund and Stewardship Local Assistance Programs for development of the Fisher Creek Trail, and to supplement the Monterey Area River Restoration Project
4. Submitted grant requests to the Wisconsin Department of Transportation for funding through the 2020 Multimodal Local Supplement Program for the development of the Glacial River Trail Connector and Refurbishment of the Downtown Transfer Center.
5. Completed Land Use Redevelopment Plan for former General Motors Site.
6. Assisted JTS with ridership shares and planning assistant for Beloit-Janesville Express
7. Completed 2021-2026 Transportation Improvement Program, 2021 MPO Work Program, and amended the 2020-2025 Transportation Improvement Program
8. Completed draft freight, bicycle & pedestrian, and transit elements of the Long-Range Transportation Plan Update.
9. Completed ADA Transition Plan for the public right-of-way.
10. Worked in collaboration with other departments to help the Public Works Department become an accredited agency through the American Public Works Association (APWA).
11. Implemented web-based PermiTrack program to track and monitor erosion and sediment control on active construction projects.

Major Activities to be Undertaken in 2021:

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 Centennial Industrial Park.
8. Update Sign Code.
9. Continue to identify and explore opportunities to promote housing and residential development activity in the community.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
ACTIVITIES:				
Building Division (#)				
Construction				
Complaints	94	135	120	125
Other Variances	11	9	8	9
New Residential				
Permits	565	500	500	500
Inspections	1,752	1,400	1,620	1,400
Existing Residential				
Permits	1,710	1,800	1,800	1,700
Inspections	2,048	2,400	2,400	2,000
New Commercial				
Permits	103	70	90	70
Inspections	739	700	900	700
Existing Commercial				
Permits (including all plan review)	934	920	900	900
Inspections	2,125	2,000	2,090	2,000
Development Services (#)				
Signs				
Complaints	3	4	3	3
Permits	320	200	200	200
Variances	3	4	2	2
Inspections	5	20	3	10
Site Plans/Zoning				
Permits	97	70	70	70
Inspections	77	90	50	50
Total				
Complaints	97	139	123	128
Permits	3,729	3,560	3,560	3,440
Variances	14	13	10	11
Inspections	6,746	6,610	7,063	6,160
Planning Division (Hours)				
Administration	1,300	1,300	1,300	1,300
Planning Services	2,600	2,300	2,300	2,300
Current Planning	2,700	2,500	2,500	2,500
Comprehensive Planning	<u>2,500</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total Hours	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>	<u>9,100</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Building Division	\$791,506	\$855,791	\$814,158	\$848,162
Planning Division	<u>363,169</u>	<u>329,499</u>	<u>319,873</u>	<u>330,193</u>
Total	<u>\$1,154,675</u>	<u>\$1,185,290</u>	<u>\$1,134,031</u>	<u>\$1,178,355</u>

BUDGET VARIANCES

(\$12,944)	Decrease in health insurance costs due to employee health insurance plan selection changes
<u>\$30,903</u>	Economic adjustments
17,959	TOTAL PERSONNEL SERVICES
(25,000)	Decrease in auditing & consulting for an ADA compliance study of City facilities
<u>106</u>	Other
(24,894)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>(\$6,935)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$750,060	\$762,306	\$761,306	\$784,497	\$22,191
Overtime	2,160	3,000	3,000	3,000	0
Benefits	<u>289,938</u>	<u>321,009</u>	<u>306,335</u>	<u>316,777</u>	<u>(4,232)</u>
Subtotal	1,042,158	1,086,315	1,070,641	1,104,274	17,959
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,197	2,500	2,450	2,450	(50)
Postage	3,696	3,139	3,139	3,295	156
Professional Development	8,247	9,315	6,690	9,315	0
Audit & Consulting	475	25,800	800	800	(25,000)
Recruiting Expense	770	0	0	0	0
Other Contractual Services	65,153	30,800	30,800	30,800	0
Vehicle & Equipment	<u>22,672</u>	<u>18,746</u>	<u>10,836</u>	<u>18,746</u>	<u>0</u>
Subtotal	103,211	90,300	54,715	65,406	(24,894)
<u>SUPPLIES & MATERIALS</u>					
	9,306	8,675	8,675	8,675	0
GRAND TOTAL					
	<u>\$1,154,675</u>	<u>\$1,185,290</u>	<u>\$1,134,031</u>	<u>\$1,178,355</u>	<u>(\$6,935)</u>
REVENUES:					
	\$897,520	\$769,966	\$751,316	\$703,350	<u>(\$66,616)</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.
- 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 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, the vacant building ordinance as well as other city codes pertaining to the condition and use of private property.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
City Code (#)				
Housing-Related				
Violations	249	325	300	300
Inspections	713	900	600	800
Nuisance				
Violations	569	800	500	600
Inspections	1,561	1,800	1,100	1,300
Zoning				
Violations	88	125	75	100
Inspections	270	300	175	250
Total				
Violations	906	1,250	875	1,000
Inspections	2,544	3,000	1,875	2,350

The numbers include two full-time Property Maintenance Inspectors and a part-time Vacant Building Coordinator. Additional pro-active inspections are reflected in the State and Federal Grants budget. This is a change from the 2020 budget.

BUDGET VARIANCES

(\$32,317)	Decrease in personnel services due to the reallocation of 0.20 FTE of the Neighborhood and Community Services Director to the Recreation; Rent Assistance; and State and Federal Grants budgets
(4,679)	Decrease in personnel services due to the reallocation of 0.05 FTE of the Housing Services Director to the Rent Assistance budget
(27,587)	Decrease in personnel services due to the reduction of the Vacant Building Coordinator to a 0.5 FTE position
<u>5,732</u>	Economic Adjustments
(58,851)	TOTAL PERSONNEL SERVICES
(1,250)	Decrease in professional development due to the elimination of one-time, position specific EOC training
<u>(585)</u>	Other
(1,835)	TOTAL CONTRACTUAL SERVICES
(200)	TOTAL SUPPLIES & MATERIAL
0	TOTAL CAPITAL OUTLAY
<u>(\$60,886)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$196,768	\$234,159	\$188,062	\$187,233	(\$46,926)
Benefits	<u>78,880</u>	<u>97,297</u>	<u>88,905</u>	<u>85,372</u>	<u>(11,925)</u>
Subtotal	275,648	331,456	276,967	272,605	(58,851)
<u>CONTRACTUAL SERVICES</u>					
Utilities	281	330	275	330	0
Postage	2,133	2,115	1,800	1,905	(210)
Professional Development	2,881	1,790	672	540	(1,250)
Audit & Consulting	20,400	21,200	21,200	21,200	0
Vehicle & Equipment	<u>7,776</u>	<u>8,162</u>	<u>8,162</u>	<u>7,787</u>	<u>(375)</u>
Subtotal	33,471	33,597	32,109	31,762	(1,835)
<u>SUPPLIES & MATERIALS</u>	1,239	1,700	1,350	1,500	(200)
GRAND TOTAL	<u>\$310,358</u>	<u>\$366,753</u>	<u>\$310,426</u>	<u>\$305,867</u>	<u>(\$60,886)</u>
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	
REVENUES:	<u>\$ 87,584</u>	<u>\$ 100,000</u>	<u>\$ 42,000</u>	<u>\$ 65,000</u>	<u>(\$35,000)</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. In addition, Vacant Building Registration Program fees are included.

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, events and activities that will stimulate socialization, environmental awareness, encourage family participation, and community enjoyment.
- To conduct general administrative activities, including personnel management, facility 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 2021 budget includes an overall operating ratio goal of 57%.

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 quality of life, personal enrichment, instruction, education, socialization, entertainment, 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, concerts, 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 115 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
PERFORMANCE MEASURES:				
Senior Center				
Participants (#)	45,056	53,000	11,092	26,500
Subsidy per Participant	\$4.20	\$3.55	\$17.34	\$7.41
Operating Ratio	32.7%	33.2%	10.4%	26.8%
Adult				
Participants (#)	51,680	50,000	12,874	43,000
Subsidy per Participant	\$1.52	\$1.48	\$8.67	\$1.84
Operating Ratio	71.0%	74.5%	27.9%	72.4%
Youth				
Participants (#)	20,255	22,000	2,665	18,500
Subsidy per Participant	\$5.27	\$4.85	\$52.94	\$5.65
Operating Ratio	59.1%	60.0%	23.3%	60.3%
Aquatics				
Participants (#)	52,196	60,000	10,335	54,000
Subsidy per Participant	\$3.51	\$2.89	\$7.03	\$3.28
Operating Ratio	31.1%	33.6%	1.4%	31.4%
Ice Arena				
Participants (#)	109,231	110,000	72,370	93,500
Subsidy per Participant	\$0.34	\$0.38	\$1.17	\$0.53
Operating Ratio	89.1%	88.4%	73.9%	86.2%
ELEMENT COST:				
Senior Center	\$281,057	\$281,896	\$214,745	\$268,355
Adult	271,389	290,936	154,812	286,868
Youth	260,793	267,146	184,046	263,164
Aquatics	265,817	261,559	73,690	258,362
Ice Skating Center	<u>345,739</u>	<u>355,364</u>	<u>325,529</u>	<u>358,627</u>
Total	<u>\$1,424,794</u>	<u>\$1,456,901</u>	<u>\$952,822</u>	<u>\$1,435,376</u>

BUDGET VARIANCES

<u>\$8,609</u>	Increase in personnel services due to the reallocation of 0.05 FTE of the Neighborhood and Community Services Director from the Property Maintenance budget
(10,657)	Decrease in personnel services due to the elimination of funding for an intern position in 2021
<u>12,897</u>	Economic adjustments
10,849	TOTAL PERSONNEL SERVICES
(3,944)	Decrease in utilities based on historic actuals
(4,550)	Decrease in building expense due to Senior Center being closed for three months for the HVAC project
(12,004)	Decrease in other contractual services due to no Senior Center trips for the 1st three months of 2021
(3,000)	Decrease in concessions cost of goods based on historic actuals
(752)	Decrease in vehicle & equipment based on historic actuals
<u>(124)</u>	Other
(24,374)	TOTAL CONTRACTUAL SERVICES
<u>(8,000)</u>	Decrease in supplies & materials based on historic actuals
(8,000)	TOTAL SUPPLIES & MATERIALS
<u>(\$21,525)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$694,715	\$699,950	\$497,099	\$698,796	(\$1,154)
Overtime	2,721	6,600	500	6,600	0
Benefits	<u>191,843</u>	<u>189,111</u>	<u>171,831</u>	<u>201,114</u>	<u>12,003</u>
Subtotal	889,279	895,661	669,430	906,510	10,849
<u>CONTRACTUAL SERVICES</u>					
Utilities	170,832	191,801	138,746	187,857	(3,944)
Postage	1,815	2,254	909	2,170	(84)
Professional Development	5,362	7,521	1,056	7,405	(116)
Building Expense	62,897	38,350	15,760	33,800	(4,550)
Insurance	6,178	8,226	6,570	8,226	0
Computer Maintenance	1,810	1,980	2,180	2,256	276
Other Contractual Services	106,631	113,504	33,205	101,500	(12,004)
Concessions	28,472	30,000	0	27,000	(3,000)
Advertising	16,390	18,450	7,800	18,200	(250)
Licenses	4,405	7,554	2,850	7,604	50
Vehicle & Equipment	<u>40,597</u>	<u>41,950</u>	<u>33,441</u>	<u>41,198</u>	<u>(752)</u>
Subtotal	445,389	461,590	242,517	437,216	(24,374)
<u>SUPPLIES & MATERIALS</u>	90,127	99,650	40,875	91,650	(8,000)
GRAND TOTAL	<u>\$1,424,794</u>	<u>\$1,456,901</u>	<u>\$952,822</u>	<u>\$1,435,376</u>	<u>(\$21,525)</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 2021 revenue budget/goal includes minimal fee increases due to 2020 having numerous fee increases after a comprehensive fee review, many of which were not able to be implemented in 2020. The 2021 revenue budget decreases by \$44,200 from the 2020 budget.

The Senior Center revenue category decreases by \$21,500 primarily due to planning for a potential delayed 2021 full scale opening of the Senior Center and all programs due to COVID-19. Additionally, the Senior Center will be closed for three months due to the planned HVAC project. Facility rental revenue has decreased by (\$5,000) due to the unknowns of 2021. Trip revenue has also decreased by (\$11,000) due to estimating that trips will not occur in the first quarter of the year due to COVID-19. Monthly events and concessions revenue decreases by (\$4,000) due to closure time and likelihood of no larger events. User fee decreases by (\$1,500) due to estimates in reduced members. 2020 memberships sales that occurred will be honored and reflected in the 2021 budget. Programming revenue remains consistent as staff will continue to provide outreach, virtual, outdoor or drive thru style programming. Category includes facility rentals, trips, programming, membership fee and other.

The Adult revenue category decreases by \$9,000. It is estimated that large Spring events will not occur, and family programming revenue is reduced by (\$2,000). Volleyball revenue is anticipated to decline due to potential for less teams (\$4,000). Concessions revenue is reduced based off of historic actuals (\$3,000). 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 decreases by \$1,700. Kids Count Camp Half Day decreases by (\$1,700) based off historic actuals. This category includes discount attraction tickets, day camps, Rec Nites, partnership programs, and youth sports.

The Aquatics revenue category decreases by \$7,000. Facility rental is reduced by (\$1,500) based of historic actuals. Season Pass sales is reduced by (\$5,000) based if historic actuals and estimated less pass holders in 2021. Indoor Swim decreases by (\$500) due to historic actuals. 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 decreases by \$5,000. The budget includes increases in projected revenue in Ice Rental (\$5,000) based off historic trends. The budget includes a decrease in public skate (\$10,000) due to estimation that public skate will not occur in the Winter due to COVID-19. This category includes public skate, programming, hockey, ice rentals, figure skating, concessions contract, and limited pro shop.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUE:				
Senior Center	\$91,787	\$93,500	\$22,385	\$72,000
Adult	192,770	216,700	43,150	207,700
Youth	154,096	160,400	42,971	158,700
Aquatics	82,767	88,000	1,000	81,000
Ice Skating Center	<u>308,180</u>	<u>314,000</u>	<u>240,600</u>	<u>309,000</u>
Total	<u>\$829,599</u>	<u>\$872,600</u>	<u>\$350,106</u>	<u>\$828,400</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 6 months to 14 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 2021, 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 individuals with disabilities 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
General Administration (Hours)	9,160	9,152	9,218	9,152
Maintenance (Hours)	13,735	13,756	13,790	13,808
Regular Service				
Mileage	395,494	395,467	395,532	395,532
Hours	25,414	25,414	25,414	25,414
Ridership - Paid Fares	278,137	288,660	196,785	202,062
Ridership - Free Fares	5,797	6,100	2,646	4,270
Ridership - Transfers	91,834	97,100	64,320	67,970
Tripper Service				
Mileage	19,995	27,535	19,832	29,502
Hours	1,799	2,478	1,785	2,655
Ridership - Paid Fares	47,576	50,100	28,878	35,070
Ridership - Free Fares	77	50	26	35
Ridership - Transfers	7,510	7,400	4,778	5,180
Night Service				
Mileage	43,802	43,802	43,802	43,802
Hours	3,264	3,264	3,264	3,264
Ridership - Paid Fares	20,043	21,000	13,688	14,700
Ridership - Free Fares	328	350	88	245
Ridership - Transfers	4,107	4,300	2,888	3,010
Paratransit Service				
Hours	1,690	2,025	1,234	1,909
Ridership - Paid Fares	6,304	6,136	4,112	6,364
Total Services:				
Ridership - Paid Fares	345,756	365,896	243,463	258,196
Ridership - Free Fares	6,202	6,500	2,760	4,550
Ridership - Transfers	103,451	108,800	71,986	76,160
Ridership - Total Unlinked Passenger Trips	455,409	481,196	318,209	338,906

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
General Administration	\$858,208	\$913,086	\$890,195	\$934,192
Maintenance	1,138,144	1,123,968	1,060,949	1,058,343
Regular Service	1,254,230	1,359,616	1,202,812	1,408,933
Tripper Service	106,380	113,266	71,364	130,700
Paratransit Service	98,342	89,802	51,582	113,953
Night Service	<u>146,735</u>	<u>167,045</u>	<u>146,675</u>	<u>164,744</u>
Subtotal - Operating	3,602,039	3,766,783	3,423,577	3,810,865
Capital	<u>2,615,460</u>	<u>3,840,122</u>	<u>3,840,122</u>	<u>1,650,000</u>
Total	<u>\$6,217,499</u>	<u>\$7,606,905</u>	<u>\$7,263,699</u>	<u>\$5,460,865</u>

GENERAL FUND IMPACT:

The total Local Operating Assistance from the General Fund equals \$951,357. This is a decrease of \$237,428, or 19.97%, compared to 2020. The decrease in General Fund subsidy is made possible due to the availability of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act grant funds apportioned to the Janesville Transit System (JTS) as part of the federal government’s response to the COVID-19 pandemic.

BUDGET VARIANCES

(\$27,636)	Decrease in personnel services due to turnover savings
(32,238)	Decrease in personnel services for retiree health and life insurance costs
<u>90,733</u>	Economic adjustments
30,859	TOTAL PERSONNEL SERVICES
5,261	Increase in liability, workers' compensation, auto, and property insurance premium allocation
21,705	Increase in computer services for the bus annunciation / location technology services and computer replacements
40,590	Increase in other contractual services due to supplemental BJE sponsorship and paratransit contractual per ride costs offset by use of CARES funds (\$7,000), paratransit agency fare (\$8,602); and paratransit revenue collected by contractor (\$17,562)
(5,050)	Decrease in advertising/promotions due to current economic conditions
<u>(2,074)</u>	Other
60,432	TOTAL CONTRACTUAL SERVICES
(47,209)	Decrease in supplies & materials due to adjustments in projected fuel economy and reduction in replacement bus parts
(47,209)	TOTAL SUPPLIES AND MATERIALS
<u>\$44,082</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,498,013	\$1,726,343	\$1,495,286	\$1,770,158	\$43,815
Overtime	326,889	203,840	307,625	207,916	4,076
Benefits	738,759	850,792	731,768	833,248	(17,544)
Miscellaneous Benefits	<u>4,137</u>	<u>0</u>	<u>1,418</u>	<u>512</u>	<u>512</u>
Subtotal	2,567,798	2,780,975	2,536,097	2,811,834	30,859
<u>CONTRACTUAL SERVICES</u>					
Utilities	100,797	123,962	98,001	122,884	(1,078)
Postage	154	375	200	200	(175)
Professional Development	25,014	11,815	12,511	11,075	(740)
Audit & Consulting	24,888	17,020	17,020	17,400	380
Building Expense	81,678	54,474	58,423	54,474	0
Insurance	110,507	127,400	127,401	132,661	5,261
Uniform and Tool	10,459	14,978	12,072	14,978	0
Computer Services	32,132	29,260	39,123	50,965	21,705
Other Contractual Services	108,064	119,871	62,098	160,461	40,590
Recruitment/Physicals	867	1,336	900	932	(404)
Advertising/Promotions	21,511	24,782	17,671	19,732	(5,050)
Vehicle Oper/Maintenance	<u>51,770</u>	<u>27,040</u>	<u>29,330</u>	<u>26,983</u>	<u>(57)</u>
Subtotal	567,841	552,313	474,750	612,745	60,432
<u>SUPPLIES & MATERIALS</u>	<u>466,400</u>	<u>433,495</u>	<u>412,730</u>	<u>386,286</u>	<u>(47,209)</u>
Total Operations and Maintenance	3,602,039	3,766,783	3,423,577	3,810,865	44,082
<u>CAPITAL OUTLAY</u>	<u>2,615,460</u>	<u>3,840,122</u>	<u>3,840,122</u>	<u>1,650,000</u>	<u>(2,190,122)</u>
Subtotal	<u>\$6,217,499</u>	<u>\$7,606,905</u>	<u>\$7,263,699</u>	<u>\$5,460,865</u>	<u>(\$2,146,040)</u>
Depreciation	<u>534,756</u>	<u>688,200</u>	<u>639,600</u>	<u>850,800</u>	162,600
GRAND TOTAL	<u>\$6,752,255</u>	<u>\$8,295,105</u>	<u>\$7,903,299</u>	<u>\$6,311,665</u>	<u>(\$1,983,440)</u>

CAPITAL ASSISTANCE:

Federal Assistance is expected to cover \$1,450,000 of approved grant expenditures for the purchase of two buses; transfer center refurbishment design; contactless electronic farebox system; and permanent driver barriers, with the local share being \$200,000.

	<u>Total Cost</u>	<u>Local Share</u>	<u>Federal Share</u>
Transfer Center Refurbishment Design (CARES Act Grant)	\$100,000	\$0	\$100,000
Contactless Electronic Farebox System (CARES Act Grant)	400,000	0	400,000
Permanent Driver Barriers (CARES Act Grant)	150,000	0	150,000
Replace Two Transit Buses (Approved FTA Grant)	<u>1,000,000</u>	<u>200,000</u>	<u>800,000</u>
Total	<u>\$1,650,000</u>	<u>\$200,000</u>	<u>\$1,450,000</u>

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 and economic difficulties stemming from the COVID-19 pandemic, JTS does not recommend any changes to fares for 2021, except for updating the paratransit services agency fare to mirror the annual contracted rate.

Actual paid fare ridership was 345,756 in 2019 and is projected to be 243,463 in 2020. Paid fare ridership is expected to be 258,196 in 2021 and represents a 30% reduction in fixed route ridership related to the COVID-19 pandemic.

The 2021 farebox revenue estimate is \$276,563. 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 \$113,945 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 2021, the Wisconsin Department of Transportation Operating Assistance is expected to be approximately 19.0%, a 14.45% decrease of the percentage of expenses that was budgeted for award in 2020. State Operating Assistance is expected to total \$724,100, a decrease of \$142,436, or 16.44% from the 2020 estimated state funding. This budget also includes funding from a Paratransit Operating grant that is expected to total \$35,000.

Federal Transit Operating Assistance is expected to amount to approximately 27.55% of operating expenses, a 10.5% decrease of the percentage of expenses that was budgeted for award in 2020. Total Federal Operating

Assistance is expected to be \$1,049,900. Combined state and federal assistance are expected to total 46.55% of operating expenses, a 12.2% decrease of the percentage of expenses that was budgeted for award in 2020. This decrease is anticipated based upon the effects of the COVID-19 pandemic on federal and state budgets.

This budget also includes CARES Act funds for operations in the amount of \$616,000. These funds do not require a local match and were awarded to Janesville Transit System as part of the federal government's responses to the COVID-19 pandemic.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
Operating Revenue				
Fares	\$393,371	\$400,608	\$251,555	\$276,563
Advertising	28,324	29,000	18,825	29,000
Beloit-Janesville Express Sponsorship	105,595	104,990	104,990	113,945
Miscellaneous	<u>42,451</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Subtotal	569,741	549,598	390,370	434,508
Operating Assistance				
Local Assistance	1,067,418	1,188,785	852,962	951,357
State Paratransit Operations	32,306	32,000	35,723	35,000
State Assistance	819,528	836,200	866,536	724,100
Federal Operating	1,113,046	1,160,200	1,157,986	1,049,900
Federal CARES Grant	<u>0</u>	<u>0</u>	<u>120,000</u>	<u>616,000</u>
Subtotal	3,032,298	3,217,185	3,033,207	3,376,357
Capital Assistance				
Local Capital	551,328	768,000	768,024	200,000
Federal CARES Grant	0	0	0	650,000
Federal Capital	<u>2,064,132</u>	<u>3,072,122</u>	<u>3,072,098</u>	<u>800,000</u>
Subtotal	2,615,460	3,840,122	3,840,122	1,650,000
Total	<u>\$6,217,499</u>	<u>\$7,606,905</u>	<u>\$7,263,699</u>	<u>\$5,460,865</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 27 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.

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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
<u>Leaf Collection</u>				
Miles	227	227	227	227
<u>Street Sweeping</u>				
Curb (Miles)	8,270	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)	18,821	20,000	20,000	20,000
Catch Basin Cleaning (#)	420	700	1,200	700
<u>Street Weed Spraying</u>				
Lane Miles	100	150	75	150
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Base Component				
EPA Permit Compliance	\$52,196	\$48,651	\$47,683	\$44,913
Administration	<u>449,057</u>	<u>543,826</u>	<u>450,543</u>	<u>543,596</u>
Subtotal	501,253	592,477	498,226	588,509
Operations				
Street Cleaning	786,479	706,223	709,334	591,411
Storm Sewer Maintenance	1,890,756	1,981,354	1,974,957	2,385,149
Catch Basin Maintenance*	193,806	461,351	339,801	0
Curb & Gutter Replacement	0	1,223,500	1,223,500	1,321,500
Greenbelt/Drainageway Maintenance	317,200	319,878	367,961	381,012
Flood Control/Response	<u>46,034</u>	<u>0</u>	<u>5,946</u>	<u>0</u>
Subtotal	3,234,274	4,692,306	4,621,499	4,679,072
Debt Service	<u>707,833</u>	<u>560,456</u>	<u>566,650</u>	<u>579,613</u>
Total	<u>\$4,443,359</u>	<u>\$5,845,239</u>	<u>\$5,686,375</u>	<u>\$5,847,194</u>

*Starting in 2021, Catch Basin Maintenance will be included in the Storm Sewer Maintenance category.

BUDGET VARIANCES

(\$11,587)	Decrease in personnel services due to the elimination of funding for an intern position in 2021
(35,158)	Decrease in health insurance costs due to employee health insurance plan selection changes
(55,000)	Decrease in personnel services due to the reallocation of staff to the Sanitation Fund for curbside waste collection based on historic actuals
<u>24,838</u>	Economic adjustments
(76,907)	TOTAL PERSONNEL SERVICES
98,000	Increase in other contractual services for curb and gutter replacement
60,000	Increase in other contractual services for storm sewer cleaning and televising
54,000	Increase in other contractual services for pond and prairie treatments
8,000	Increase in other contractual services for greenbelt maintenance
<u>(40,295)</u>	Other
179,705	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
<u>\$102,798</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$755,345	\$840,155	\$802,968	\$804,436	(\$35,719)
Overtime	38,820	36,200	41,372	36,200	0
Benefits	<u>328,774</u>	<u>352,087</u>	<u>295,050</u>	<u>310,899</u>	<u>(41,188)</u>
Subtotal	1,122,940	1,228,442	1,139,390	1,151,535	(76,907)
<u>CONTRACTUAL SERVICES</u>					
Professional Development	2,600	1,050	600	1,050	0
Audit & Consulting	7,296	3,360	7,818	3,500	140
Insurance	16,080	16,367	16,368	16,507	140
Building Rental	12,001	11,053	11,053	14,531	3,478
Computer Maintenance	28,048	32,959	32,959	37,121	4,162
Other Contractual Services	1,696,142	3,174,000	3,078,002	3,350,785	176,785
Licenses	13,000	13,000	13,000	13,000	0
Vehicle & Equipment	<u>630,989</u>	<u>598,352</u>	<u>623,736</u>	<u>593,352</u>	<u>(5,000)</u>
Subtotal	2,406,156	3,850,141	3,783,536	4,029,846	179,705
<u>SUPPLIES & MATERIALS</u>	130,234	81,700	97,299	81,700	0
Total Operations and Maintenance	3,659,330	5,160,283	5,020,225	5,263,081	102,798
Principal	644,500	497,500	497,500	505,000	7,500
Interest Expense	70,449	62,956	62,831	74,613	11,657
Debt Issuance Expense	(7,117)	0	6,319	0	0
Capital	<u>76,197</u>	<u>124,500</u>	<u>99,500</u>	<u>4,500</u>	<u>(120,000)</u>
Subtotal	4,443,359	5,845,239	5,686,375	5,847,194	1,955
Depreciation	<u>189,092</u>	<u>253,000</u>	<u>222,485</u>	<u>285,855</u>	<u>32,855</u>
GRAND TOTAL	<u>\$4,632,451</u>	<u>\$6,098,239</u>	<u>\$5,908,860</u>	<u>\$6,133,049</u>	<u>\$34,810</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>
Walnut Grove Pond & Outfall*	\$165,000	\$165,000
Storm Sewer Replacement (West Milwaukee Street Reconstruction)	375,000	375,000
Storm Sewer Enhancements	150,000	150,000
Palmer Drive Bridge Storm Structure Repairs	200,000	200,000
Subtotal G.O Note/Assessments	<u>890,000</u>	<u>890,000</u>

*Funding from Stormwater Land Division Account

OPERATING BUDGET

Curb & Gutter Replacements	1,312,500	1,312,500
Storm Sewer Cleaning & Televising	150,000	150,000
Storm Sewer Lining & Point Repairs	300,000	300,000
Storm Structure Rehab & Replacement	1,295,000	1,295,000
Subtotal Operating Budget	<u>3,057,500</u>	<u>3,057,500</u>
Total	<u>\$3,947,500</u>	<u>\$3,947,500</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 \$107.44 per ERU for 2020. The annual stormwater rate is \$105.92 per ERU for 2021. The impact of this decrease on the typical residential customer will be a decrease \$0.38 per quarter.

2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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REVENUES:

User Fees				
Residential	\$1,639,717	\$2,185,000	\$2,185,000	\$2,169,000
Non-Residential	2,869,406	3,837,000	3,850,000	3,913,000
Non-Use Credit	(164,212)	(296,000)	(198,000)	(234,000)
Late Payment Charge	24,954	20,000	9,500	20,000
Interest Income	(7,725)	1,000	(3,750)	1,000
Grants	<u>200,000</u>	<u>0</u>	<u>300</u>	<u>0</u>
Total	<u>\$4,562,140</u>	<u>\$5,747,000</u>	<u>\$5,843,050</u>	<u>\$5,869,000</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 2021, 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 Janesville 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 352.12 miles of sewer mains. Sewer lines are cleaned and inspected by city staff and contractors with special emphasis given to construction projects and 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 will be used to offset the purchase of power needed to operate the plant from the local power provider. Also, the methane can be further cleaned and compressed for use as CNG reducing the need to purchase fuel for vehicle operation. The Wastewater and Water Utilities have been using this CNG to operate service vehicles.

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, 2022, this was accelerated by the DNR taking away 2 years to be complaint but we will have the improvements completed and operational by the end of 2021 so the systems can be tested and in place prior to the 2022 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 improvements will need to be made for chemical addition and monitoring to help with the phosphorus spikes we see from the distribution system. These projects will be completed in 2021. 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 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 can 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 most 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Customer Accounts (#)	24,076	24,523	24,128	24,175
Collection System (Miles)	350	350	350	352
Treatment Plant Operation				
Gallons (Billion)	4.98	5.45	5.00	5.20
Susp Solids (Pounds/Million)	6.87	7.00	6.62	7.00
BOD (Pounds/Million)	6.97	7.00	7.18	7.00
Laboratory Operations (#)				
Samples	5,908	6,257	5,974	6,319
Tests	18,749	19,727	17,742	20,658
Sludge Disposal				
Gallons (Million)	23.40	23.00	20.00	22.00

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
General Administration	\$1,027,215	\$1,022,639	\$1,009,080	\$1,053,297
Customer Accounts	208,248	223,000	214,388	238,352
Plant Oper/Maintenance	1,950,934	1,962,032	1,840,820	1,933,890
Laboratory Operations	244,721	250,106	240,940	261,380
Sludge Disposal	532,973	527,972	523,588	554,071
Collection Maintenance	1,410,790	1,453,406	1,627,430	1,441,342
Meter Maintenance	436,332	435,600	434,000	432,000
Pretreatment Facility	<u>75,444</u>	<u>73,767</u>	<u>77,413</u>	<u>78,357</u>
Total Operation & Maintenance	5,886,656	5,948,522	5,967,659	5,992,689
Depreciation	3,397,354	3,591,400	3,427,824	4,084,730
Interest Expense	547,555	523,862	523,862	485,642
Other Expenses	<u>29,845</u>	<u>61,000</u>	<u>60,300</u>	<u>61,000</u>
Total Expenses	9,861,410	10,124,784	9,979,645	10,624,061
Principal Payment	3,084,893	3,106,821	3,106,821	3,232,932
Capital	<u>2,052,703</u>	<u>2,643,000</u>	<u>2,643,000</u>	<u>6,361,917</u>
Grand Total	<u>\$14,999,006</u>	<u>\$15,874,605</u>	<u>\$15,729,466</u>	<u>\$20,218,910</u>

BUDGET VARIANCES

(\$7,725)	Decrease in personnel services due to the elimination of funding for an intern position in 2021
21,277	Increase in overtime and related fringe benefits based on historic actuals
(44,198)	Decrease in health insurance costs due to employee health insurance plan selection changes
7,464	Increase in retiree health and life insurance costs
<u>88,254</u>	Economic adjustments
65,072	TOTAL PERSONNEL SERVICES
(85,560)	Decrease in utilities due to utilizing the electricity generated by the microturbine internally instead of selling to Alliant Energy
(6,000)	Decrease in postage based historic actuals
(3,530)	Decrease in professional development due to less travel expenses and increased virtual trainings
22,339	Increase in liability, workers' compensation, auto, and property insurance premium allocation
18,192	Increase in computer services primarily for the automated metering infrastructure (AMI) system
(20,000)	Decrease in other contractual services due to the completion of the local limits study in 2020
(11,000)	Decrease sewer TV / repair due to the completion of the aerial mapping project in 2020
30,000	Increase in contractor payments to complete scheduled centrifuge repairs in 2021
<u>9,154</u>	Other
(46,405)	TOTAL CONTRACTUAL SERVICES
<u>25,500</u>	Increase in supplies and materials based on historic actuals
25,500	TOTAL SUPPLIES AND MATERIALS
<u>\$44,167</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,721,010	\$1,834,102	\$1,739,535	\$1,884,659	\$50,557
Overtime	60,783	55,550	63,327	74,100	18,550
Benefits	690,974	758,739	697,279	754,576	(4,163)
Miscellaneous Benefits	<u>148,126</u>	<u>9,434</u>	<u>13,848</u>	<u>9,562</u>	<u>128</u>
Subtotal	2,620,892	2,657,825	2,513,989	2,722,897	65,072
<u>CONTRACTUAL SERVICES</u>					
Utilities	633,620	643,350	646,331	557,790	(85,560)
Postage	25,277	29,000	23,000	23,000	(6,000)
Professional Development	9,102	17,156	11,041	13,626	(3,530)
Audit & Consulting	1,565	26,600	18,600	26,900	300
Building Maintenance	36,086	42,643	40,143	44,897	2,254
Insurance	84,086	83,840	95,493	106,179	22,339
Computer Services	70,003	79,688	81,621	97,880	18,192
Other Contractual Services	124,690	198,500	194,700	178,500	(20,000)
Wastewater Testing	26,691	30,000	30,000	30,000	0
Sewer TV/Repair	807,284	816,605	1,030,000	804,805	(11,800)
Payment to Contractors	197,618	70,000	100,000	100,000	30,000
Landfill Fees	45,424	40,000	47,000	45,000	5,000
Vehicle Oper/Maintenance	239,760	274,650	196,276	277,650	3,000
Meter Expense	436,332	435,600	434,000	432,000	(3,600)
General Expenses - Pretreatment	<u>13,022</u>	<u>5,000</u>	<u>10,000</u>	<u>8,000</u>	<u>3,000</u>
Subtotal	2,750,560	2,792,632	2,958,205	2,746,227	(46,405)
<u>SUPPLIES & MATERIALS</u>	<u>515,204</u>	<u>498,065</u>	<u>495,465</u>	<u>523,565</u>	<u>25,500</u>
Total Operations and Maintenance	<u>\$5,886,656</u>	<u>\$5,948,522</u>	<u>\$5,967,659</u>	<u>\$5,992,689</u>	<u>\$44,167</u>
Principal Payment	3,084,893	3,106,821	3,106,821	3,232,932	126,111
Interest on Debt	547,555	523,862	523,862	485,642	(38,220)
Debt Issuance Expense	(20,644)	11,000	10,300	11,000	0
Cost of Laterals/Merchandise	489	0	0	0	0
Service Charge	50,000	50,000	50,000	50,000	0
Capital (User Fees & Direct Pay)	<u>399,500</u>	<u>10,000</u>	<u>10,000</u>	<u>127,767</u>	<u>117,767</u>
Subtotal	9,948,449	9,650,205	9,668,642	9,900,030	249,825
Depreciation	3,397,354	3,591,400	3,427,824	4,084,730	493,330
Capital (Debt Funded)	1,653,203	2,530,300	2,530,300	2,584,150	53,850
Capital (Replacement)	<u>0</u>	<u>102,700</u>	<u>102,700</u>	<u>3,650,000</u>	<u>3,547,300</u>
GRAND TOTAL	<u>\$14,999,006</u>	<u>\$15,874,605</u>	<u>\$15,729,466</u>	<u>\$20,218,910</u>	<u>\$4,344,305</u>

Capital Outlay includes improvements to the sanitary sewer collection system, Lead water service line replacements to avoid having to remove phosphorus at the plant that could be a required addition to the water system, and the conversion of a building to provide chemical feed to help remove phosphorus at the treatment plant. These projects will be funded by General Obligation Notes (\$2,524,150). Replacement of laboratory equipment, minor infrastructure and other smaller capital items will be funded through User Fees (\$127,767). Funding for the Headworks project will include replacement of the bar screens to reduce the amount of rags entering the waste stream and replacement of the grit removal system to improve the plant operation (\$3,650,000). The funding for this project comes from a Wastewater Utility's Equipment Replacement Fund.

G.O. NOTE/REVENUE BONDS

Sanitary Sewer Lining & Point Repair	\$250,000
Inflow/Infiltration Reduction Program	300,000
Lead Water Service Line Replacement (Private)	115,000
Lead Water Service Line Replacement (Public)	444,150
Structure Replacements	565,000
IT Strategic Plan	50,000
GIS Asset Management Plan	10,000
Convert Chlorine Building to Polymer Feed Building	<u>850,000</u>
Subtotal	<u>2,584,150</u>

USER FEES/REPLACEMENT FUNDS

Control Room HVAC Replacement	8,500
Bar Screen Replacement (Headworks Project)	1,900,000
Grit Removal System Replacement (Headworks Project)	1,750,000
Phosphax Unit w/ Enclosure	36,000
Computer Equipment	4,767
Plotter for City Hall	11,500
Replace Fuel Tanks	46,000
Install Electric Hoist for UV Bulbs	14,000
Laboratory Equipment	5,000
Safety Equipment	<u>2,000</u>
Subtotal	<u>3,777,767</u>
Total	<u>\$6,361,917</u>

REVENUE COMMENT:

This budget includes an average 6.06% rate increase across all classes effective January 1, 2021. There was no rate increase in 2020. The impact of this increase on the typical residential customer will be \$4.96 per quarter. This increase is necessary to maintain the financial health of the Wastewater Utility.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
Residential	\$6,747,613	\$6,904,500	\$6,767,300	\$7,234,200
Commercial	1,784,301	1,814,100	1,813,400	1,944,700
Industrial	513,116	574,100	583,100	636,400
Public Authority	267,063	252,800	246,300	262,800
Surcharge	466,277	338,400	447,000	418,400
Pretreat/Reserve	57,599	38,000	33,000	35,000
Forfeited	97,790	100,000	26,100	28,600
Electricity Generation	187,055	140,000	154,000	0
Conde Street Facility	73,467	102,000	110,000	112,000
Misc. Revenue	<u>214,164</u>	<u>130,000</u>	<u>135,000</u>	<u>140,000</u>
Subtotal	10,408,445	10,393,900	10,315,200	10,812,100
Interest Income	280,538	194,500	65,200	19,200
Capital Contributions	<u>72,473</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$10,761,456</u>	<u>\$10,588,400</u>	<u>\$10,380,400</u>	<u>\$10,831,300</u>
Operating Cash* 12/31	1,734,741	\$1,732,317	\$1,719,200	\$1,802,017
Debt Service Cash 12/31	1,421,985	\$1,548,002	\$841,147	\$884,540

* 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 if needed.
- 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, 390.14 miles of distribution mains, 24,852 meters and 2,670 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 Janesville Municipal Utilities Bill including water, fire protection, wastewater, stormwater along with other services. The amount of consumption is determined based on 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. A new automated meter reading system has been installed and will be used to collect the meter readings providing the Utility with the ability to review hourly water usage at each meter. This information can be shared with the customer to help determine if leaks are occurring in the home.

Water production averages 9.18 million gallons a day, reaching a peak of around 12.9 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. The utility will be submitting a grant application to the DNR for funding to replace all the remaining private side lead service laterals in 2021. The utility will also be working with a contractor to remove public side lead service laterals where they exist at the locations of private lead laterals. The plan is to have all the lead service laterals removed from the distribution system by the end of 2025.

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 be completed this year to determine the best way to optimize our system to reduce lead and copper from entering the home water system.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Customer Accounts (#)	24,456	24,852	24,502	24,537
Pumping				
Gallons (Billion)	3.32	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	102	125	100	125
Service Repairs	34	70	75	70
Valves Operated	805	1,200	900	1,200
Meters Tested	1,714	1,400	1,100	1,400
Hydrants Flushed	2,690	2,710	2,700	2,710

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Pumping	\$1,028,359	\$964,196	\$951,805	\$1,028,298
Water Treatment	69,359	80,814	80,008	84,821
Distribution	1,479,087	1,444,218	1,249,656	1,420,738
Customer Accounts	243,694	353,291	274,186	333,055
Administration	<u>917,680</u>	<u>952,475</u>	<u>922,631</u>	<u>958,169</u>
Total Operation & Maintenance	3,738,179	3,794,994	3,478,286	3,825,081
Depreciation	1,949,650	5,489,100	5,628,709	5,723,647
Taxes	1,648,193	1,631,849	1,652,864	1,719,182
Interest Expense	505,391	593,845	474,807	444,688
Other Expenses	<u>(40,676)</u>	<u>(56,360)</u>	<u>(58,333)</u>	<u>(61,554)</u>
Total Expenses	7,800,737	11,453,428	11,176,333	11,651,044
Principal Repayment	3,151,772	3,540,898	3,540,898	3,591,154
Capital	<u>4,294,451</u>	<u>5,159,112</u>	<u>5,159,112</u>	<u>5,927,315</u>
Grand Total	<u>\$15,246,960</u>	<u>\$20,153,438</u>	<u>\$19,876,343</u>	<u>\$21,169,513</u>

BUDGET VARIANCES

<u>(\$7,165)</u>	Decrease in personnel services due to the elimination of funding for an intern position in 2021
(14,961)	Decrease in retiree health and life insurance costs
<u>70,291</u>	Economic adjustments
48,165	TOTAL PERSONNEL SERVICES
(1,000)	Decrease in utilities based on historic actuals and anticipated rate adjustments
(2,617)	Decrease in professional development due to no out-of-state travel in the first half of 2021
2,075	Increase in audit & consulting for the Utility's annual audit
1,583	Increase in building expenses based on historic actuals
6,963	Increase in liability, workers' compensation, auto, and property insurance premium allocation
16,430	Increase in computer services for the automated metering instructure (AMI) system
(47,135)	Decrease in other contractual services due primarily to the completion of reservoir inspections (\$24,780), aerial mapping(\$11,800), and pipe loop study (\$10,000)
<u>(1,278)</u>	Other
(24,979)	TOTAL CONTRACTUAL SERVICES
<u>6,901</u>	Increase in supplies & materials for street repairs from broken water mains
6,901	TOTAL SUPPLIES AND MATERIALS
<u>\$30,087</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$1,481,476	\$1,634,628	\$1,417,152	\$1,662,581	\$27,953
Overtime	107,349	104,350	92,345	106,850	2,500
Benefits	619,835	738,699	639,943	756,286	17,587
Miscellaneous Benefits	<u>76,098</u>	<u>8,208</u>	<u>8,208</u>	<u>8,333</u>	<u>125</u>
Subtotal	2,284,758	2,485,885	2,157,648	2,534,050	48,165
CONTRACTUAL SERVICES					
Utilities	537,755	517,700	516,387	516,700	(1,000)
Postage	32,078	26,400	26,100	26,300	(100)
Professional Development	12,421	14,453	7,890	11,836	(2,617)
Audit & Consulting	45,939	47,100	52,021	49,175	2,075
Building Expense	39,626	42,748	43,451	44,331	1,583
Insurance	64,704	70,871	70,871	77,834	6,963
Uniform and Tool Expense	0	1,750	1,500	1,750	0
Computer Services	71,364	91,813	90,927	108,243	16,430
Other Contractual Services	199,342	159,829	177,456	112,694	(47,135)
Other Contractual Meter Expenses	(186,524)	(173,772)	(155,650)	(172,350)	1,422
Vehicle & Equip. Oper/Maintenance	<u>228,132</u>	<u>204,850</u>	<u>172,192</u>	<u>202,250</u>	<u>(2,600)</u>
Subtotal	1,044,839	1,003,742	1,003,145	978,763	(24,979)
SUPPLIES & MATERIALS	<u>408,582</u>	<u>305,367</u>	<u>317,493</u>	<u>312,268</u>	<u>6,901</u>
Total Operations and Maintenance	<u>\$3,738,179</u>	<u>\$3,794,994</u>	<u>\$3,478,286</u>	<u>\$3,825,081</u>	<u>\$30,087</u>
Principal Repayment	3,151,772	3,540,898	3,540,898	3,591,154	50,256
Interest Expense	505,391	593,845	474,807	444,688	(149,157)
Debt Issuance Expense	(48,483)	20,000	19,836	20,000	0
Cost Merchandise & Jobbing	7,807	(76,360)	(78,169)	(81,554)	(5,194)
Taxes	1,648,193	1,631,849	1,652,864	1,719,182	87,333
Capital (User Fees & Developer Pay)	<u>500,170</u>	<u>4,003,170</u>	<u>4,003,170</u>	<u>4,074,773</u>	<u>71,603</u>
Subtotal	9,503,029	13,508,396	13,091,692	13,593,324	84,928
Depreciation	1,949,650	5,489,100	5,628,709	5,723,647	234,547
Capital (G.O. Note/Revenue Bond)	<u>3,794,281</u>	<u>1,155,942</u>	<u>1,155,942</u>	<u>1,852,542</u>	<u>696,600</u>
GRAND TOTAL	<u>\$15,246,960</u>	<u>\$20,153,438</u>	<u>\$19,876,343</u>	<u>\$21,169,513</u>	<u>\$1,016,075</u>

Capital Outlay includes improvements to the distribution system in conjunction with the street maintenance program, system improvements and DOT project costs as well as the Water Utility's portion of software/technology projects. These projects will be funded through General Obligation Notes (\$1,852,192). Replacement of operating equipment, infrastructure (water meters, hydrants, etc.), vehicles, and other smaller Utility capital items will be funded through User Fees (\$4,074,773). As a result of the Utility's rate case being approved by the Public Service Commission (PSC) last year, water main replacements will now be funded through User Fees (\$3,500,000).

G.O. NOTE

Public Side Lead Service Replacements	\$ 241,000
W. Milwaukee St. Water Main Replacement	813,000
Hydrant Replacements	250,000
Cold Storage Building	60,000
Water Valve & Structure Rehabilitation/Replacement	255,000
IT Strategic Plan	50,000
Developer Reimbursement for Main Upsizing	90,000
GIS Implementation of Asset Management Plan	10,000
D.O.T. Project 5990-01-32 Hydrant Relocation	17,600
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>\$ 1,852,542</u>

USER FEES/CONTRIBUTIONS

Water Main Replacements	\$ 3,500,000
Network Computers	4,888
Plotter for City Hall	11,500
Meter Replacements	382,500
Hydrant Replacements	70,000
Emergency Chlorine Gas Shut-off System	52,885
Replace 4-WD Dump Body Pickup with Plow (#3908)	48,000
Excavation Safety Equipment	5,000
Subtotal	<u>\$ 4,074,773</u>
Total	<u>\$ 5,927,315</u>

REVENUE COMMENT:

This budget includes a 3% Simplified Rate Case increase effective May 1, 2021. This inflationary rate increase is necessary to maintain the financial condition of the Water Utility. The impact of this increase for the average residential customer is \$2.01 per quarter.

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 3.92% in 2019 and is estimated to be 4.42% in 2020. The rate of return is projected to be 4.06% for 2021.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
Residential	\$3,823,378	\$6,087,000	\$5,947,700	\$6,060,800
Multi Family Residential	307,561	505,600	514,400	520,500
Commercial	1,094,501	1,795,300	1,784,600	1,796,400
Industrial	1,833,457	2,436,700	2,438,000	2,520,500
Public Authority	217,331	410,500	345,100	385,400
Private Fire Protection	54,509	82,200	79,000	83,940
Public Fire Protection	1,162,336	1,273,182	1,279,388	1,309,300
Forfeited	66,923	65,000	25,000	65,000
Equipment Rental	16,240	42,000	18,000	27,000
Merchandise & Jobbing	9,673	30,000	21,000	23,000
Miscellaneous Revenue	<u>112,396</u>	<u>84,100</u>	<u>78,550</u>	<u>83,775</u>
Subtotal	8,698,304	12,811,582	12,530,738	12,875,615
Interest Income	(32,497)	8,500	(21,000)	1,000
Capital Contributions	<u>44,335</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$8,710,143</u>	<u>\$12,820,082</u>	<u>\$12,509,738</u>	<u>\$12,876,615</u>
Rate of Return	3.92%	4.65%	4.42%	4.06%
Operating Cash 12/31	(\$105,225)	(\$2,357,339)	(\$687,179)	(\$1,403,888)
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. In 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.

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget
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ACTIVITIES:

Workload Measures (#)

Rounds Played

Riverside	25,395	28,890	24,952	26,801
Blackhawk	<u>15,860</u>	<u>18,133</u>	<u>18,110</u>	<u>16,460</u>
Total Rounds Played	41,255	47,023	43,062	43,261

Efficiency Measures

Cost Per Round

Riverside	\$38.00	\$29.63	\$28.88	\$30.92
Blackhawk	\$8.67	\$17.33	\$18.91	\$18.82

Revenue Per 9 Hole Round

Riverside	\$14.10	\$13.31	\$13.47	\$14.26
Blackhawk	\$4.05	\$4.68	\$5.50	\$5.28

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Riverside Golf Course	\$965,023	\$855,950	\$720,657	\$828,611
Blackhawk Golf Course	<u>137,453</u>	<u>314,245</u>	<u>342,515</u>	<u>309,755</u>
Total	<u>\$1,102,476</u>	<u>\$1,170,195</u>	<u>\$1,063,172</u>	<u>\$1,138,366</u>

BUDGET VARIANCES

<u>\$112</u>	Economic adjustments
112	TOTAL PERSONNEL SERVICES
(31,280)	Decrease in KemperSports' operating budget
<u>469</u>	Other
(30,811)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
(1,130)	Decrease in the golf carts debt service payment
(1,130)	TOTAL TRANSFERS
<u>(\$31,829)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$3,759	\$2,585	\$3,585	\$2,663	\$78
Benefits	<u>2,179</u>	<u>1,709</u>	<u>1,709</u>	<u>1,743</u>	<u>34</u>
Subtotal	5,938	4,294	5,294	4,406	112
CONTRACTUAL SERVICES					
Utilities	3,147	3,350	4,142	3,350	0
Insurance	1,272	1,925	1,925	1,994	69
Computer Maintenance	2,496	4,600	2,500	2,500	(2,100)
Other Contractual Services	1,026,204	1,103,526	991,511	1,072,246	(31,280)
Vehicle & Equipment	<u>344</u>	<u>0</u>	<u>5,300</u>	<u>2,500</u>	<u>2,500</u>
Subtotal	1,033,462	1,113,401	1,005,378	1,082,590	(30,811)
SUPPLIES & MATERIALS	9,326	0	0	0	0
TRANSFERS	<u>53,750</u>	<u>52,500</u>	<u>52,500</u>	<u>51,370</u>	<u>(1,130)</u>
GRAND TOTAL	<u>\$1,102,476</u>	<u>\$1,170,195</u>	<u>\$1,063,172</u>	<u>\$1,138,366</u>	<u>(\$31,829)</u>
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	
REVENUE:	\$1,079,025	\$1,180,049	\$1,086,286	\$1,148,137	<u>(\$31,912)</u>

REVENUE COMMENT:

Revenue projections were provided by KemperSports. Minimal fee increases are included for 2021.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
RECEIPTS:				
Green Fees	\$491,137	\$582,146	\$582,853	\$581,281
Cart Rentals	257,456	263,844	234,155	263,914
Beer/Food/Beverages	208,143	211,713	166,214	188,916
Pro Shop	113,275	113,700	95,108	105,566
Range	6,729	6,030	7,439	7,260
Miscellaneous	<u>2,285</u>	<u>2,616</u>	<u>517</u>	<u>1,200</u>
Total from Operations	<u>\$1,079,025</u>	<u>\$1,180,049</u>	<u>\$1,086,286</u>	<u>\$1,148,137</u>
Total Riverside	<u>\$838,030</u>	<u>\$867,516</u>	<u>\$771,459</u>	<u>\$839,371</u>
Total Blackhawk	<u>\$240,995</u>	<u>\$312,533</u>	<u>\$314,827</u>	<u>\$308,766</u>

FUND BALANCE:

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

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
FUND BALANCE:				
Beginning Balance at January 1	(\$74,529)	(\$65,347)	(\$97,980)	(\$74,866)
Revenue	1,079,025	1,180,049	1,086,286	1,148,137
Expense	<u>1,102,476</u>	<u>1,170,195</u>	<u>1,063,172</u>	<u>1,138,366</u>
Total Fund Balance at December 31	<u>(\$97,980)</u>	<u>(\$55,493)</u>	<u>(\$74,866)</u>	<u>(\$65,095)</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 85 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.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Number of Burials (includes cremations)	96	106	108	105
Number of Lot Sales	68	75	78	73

BUDGET VARIANCES

<u>\$2,535</u>	Economic adjustments
2,535	TOTAL PERSONNEL SERVICES
<u>465</u>	Increase in utilities based on anticipated rate increases
465	TOTAL CONTRACTUAL SERVICES
950	TOTAL SUPPLIES & MATERIALS
<u>\$3,950</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$86,986	\$83,906	\$92,004	\$85,293	\$1,387
Overtime	2,644	4,100	1,370	4,100	0
Benefits	<u>27,760</u>	<u>26,742</u>	<u>32,297</u>	<u>27,890</u>	<u>1,148</u>
Subtotal	117,390	114,748	125,671	117,283	2,535
CONTRACTUAL SERVICES					
Utilities	13,348	16,967	14,828	17,432	465
Postage	2	50	50	50	0
Building Expense	2,678	1,000	1,000	1,000	0
Insurance	5,352	4,592	4,592	4,592	0
Other Contractual Services	1,074	960	960	960	0
Advertising	0	500	500	500	0
Vehicle & Equipment	<u>58,095</u>	<u>51,349</u>	<u>55,660</u>	<u>51,349</u>	<u>0</u>
Subtotal	80,549	75,418	77,590	75,883	465
SUPPLIES & MATERIALS	11,658	12,250	12,838	13,200	950
GRAND TOTAL	<u>\$209,597</u>	<u>\$202,416</u>	<u>\$216,099</u>	<u>\$206,366</u>	<u>\$3,950</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUE:				
Burials	\$109,215	\$114,000	\$122,000	\$114,500
Grave Sales	<u>66,108</u>	<u>58,000</u>	<u>88,500</u>	<u>76,000</u>
Total	<u>\$175,323</u>	<u>\$172,000</u>	<u>\$210,500</u>	<u>\$190,500</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	
FUND BALANCE:					
Beginning Balance at January 1		\$132,571	\$97,607	\$98,297	\$92,698
Add: Revenue		175,323	172,000	210,500	190,500
Less: Expense		<u>209,597</u>	<u>202,416</u>	<u>216,099</u>	<u>206,366</u>
Total Fund Balance at December 31		<u>\$98,297</u>	<u>\$67,191</u>	<u>\$92,698</u>	<u>\$76,832</u>

DEPARTMENT: HEDBERG PUBLIC LIBRARY

GOAL:

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

OBJECTIVES:

- To instill a love of reading and learning in all residents, especially children.
- To provide a space for the community to gather, collaborate, innovate and cultivate ideas.
- 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 provide access to tools and technology that facilitate learning and exploration.
- To assist elementary and secondary students with information, materials and services that support their formal education assignments and interests.
- 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 variety of children's and adult programs that provide information and promote reading at all levels.
- Providing community engagement, 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.
- Offering electronic resources for patrons, including 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.

At the beginning of 2020 the library had completed its Transformation project, a renovation project that covered much of the main floor of the library. The library returned to normal operating procedures but that changed due to the pandemic. Upon re-opening to the public on June 1 the library began service to patrons from 9am to 5pm, Monday through Saturday (no late nights, no Sunday hours). For 2021 the library is considering staying open later during the week, though that is dependent on the budget.

The library operates the HPL Express Branch at Uptown Janesville, hours of operation are 11-5pm, Monday through Saturday. The space is rent free while the library covers the cost of utilities. The library continues to operate a bookmobile during the summer months. The library has an active Friends of the Library 501(c)(3) organization which operates The Ground Floor coffee-shop and provides monetary support to the library.

The Hedberg Public Library is frequently visited by people who live in townships surrounding the Janesville community. Revenue received from Rock County is formula-driven based on this circulation from township residents and in 2019, 19.6% of the circulation of materials was to township residents.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Circulation of Materials	625,524	750,000	350,000	480,000
Electronic Circulation, Database Usage	137,763	170,000	150,600	150,000
Total Physical Attendance	255,727	475,000	131,842	150,000
Volunteer Hours	4,402	6,500	2,345	2,500
Programs, Group Visits, Classes, Etc.	790	850	450	350
Participants in All Group Contacts	27,350	40,000	10,000	15,000

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Administration	\$569,990	\$601,472	\$565,960	\$703,422
Programming and Outreach	153,802	160,229	153,211	167,960
Operations	401,729	447,542	388,257	448,057
Public Services	1,040,811	1,137,783	1,046,024	959,892
Computer Systems	282,696	305,552	310,586	299,967
Technical Services	740,352	785,466	727,206	828,710
Youth Services	<u>506,498</u>	<u>561,874</u>	<u>491,111</u>	<u>523,353</u>
Operations Subtotal	3,695,877	3,999,918	3,682,355	3,931,361
Transfer to Library Capital Fund	429,297	197,381	197,381	0
Debt Service	<u>128,161</u>	<u>185,125</u>	<u>185,125</u>	<u>208,397</u>
Total	<u>\$4,253,336</u>	<u>\$4,382,424</u>	<u>\$4,064,861</u>	<u>\$4,139,758</u>

BUDGET VARIANCES

(\$26,267)	Decrease in personnel services due to the elimination of funding for two intern positions in 2021
(82,340)	Decrease in personnel services due to the reorganization of Hedberg Public Library staffing in 2021
<u>89,347</u>	Economic adjustments
(19,260)	TOTAL PERSONNEL SERVICES
(13,180)	Decrease in utilities due to energy efficiencies realized from the Transformation and HVAC replacement projects
(8,354)	Decrease in professional development funding based on the discussion with Library Board of Trustees
(4,800)	Decrease in audit & consulting for computer services
2,587	Increase in liability, workers' compensation, auto, and property insurance premium allocation
11,762	Increase in computer maintenance for additional software
(28,920)	Decrease in other contractual services based on historic actuals
<u>(1,338)</u>	Other
(42,243)	TOTAL CONTRACTUAL SERVICES
(750)	TOTAL SUPPLIES & MATERIALS
(197,381)	Decrease in transfers to the Capital Projects Fund for the Transformation and HVAC replacement projects
<u>23,272</u>	Increase in the Hedberg Public Library's debt service payment
(174,109)	TOTAL TRANSFERS
(6,304)	TOTAL CAPITAL OUTLAY
<u>(\$242,666)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$2,235,752	\$2,386,103	\$2,213,135	\$2,343,106	(\$42,997)
Benefits	<u>589,344</u>	<u>631,381</u>	<u>631,381</u>	<u>655,118</u>	<u>23,737</u>
Subtotal	2,825,096	3,017,484	2,844,516	2,998,224	(19,260)
<u>CONTRACTUAL SERVICES</u>					
Utilities	108,991	118,321	100,961	105,141	(13,180)
Postage	3,038	2,200	2,370	2,000	(200)
Professional Development	23,266	26,205	11,998	17,851	(8,354)
Audit & Consulting	9,409	11,300	9,800	6,500	(4,800)
Building Expenses	40,586	55,557	38,000	58,320	2,763
Insurance	28,018	33,437	33,437	36,024	2,587
Computer Maintenance	127,027	131,061	143,424	142,823	11,762
Other Contractual Services	34,799	62,644	16,001	33,724	(28,920)
Advertising	2,648	2,500	2,200	2,500	0
Vehicle & Equipment	<u>67,995</u>	<u>67,804</u>	<u>67,037</u>	<u>63,903</u>	<u>(3,901)</u>
Subtotal	445,778	511,029	425,228	468,786	(42,243)
<u>SUPPLIES & MATERIALS</u>	49,511	55,600	45,861	54,850	(750)
<u>TRANSFERS</u>	<u>557,458</u>	<u>382,506</u>	<u>382,506</u>	<u>208,397</u>	<u>(174,109)</u>
<u>CAPITAL OUTLAY</u>	<u>375,492</u>	<u>415,805</u>	<u>366,750</u>	<u>409,501</u>	<u>(6,304)</u>
GRAND TOTAL	<u>\$4,253,336</u>	<u>\$4,382,424</u>	<u>\$4,064,861</u>	<u>\$4,139,758</u>	<u>(\$242,666)</u>

REVENUE COMMENT:

The Operations Levy currently stays the same. The Debt Service Levy increases by \$23,272 due to borrowing for the HVAC replacement project.

2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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REVENUES:

Tax Levy:

Operations	\$3,287,887	\$3,338,345	\$3,338,345	\$3,338,345
Debt Service	<u>126,899</u>	<u>185,125</u>	<u>185,125</u>	<u>208,397</u>
Subtotal	3,414,786	3,523,470	3,523,470	3,546,742

Applied Fund Balance	0	197,381	0	0
State Exempt Computer Aid	20,546	20,060	20,545	20,545
Fines & Fees	58,128	65,000	28,000	40,000
Rock County & Non-Resident	481,576	486,913	486,913	499,539
Arrowhead Library System	40,000	40,000	40,000	40,000
Miscellaneous	<u>41,318</u>	<u>49,600</u>	<u>37,350</u>	<u>38,600</u>
Total	<u>\$4,056,354</u>	<u>\$4,382,424</u>	<u>\$4,136,278</u>	<u>\$4,185,426</u>

2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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FUND BALANCE:

Undesignated Beginning Balance at January 1	\$734,437	\$618,428	\$537,455	\$608,872
Add: Revenue (Without Applied Fund Balance)	4,056,354	4,185,043	4,136,278	4,185,426
Less: Expenses	<u>4,253,336</u>	<u>4,382,424</u>	<u>4,064,861</u>	<u>4,139,758</u>
Total Fund Balance at December 31	<u>\$537,455</u>	<u>\$421,047</u>	<u>\$608,872</u>	<u>\$654,540</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.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Programming Hours Broadcast Total

JATV Produced	4,250	4,000	4,170	4,000
Locally Produced	591	716	820	716
Imported Content	1,845	1,900	1,614	1,900
City of Janesville/Government	847	850	980	850
PSA & Community Calendar	1,227	1,318	1,200	1,318
Videos uploaded for Internet Viewing	232	200	200	200
Number of online YouTube views	97,778	112,000	105,000	110,000
Number of online Granicus views	176,367	100,000	200,000	160,000
Total number of online views	274,145	212,000	305,000	270,000

BUDGET VARIANCES

<u>\$5,737</u>	Economic adjustments
5,737	TOTAL PERSONNEL SERVICES
(1,420)	Decrease in professional development for virtual instead of in-person conference attendance
<u>75</u>	Other
(1,345)	TOTAL CONTRACTUAL SERVICES
(1,000)	TOTAL SUPPLIES & MATERIALS
<u>45,526</u>	Increase in capital equipment to improve JATV's signal strength and reliability to Charter
45,526	TOTAL CAPITAL OUTLAY
<u>\$48,918</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$134,500	\$153,185	\$133,269	\$158,010	\$4,825
Benefits	<u>25,853</u>	<u>28,183</u>	<u>27,183</u>	<u>29,095</u>	<u>912</u>
Subtotal	160,353	181,368	160,452	187,105	5,737
<u>CONTRACTUAL SERVICES</u>					
Postage	4	25	100	100	75
Professional Development	2,466	2,390	470	970	(1,420)
Insurance	1,000	1,000	1,000	1,000	0
Advertising	958	957	958	957	0
Vehicle & Equipment	<u>2,371</u>	<u>2,620</u>	<u>500</u>	<u>2,620</u>	<u>0</u>
Subtotal	6,799	6,992	3,028	5,647	(1,345)
<u>SUPPLIES & MATERIALS</u>					
	3,168	3,100	3,000	2,100	(1,000)
Total Operations and Maintenance	170,320	191,460	166,480	194,852	<u>3,392</u>
<u>CAPITAL OUTLAY</u>					
	<u>10,228</u>	<u>12,474</u>	<u>12,747</u>	<u>58,000</u>	<u>45,526</u>
GRAND TOTAL	<u>\$180,548</u>	<u>\$203,934</u>	<u>\$179,227</u>	<u>\$252,852</u>	<u>\$48,918</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
Operating Funds	\$172,140	\$155,000	\$153,816	\$137,711
State Aid - Cable TV Fee Reimbursement	0	17,157	17,157	34,428
Tape Sales/Fees	1,387	100	1,800	100
Grants & Gifts	<u>600</u>	<u>200</u>	<u>300</u>	<u>200</u>
Total	<u>\$174,127</u>	<u>\$172,457</u>	<u>\$173,073</u>	<u>\$172,439</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
FUND BALANCE:				
Beginning Balance at January 1	\$269,311	\$247,492	\$262,890	\$256,736
Add: Revenue	174,127	172,457	173,073	172,439
Less: Expenses	<u>180,548</u>	<u>203,934</u>	<u>179,227</u>	<u>252,852</u>
Total Fund Balance at December 31	<u>\$262,890</u>	<u>\$216,015</u>	<u>\$256,736</u>	<u>\$176,323</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.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Operations and Management (Hours)	180	200	240	274
Property Management (Hours)	60	40	70	40
Business Coaching (Hours)	280	240	200	240
Business Contacts (#)	125	125	45	80
New Businesses (#)	2	3	3	3
Graduated Businesses (#)	1	1	2	1

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ELEMENT COST:

Operations	\$124,101	\$139,330	\$133,140	\$134,553
Entrepreneurial BD Program	<u>39,700</u>	<u>10,000</u>	<u>37,200</u>	<u>10,000</u>
Total	<u>\$163,801</u>	<u>\$149,330</u>	<u>\$170,340</u>	<u>\$144,553</u>

BUDGET VARIANCES

<u>\$138</u>	Economic adjustments
138	TOTAL PERSONNEL SERVICES
1,000	Increase in insurance premium for the JIC Board
2,860	Increase in other contractual services for JIC management based on historic actuals
(10,000)	Decrease in other contractual services due to reduction in transfer to Entrepreneurial BD Program
<u>1,350</u>	Increase in advertising to market vacant JIC spaces
(4,790)	TOTAL CONTRACTUAL SERVICES
(125)	TOTAL SUPPLIES & MATERIALS
0	TOTAL TRANSFERS
0	TOTAL CAPITAL OUTLAY
<u>(\$4,777)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$3,550	\$3,946	\$2,400	\$4,065	\$119
Overtime	55	0	0	0	0
Benefits	<u>1,106</u>	<u>604</u>	<u>604</u>	<u>623</u>	<u>19</u>
Subtotal	4,711	4,550	3,004	4,688	138
CONTRACTUAL SERVICES					
Utilities	47,292	43,350	53,000	43,350	0
Audit & Consulting	2,450	1,500	1,500	1,500	0
Building Expenses	890	1,600	1,600	1,600	0
Insurance	3,106	2,500	3,200	3,500	1,000
Other Contractual Services	71,284	65,500	74,500	58,360	(7,140)
Advertising	7,876	2,250	7,500	3,600	1,350
Revolving Loan Program	10,523	9,636	11,336	9,636	0
Vehicle & Equipment	<u>995</u>	<u>1,719</u>	<u>700</u>	<u>1,719</u>	<u>0</u>
Subtotal	144,416	128,055	153,336	123,265	(4,790)
SUPPLIES & MATERIALS	4,674	6,725	4,000	6,600	(125)
TRANSFERS	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
GRAND TOTAL	<u>\$163,801</u>	<u>\$149,330</u>	<u>\$170,340</u>	<u>\$144,553</u>	<u>(\$4,777)</u>

REVENUE COMMENT:

Revenue for the Innovation Center has outpaced the projected budget as the building was at full occupancy for longer than anticipated in the 2020 budget. The 2021 projected revenues reflect a slight decline in rental income due to vacancies.

2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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REVENUES:

Rental Income	\$124,576	\$86,200	\$103,033	\$90,696
Miscellaneous	500	0	0	0
Entrepreneurial BD Program - Miscellaneous	40,000	0	36,000	0
Entrepreneurial BD Program - Donations	10,000	0	6,000	0
Entrepreneurial BD Program - Transfer In	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	<u>\$185,076</u>	<u>\$96,200</u>	<u>\$155,033</u>	<u>\$100,696</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$790	\$792	\$22,065	\$6,758
Add: Revenue (Without Applied Fund Balance)	185,076	96,200	155,033	100,696
Less: Expenses	<u>163,801</u>	<u>149,330</u>	<u>170,340</u>	<u>144,553</u>
Total Fund Balance at December 31	<u>\$22,065</u>	<u>(\$52,338)</u>	<u>\$6,758</u>	<u>(\$37,099)</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ACTIVITIES:

Households Assisted (monthly average)	487	492	495	466
HQS Inspections	703	600	540	600

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ELEMENT COST:

Administration	\$357,281	\$364,753	\$337,589	\$380,716
Rent Assistance	2,684,442	2,745,000	2,952,000	2,952,000
Depreciation Expense	<u>2,830</u>	<u>3,000</u>	<u>3,000</u>	<u>2,806</u>
Total	<u>\$3,044,553</u>	<u>\$3,112,753</u>	<u>\$3,292,589</u>	<u>\$3,335,522</u>

BUDGET VARIANCES

\$9,550	Increase in personnel services due to the reallocation of 0.05 FTE of the Neighborhood and Community Services Director from the Property Maintenance budget
7,832	Increase in personnel services due to the reallocation of 0.05 FTE of the Housing Services Director from the Property Maintenance budget
<u>5,414</u>	Economic adjustments
22,796	TOTAL PERSONNEL SERVICES
207,000	Increase in housing payments
<u>(8,022)</u>	Other
198,978	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIALS
1,189	TOTAL CAPITAL OUTLAY
(194)	TOTAL DEPRECIATION
<u>\$222,769</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019	2020	2020	2021	Budget to Budget
	Actual	Budget	Estimated	Budget	Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$191,505	\$191,293	\$176,360	\$208,017	\$16,724
Overtime	(583)	0	0	0	0
Benefits	<u>74,595</u>	<u>76,530</u>	<u>70,934</u>	<u>82,602</u>	<u>6,072</u>
Subtotal	265,517	267,823	247,294	290,619	22,796
<u>CONTRACTUAL SERVICES</u>					
Utilities	2,374	1,500	1,400	1,400	(100)
Postage	3,406	4,000	3,000	3,000	(1,000)
Professional Development	1,235	2,307	1,007	1,507	(800)
Audit & Consulting	6,386	6,400	6,400	6,700	300
Building Expense	5,809	6,856	6,856	5,615	(1,241)
Insurance	2,302	2,053	2,053	2,320	267
Computer Maintenance	10,798	18,994	18,994	14,150	(4,844)
Other Contractual Services	51,969	51,800	48,260	51,106	(694)
Housing Payments	2,684,442	2,745,000	2,952,000	2,952,000	207,000
Advertising	1,271	650	425	740	90
Vehicle & Equipment	<u>875</u>	<u>720</u>	<u>600</u>	<u>720</u>	<u>0</u>
Subtotal	2,770,866	2,840,280	3,040,995	3,039,258	198,978
<u>SUPPLIES & MATERIALS</u>	5,341	1,650	1,300	1,650	0
<u>DEPRECIATION</u>	2,830	3,000	3,000	2,806	(194)
<u>CAPITAL OUTLAY</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,189</u>	<u>1,189</u>
TOTAL	<u>\$3,044,553</u>	<u>\$3,112,753</u>	<u>\$3,292,589</u>	<u>\$3,335,522</u>	<u>\$222,769</u>

REVENUE COMMENT:

It is anticipated that HUD will only provide 80% of our eligible administrative fees in 2021; however, an additional allocation of administrative funds in 2020 have re-established an administrative equity balance sufficient to cover administrative expenses. Funding for housing assistance payments by HUD are anticipated to increase in 2021 due to an additional allocation under HCV-CARES funding intended to offset increasing housing assistance due to the COVID-19 pandemic.

Revenues are entirely provided by grants from the United States Department of Housing and Urban Development (HUD).

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUE:				
Administrative Fees	\$332,442	\$344,500	\$477,897	\$328,483
Housing Assistance Payments	<u>2,616,247</u>	<u>2,747,500</u>	<u>2,982,375</u>	<u>2,954,400</u>
Total Revenue	2,948,689	3,092,000	3,460,272	3,282,883
Operating Res. Use (Increase)	<u>95,864</u>	<u>20,753</u>	<u>(167,683)</u>	<u>52,639</u>
Total Resources	<u>\$3,044,553</u>	<u>\$3,112,753</u>	<u>\$3,292,589</u>	<u>\$3,335,522</u>
FUND EQUITY:				
Administrative Fee Equity*	\$19,271	\$12,143	\$156,579	\$101,540
Housing Assistance Payments Equity	<u>(27,975)</u>	<u>46,199</u>	<u>2,400</u>	<u>4,800</u>
Total Fund Equity at December 31	<u>(\$8,704)</u>	<u>\$58,342</u>	<u>\$158,979</u>	<u>\$106,340</u>

*The Administrative Equity Includes Investment in Capital Assets of \$15,040 at 12/31/19.

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 affordable housing development and the private rehabilitation of owner occupied housing units, encourage increased home ownership opportunities, and improve the quality of housing through proactive and responsive property maintenance.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

ACTIVITIES:

Housing Rehabilitation (Projects/Units)	16	29	10	32
Homebuyer Assistance (Down Payment & Fix Up)	22	31	27	29
Home Buyer Workshop Participants	117	140	110	120
Affordable Housing Development/Redevelopment (Projects/Units)	0	8	4	8
Pro Active Property Maintenance Inspections	1,948	2,200	1,400	2,000
Lead Hazard Reduction (Projects)	0	10	2	10
Public Service Activities (Individuals Assisted)	516	472	500	360

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Administration*	\$253,560	\$158,845	\$167,006	\$184,452
Housing Rehabilitation	225,779	826,652	506,556	937,125
Homebuyer Assistance	374,258	474,270	171,400	200,270
Affordable Housing Development/Redev	116,077	595,000	520,000	633,000
Proactive Property Maintenance	85,197	95,009	82,653	89,526
Public Service Activities	107,545	149,800	203,171	165,834
State Lead Hazard Reduction Program	0	212,000	42,400	212,000
Lead Hazard Reduction 2013-2016	10,348	51,000	5,380	0
Neighborhood Public Improvements	0	0	0	160,000
CDBG - CARES Act	0	0	286,421	265,573
 Total	 <u>\$1,172,764</u>	 <u>\$2,562,576</u>	 <u>\$1,984,987</u>	 <u>\$2,847,780</u>

* General administration includes Administration for the CDBG, HOME and other prior grant programs. 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.

BUDGET VARIANCES

\$17,923	Increase in personnel services due to the reallocation of 0.01 FTE of the Neighborhood and Community Services Director from the Property Maintenance budget
<u>7,687</u>	Economic adjustments
25,610	TOTAL PERSONNEL SERVICES
265,573	Increase in assistance to prevent, prepare for, and respond to the COVID-19 and its impacts (CDBG - CARES Act)
<u>(4,765)</u>	Other
260,808	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
(1,214)	TOTAL CAPITAL OUTLAY
<u>\$285,204</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$233,858	\$249,665	\$254,652	\$268,296	\$18,631
Benefits	<u>100,323</u>	<u>106,653</u>	<u>104,935</u>	<u>113,632</u>	<u>6,979</u>
Subtotal	334,181	356,318	359,587	381,928	25,610
<u>CONTRACTUAL SERVICES</u>					
Utilities	1,829	1,100	450	600	(500)
Postage	1,897	2,050	2,350	1,650	(400)
Professional Development	4,347	1,713	180	1,713	0
Audit & Consulting	45,918	3,970	3,970	4,200	230
Building Rental	6,485	7,800	7,800	6,551	(1,249)
Insurance	1,942	1,606	1,606	1,816	210
Computer Maintenance	6,226	8,683	9,057	10,139	1,456
Other Contractual Services	764,460	2,174,772	1,595,772	2,435,083	260,311
Advertising	0	200	100	200	0
Vehicle Oper/Maintenance	<u>2,252</u>	<u>750</u>	<u>1,200</u>	<u>1,500</u>	<u>750</u>
Subtotal	835,356	2,202,644	1,622,485	2,463,452	260,808
<u>SUPPLIES & MATERIALS</u>	3,227	2,400	1,950	2,400	0
<u>CAPITAL OUTLAY</u>	0	1,214	965	0	(1,214)
GRAND TOTAL	<u>\$1,172,764</u>	<u>\$2,562,576</u>	<u>\$1,984,987</u>	<u>\$2,847,780</u>	<u>\$285,204</u>

Program Services

A total of \$633,000 is included for potential financial support for the development/redevelopment of affordable housing. The budget for homeowner rehabilitation programs increases \$110,473 and includes \$212,000 for the State of Wisconsin Lead Hazard Reduction Program. A total of \$160,000 is included for neighborhood park and public facility improvements in low income neighborhoods. Funding for homeownership programs decreases \$274,000 due to the reclassification of single-family new construction homes as affordable housing.

An increase of \$16,034 in public service activities is the result of additional funds allocated to agencies assisting low income individuals with increased needs due to the COVID-19 pandemic. Public Service Awards for 2021 were as follows: ECHO Emergency Rent Assistance Program (\$43,000), HealthNet Medical, Dental and Mental Health Care (\$38,000) and Community Action Fatherhood Initiative (\$5,000), Boys & Girls Club (\$8,000), Red Road House (\$6,000). Funding remaining from prior awards that will be expended in 2020 is estimated to be as follows: ECHO Emergency Rent Assistance Program (\$40,000), HealthNet Medical, Dental and Mental Health Care (\$18,334) and Community Action Fatherhood Initiative (\$7,500).

A total of \$265,573 has been included within the CDBG-Coronavirus Aid, Relief and Economic Security (CARES) Act Program to assist agencies serving low income individuals in preventing, preparing, and responding to COVID-19 and its impacts.

REVENUE COMMENT:

New Community Development Block Grant (CDBG) revenue for 2021 is anticipated to come from our 2021 allocation (\$477,905), prior year’s grant (\$450,175), 2021 program income (\$124,500), and an addition funding award through the CARES Act (\$265,573).

New HOME Investment Partnership (HOME) revenue for 2021 is anticipated to come from our 2021 allocation (\$263,186), prior year’s grants (\$378,241), and 2021 program income (\$80,300). Program income received in 2021 will be allocated in 2022.

New Other State and Federal Grant revenue of \$212,000 will come from a State of Wisconsin Lead Hazard Reduction Program, and \$7,500 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.

	2019	2020	2020	2021
	Actual	Budget	Estimated	Budget

REVENUES:

CDBG

Grant Allocation	\$363,985	\$810,509	\$577,426	\$928,080
Program Income	141,143	129,000	121,500	124,500
CARES Act	<u>0</u>	<u>0</u>	<u>286,421</u>	<u>265,573</u>
Subtotal	505,128	939,509	985,347	1,318,153

HOME Consortium

Grant Allocation	401,032	651,883	406,422	641,427
Program Income	<u>94,284</u>	<u>110,000</u>	<u>82,500</u>	<u>80,300</u>
Subtotal	495,316	761,883	488,922	721,727

Other State & Federal Grants

Current Year	6,979	212,000	52,900	212,000
Program Income	<u>122,965</u>	<u>10,000</u>	<u>13,160</u>	<u>7,500</u>
Subtotal	129,944	222,000	66,060	219,500

Total	<u>\$1,130,388</u>	<u>\$1,923,392</u>	<u>\$1,540,329</u>	<u>\$2,259,380</u>
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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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ACTIVITIES:

Resurfacing/Reconstruction (Miles)

Milling/Resurfacing	11.3	10.1	10.0	10.3
Reconstruction	1.3	1.6	2.1	1.8

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
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ELEMENT COST:

Resurfacing/Reconstruction	<u>1,027,215</u>	<u>995,000</u>	<u>944,000</u>	<u>970,000</u>
Total	<u>\$1,027,215</u>	<u>\$995,000</u>	<u>\$944,000</u>	<u>\$970,000</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, 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 24,450 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 24,450 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
Sanitary Landfill (tons)	169,710	160,200	175,000	174,000
Waste Collection and Recycling Programs				
Billable Units	24,299	24,375	24,390	24,450
Unit Cost Collection/Disposal/Recycling	\$ 110.20	\$ 126.92	\$ 126.92	\$ 129.66
Temporary Sanitary Landfill Surcharge	\$ 20.99	\$ 20.92	\$ 20.92	\$ 20.86
Amount Billed/Unit/Year	\$ 131.19	\$ 147.84	\$ 147.84	\$ 150.52
Tire Recycling				
Tons	199	150	160	150
Contract Processing Cost (per ton)	\$200.00	\$185.00	\$275.00	\$275.00
Appliance Recycling				
Tons	481	400	350	400
Net Operating Cost (per ton)	(\$104.67)	(\$112.50)	(\$94.29)	(\$95.00)
	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Solid Waste Collection	\$1,910,805	\$1,795,653	\$1,897,800	\$1,858,018
Solid Waste Disposal	4,294,626	4,364,967	4,338,686	4,648,311
Recycling Program	1,187,883	1,142,482	1,225,218	1,191,147
Industrial Waste Superfund Landfills	<u>62,442</u>	<u>41,809</u>	<u>37,974</u>	<u>53,507</u>
Subtotal	<u>7,455,756</u>	<u>7,344,911</u>	<u>7,499,678</u>	<u>7,750,983</u>
Debt Retirement - Landfill	1,061,172	1,071,908	1,071,908	1,048,979
Debt Retirement - Collection & Recycling	<u>287,680</u>	<u>453,411</u>	<u>453,411</u>	<u>432,661</u>
Subtotal	<u>1,348,852</u>	<u>1,525,319</u>	<u>1,525,319</u>	<u>1,481,640</u>
Transfer to Capital Projects Fund	750,000	1,000,000	1,000,000	1,000,000
Subtotal	<u>2,098,852</u>	<u>2,525,319</u>	<u>2,525,319</u>	<u>2,481,640</u>
Total	<u>\$9,554,608</u>	<u>\$9,870,230</u>	<u>\$10,024,997</u>	<u>\$10,232,623</u>

BUDGET VARIANCES

\$11,307	Increase in personnel services for the addition of 0.40 FTE for Cashier positions based on historic actuals
55,000	Increase in personnel services due to the reallocation of staff from the Stormwater Utility Fund for curbside waste collection based on historic actuals
(30,689)	Decrease in personnel services due to the elimination of a part-time Customer Services Representative position
22,862	Increase in health insurance costs due to employee health insurance plan selection changes
(14,846)	Decrease in personnel services for retiree health and life insurance costs
<u>73,640</u>	Economic adjustments
117,274	TOTAL PERSONNEL SERVICES
39,500	Increase in audit & consulting primarily due to the needed to develop an air permit treatment plan and a stormwater management plan update
117,175	Increase in other contractual services due primarily to increased residential trash tons disposed at the Sanitary Landfill
111,565	Increase in the DNR tonnage fee due to a projected increase in Sanitary Landfill tonnage for 2021
25,275	Increase in vehicle and equipment primarily due to the addition of second Sanitary Landfill compactor
<u>6,594</u>	Other
300,109	TOTAL CONTRACTUAL SERVICES
(11,311)	TOTAL CAPITAL OUTLAY
<u>(43,679)</u>	Decrease in transfers for the Sanitation Fund's debt service payment
(43,679)	TOTAL TRANSFERS
<u>\$362,393</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
<u>PERSONNEL SERVICES</u>					
Wages	\$1,177,863	\$1,227,739	\$1,160,005	\$1,300,599	\$72,860
Overtime	125,874	65,900	88,184	65,900	0
Benefits	556,710	553,825	542,649	598,202	44,377
Miscellaneous Benefits	<u>10,111</u>	<u>8,626</u>	<u>8,627</u>	<u>8,663</u>	<u>37</u>
Subtotal	1,870,558	1,856,090	1,799,465	1,973,364	117,274
<u>CONTRACTUAL SERVICES</u>					
Utilities	107,324	139,345	108,198	140,445	1,100
Professional Development	6,798	4,694	5,073	5,894	1,200
Audit & Consulting	14,164	33,500	25,000	73,000	39,500
Building Expense	13,420	13,000	10,000	13,000	0
Insurance	35,838	37,253	37,253	38,700	1,447
Computer Maintenance	36,022	37,585	37,000	40,432	2,847
Other Contractual Services	1,178,301	1,253,355	1,379,750	1,370,530	117,175
DNR Tonnage Fee	2,189,429	2,170,800	2,251,754	2,282,365	111,565
Vehicle & Equipment	<u>1,869,272</u>	<u>1,657,359</u>	<u>1,707,950</u>	<u>1,682,634</u>	<u>25,275</u>
Subtotal	5,450,568	5,346,891	5,561,978	5,647,000	300,109
<u>SUPPLIES & MATERIALS</u>					
	88,005	73,800	64,105	73,800	0
<u>CAPITAL OUTLAY</u>					
	<u>46,625</u>	<u>68,130</u>	<u>74,130</u>	<u>56,819</u>	<u>(11,311)</u>
Total Operations and Maintenance	7,455,756	7,344,911	7,499,678	7,750,983	406,072
<u>TRANSFERS</u>					
Debt Retirement	1,348,852	1,525,319	1,525,319	1,481,640	(43,679)
Transfer to Capital Projects Fund	<u>750,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>0</u>
Subtotal	2,098,852	2,525,319	2,525,319	2,481,640	(43,679)
GRAND TOTAL	<u>\$9,554,608</u>	<u>\$9,870,230</u>	<u>\$10,024,997</u>	<u>\$10,232,623</u>	<u>\$362,393</u>

MAJOR CAPITAL PROGRAM:

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

	Total	G.O.	Capital
	Capital	Note	Projects
			Fund
<u>CAPITAL OUTLAY</u>			
Intermediate Cover (Cells 4 & 5)	\$250,000	\$0	\$250,000
Gas Control System Installation (Cell 4)	300,000	0	\$300,000
Gas Control Treatment System Upgrades (Air Permit)	250,000	0	\$250,000
<u>Leachate Recirculation Infrastructure Installation (Cell 6)</u>	<u>200,000</u>	<u>0</u>	<u>\$200,000</u>
Total	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$1,000,000</u>

REVENUE COMMENT:

This budget proposes an increase of \$2.74 in the base solid waste management user fee per year, for an annual rate of \$129.66 per billable unit per year in 2021. The temporary sanitary landfill surcharge decreases by \$0.06 to \$20.86 per year in 2021. This brings the total user fee to \$150.52 per billable unit for 2021.

Sanitation Fund revenue is expected to increase \$566,983 from the 2020 budget due primarily to anticipated increases in Sanitary Landfill tonnage and contract disposal rates.

Sanitation Fund balance at the end of 2014 was a negative \$259,812. Sanitation Fund balance by the end of 2021 is projected to be a positive \$3,552,739.

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 2021, the surcharge will have recovered approximately \$3,570,000.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUES:				
Sanitary Landfill				
GFL - Canada (formerly Advanced Disp)	\$ 116,653	\$ 114,000	\$ 76,000	\$ 190,000
Green County	342,135	336,000	360,000	366,000
Janesville Residential Waste	653,989	652,800	714,000	714,000
John's Hauling	533,224	695,495	756,495	710,994
Waste Management	1,431,766	1,470,490	1,325,490	1,409,990
Nieuwenhuis Disposal	382,644	360,000	390,000	390,000
City of Beloit	365,483	330,000	330,000	335,500
All Other Accounts	1,659,518	1,370,900	1,902,900	1,750,900
Wastes Used as Daily Cover	155,361	212,000	154,000	169,750
Landfill Gas Agreement	<u>48,995</u>	<u>50,000</u>	<u>45,000</u>	<u>45,000</u>
	5,689,768	5,591,685	6,053,885	6,082,134
Demolition Landfill	102,027	110,000	105,000	110,000
Recycling Program				
State Recycling Grant	225,788	225,000	225,604	225,000
Appliance/Metal Recycling	51,831	45,000	40,000	45,000
Tire Recycling	25,734	25,000	30,000	35,000
Bins Sales/Cart Service Fees	<u>7,022</u>	<u>3,000</u>	<u>7,000</u>	<u>7,000</u>
	310,375	298,000	302,604	312,000
Resident Waste Management Fee	<u>3,175,085</u>	<u>3,642,680</u>	<u>3,642,360</u>	<u>3,705,214</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>\$9,527,255</u>	<u>\$9,892,365</u>	<u>\$10,353,849</u>	<u>\$10,459,348</u>
FUND BALANCE:				
Undesignated Beginning Balance at January 1	\$3,024,514	\$2,887,649	\$2,997,162	\$3,326,014
Add: Revenue	9,527,255	9,892,365	10,353,849	10,459,348
Less: Expenses	<u>9,554,608</u>	<u>9,870,230</u>	<u>10,024,997</u>	<u>10,232,623</u>
Total Fund Balance at December 31	<u>\$2,997,162</u>	<u>\$2,909,784</u>	<u>\$3,326,014</u>	<u>\$3,552,739</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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
Risk Management	\$137,861	\$138,094	\$131,982	\$137,807
Liability Insurance	368,924	354,500	221,538	347,500
Workers' Compensation	450,844	581,000	265,500	583,000
Property/Other Insurance	416,203	241,800	294,590	281,100
Health, Dental, & Vision Insurance	13,648,642	11,160,000	8,565,761	10,705,000
Flex Benefits	<u>229,093</u>	<u>255,000</u>	<u>278,400</u>	<u>280,000</u>
Total	<u>\$15,251,567</u>	<u>\$12,730,394</u>	<u>\$9,757,771</u>	<u>\$12,334,407</u>

BUDGET VARIANCES

<u>\$3,202</u>	Economic adjustments
3,202	TOTAL PERSONNEL SERVICES
(7,000)	Decrease in liability insurance premiums
2,000	Increase in worker's compensation premiums
39,300	Increase in property/other insurance premiums
(455,000)	Decrease in health, dental, and vision insurance costs based on historic actuals and employees' coverages
25,000	Increase in employee-funded flex benefits costs based on historic actuals
<u>(3,489)</u>	Other
(399,189)	TOTAL CONTRACTUAL SERVICES
0	TOTAL SUPPLIES & MATERIAL
<u>(\$395,987)</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$127,436	\$95,041	\$100,395	\$97,625	\$2,584
Benefits	<u>37,284</u>	<u>25,054</u>	<u>25,726</u>	<u>25,672</u>	<u>618</u>
Subtotal	164,720	120,095	126,121	123,297	3,202
CONTRACTUAL SERVICES					
Utilities	211	250	201	250	0
Postage	1,654	1,500	2,000	1,500	0
Professional Development	375	0	0	0	0
Audit & Consulting	87,365	107,650	90,456	96,500	(11,150)
Building Expense	3,274	6,774	3,350	3,485	(3,289)
Insurance	14,943,245	12,447,350	9,501,838	12,059,825	(387,525)
Taxes	2,666	0	2,769	2,775	2,775
Other Contractual Services	36,289	35,000	25,036	35,000	0
Recruiting Expense	8,723	10,000	5,000	10,000	0
Vehicle and Equipment	<u>370</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal	15,084,172	12,608,524	9,630,650	12,209,335	(399,189)
SUPPLIES & MATERIALS					
	2,676	1,775	1,000	1,775	0
GRAND TOTAL	<u>\$15,251,567</u>	<u>\$12,730,394</u>	<u>\$9,757,771</u>	<u>\$12,334,407</u>	<u>(\$395,987)</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 departments.
- 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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ACTIVITIES:				
General Administration (Hours)	7,181	8,100	7,200	8,100
Vehicle Maintenance (#)				
Scheduled Work Orders	606	700	625	700
Unscheduled Work Orders (Repairs)	<u>2,435</u>	<u>2,100</u>	<u>2,300</u>	<u>2,100</u>
Subtotal	3,041	2,800	2,925	2,800
Direct Labor (Hours)	9,703	9,500	9,000	9,500
Indirect Labor (Hours)	<u>2,504</u>	<u>2,800</u>	<u>3,400</u>	<u>2,800</u>
Subtotal	12,207	12,300	12,400	12,300
Facility Maintenance (Hours)	492	750	750	750
Support Programs (Hours)	<u>1,858</u>	<u>2,100</u>	<u>1,800</u>	<u>2,100</u>
Total Hours	<u>21,738</u>	<u>23,250</u>	<u>22,150</u>	<u>23,250</u>

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
ELEMENT COST:				
General Administration	\$466,917	\$499,619	\$465,913	\$542,527
Vehicle Maintenance	2,377,318	2,473,523	2,201,051	2,462,899
Facility Maintenance	168,302	203,753	206,236	196,766
Support Programs	<u>62,949</u>	<u>69,280</u>	<u>61,240</u>	<u>76,640</u>
Subtotal Operating	3,075,485	3,246,175	2,934,440	3,278,832
Capital	<u>1,786,000</u>	<u>1,122,966</u>	<u>1,488,000</u>	<u>1,430,000</u>
Total	<u>\$4,861,485</u>	<u>\$4,369,141</u>	<u>\$4,422,440</u>	<u>\$4,708,832</u>

BUDGET VARIANCES

\$42,197	Increase in personnel services due to the reallocation of 0.59 FTE Operations Support Staff from the Sanitation Fund
(20,106)	Decrease in health insurance costs due to employee health insurance plan selection changes
(6,402)	Decrease in retiree health and life insurance costs
<u>38,269</u>	Economic adjustments
53,958	TOTAL PERSONNEL SERVICES
2,000	Increase in utilities based on historic actuals
(2,500)	Decrease in professional development to better reflect anticipated level of ASE/EETC training for mechanics
30,000	Increase in building expense to its historical funding level after the fuel tank upgrade in 2020
5,243	Decrease in liability, workers' compensation, auto, and property insurance premium allocation
2,206	Increase in computer maintenance for a Fuel Force hardware and software upgrade
(40,000)	Decrease in other contractual services to its historical funding level after the fuel tank upgrade in 2020
(3,051)	TOTAL CONTRACTUAL SERVICES
(18,250)	Decrease in supplies & materials due to anticipated lower fuel prices
(18,250)	TOTAL SUPPLIES & MATERIALS
<u>307,034</u>	Increase in transfers to the Capital Projects Fund for vehicle and equipment replacements
307,034	TRANSFERS
<u>\$339,691</u>	TOTAL INCREASE / (DECREASE)

REQUIRED RESOURCES

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	Budget to Budget Incr / (Decr)
PERSONNEL SERVICES					
Wages	\$632,069	\$645,674	\$622,901	\$680,351	\$34,677
Overtime	32,676	25,100	27,037	25,100	0
Benefits	<u>300,360</u>	<u>318,929</u>	<u>280,238</u>	<u>338,210</u>	<u>19,281</u>
Subtotal	965,105	989,703	930,176	1,043,661	53,958
CONTRACTUAL SERVICES					
Utilities	58,611	56,754	61,527	58,754	2,000
Professional Development	1,823	13,500	2,500	11,000	(2,500)
Audit & Consulting	0	0	0	0	0
Building Expense	65,817	70,000	67,250	100,000	30,000
Insurance	108,324	108,201	108,201	113,444	5,243
Uniform and Tool Expense	13,422	14,200	14,400	14,200	0
Computer Maintenance	23,628	44,585	29,585	46,791	2,206
Other Contractual Services	30,357	64,225	59,000	24,225	(40,000)
Vehicle & Equipment	<u>130,709</u>	<u>133,707</u>	<u>186,177</u>	<u>133,707</u>	<u>0</u>
Subtotal	432,691	505,172	528,640	502,121	(3,051)
SUPPLIES & MATERIALS	1,677,690	1,751,300	1,475,624	1,733,050	(18,250)
TRANSFERS	1,786,000	1,122,966	1,488,000	1,430,000	307,034
GRAND TOTAL	<u>\$4,861,485</u>	<u>\$4,369,141</u>	<u>\$4,422,440</u>	<u>\$4,708,832</u>	<u>\$339,691</u>

Historical Fuel Purchases and Costs

		2017	2018	2019*	2020 Budget	2021 Budget
Diesel	Gallons	185,900	199,806	183,000	185,000	185,000
	Total Cost	\$ 368,370	\$ 488,903	\$ 465,211	\$ 518,000	\$ 490,250
	Avg. Cost/Gallon	\$ 1.98	\$ 2.45	\$ 2.54	\$ 2.80	\$ 2.65
Gasoline	Gallons	98,433	98,231	97,884	106,000	106,000
	Total Cost w/Fed Tax Reimb.	\$ 211,595	\$ 234,789	\$ 203,808	\$ 259,700	\$ 238,500
	Avg. Cost/Gallon	\$ 2.15	\$ 2.39	\$ 2.08	\$ 2.45	\$ 2.25

* 2019 Diesel total estimated

VEHICLE and EQUIPMENT REPLACEMENT SCHEDULE - 2021

<u>Year</u>	<u>Equip#</u>	<u>Type</u>	<u>Net Price</u>	<u>Age</u>
1986	4105	Forklift	\$ 30,000	35
1989	4152	Platform Truck w/ Knuckleboom Loader	230,000	32
2003	4908	Pickup - 4WD 3/4 Ton w/ Topper	32,000	18
2004	4454	Skidsteer Loader	31,000	17
2005	4097	Unitized Spray Patcher	200,000	16
2007	0524	Pickup - 4WD 1/2 Ton w/Topper & Packrat	29,000	14
2007	0525	Pickup - 4WD 1/2 Ton w/Topper & Packrat	29,000	14
2007	0526	Pickup - 2WD 1/2 Ton w/Topper	29,000	14
2007	0704	Pickup - 4WD Compact	29,000	14
2007	4056	Pickup - 4WD 3/4 Ton HD	31,000	14
2007	4906	Pickup - 4WD 3/4 Ton	31,000	14
2008	4043	Dump Truck - Tandem Axle	197,000	13
2008	4050	Dump Truck - Tandem Axle	197,000	13
2008	4054	Pickup - 2WD 3/4 Ton w/Lift Gate	33,000	13
2008	4772	Mower - 6-Foot Zero-Turn	20,000	13
2009	0706	Pickup - 4WD 3/4 Ton Utility Body	44,000	12
2009	4715	Pickup - 2WD w/Dump Insert	40,000	12
2009	0807	Sedan - Compact 4-Door	19,000	12
2009	0906	Sedan - Compact 4-Door	19,000	12
2009	0907	Sedan - Compact 4-Door	19,000	12
2009	4019	Dump Truck - Single Axle w/Pre-Wet Kit	175,000	12
2009	4020	Dump Truck - Single Axle w/Pre-Wet Kit	175,000	12
2009	4753	Mower - 11-Foot	53,000	12
2009	4763	Mower - 6-Foot Zero-Turn	20,000	12
2010	8063	Mower - 6-Foot Zero-Turn	20,000	11
2012	4911	Pickup - 4WD 1-Ton w/Snow Plow	33,000	9
2016	4445	Wheeled Loader Upgrade (Annual Trade w/Vendor)	75,000	5
		Plows, Salt Spreaders, and Other Attachments	124,000	
		Miscellaneous Small Equipment	60,000	
		SUBTOTAL CAPITAL OUTLAY	\$ 2,024,000	
		TOTAL CAPITAL CARRYOVER	\$ -	
		TOTAL CAPITAL OUTLAY	<u>\$ 2,024,000</u>	
		ELIMINATED FROM FLEET		
2000	4289	Rear Boom Flail Mower	\$ 13,000	

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.

	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
REVENUE:				
Vehicle Repair	\$634,525	\$725,000	\$650,000	\$650,000
Equipment Rental - Operations	2,551,121	1,850,000	2,300,000	2,300,000
Replacement - Capital	1,650,000	1,650,000	1,488,000	1,370,000
Miscellaneous	<u>26,535</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$4,862,180</u>	<u>\$4,250,000</u>	<u>\$4,463,000</u>	<u>\$4,345,000</u>

	2019 Actual	2020 Estimated	2021 Budget
OPERATING CASH:			
Beginning Cash Balance	\$119,184	\$162,808	\$203,368
Operating Revenue	3,076,180	2,975,000	3,275,000
Operating & Maintenance Expenditures	3,572,695	2,934,440	3,278,832
<u>Adjust for Changes</u>	<u>540,139</u>	<u>0</u>	<u>0</u>
Cash Balance Operating	\$162,808	\$203,368	\$199,536
CAPITAL REPLACEMENT CASH:			
Beginning Cash Balance	\$365,309	\$936,578	\$1,224,578
Replacement Revenue	1,786,000	1,488,000	1,070,000
<u>Capital Outlay</u>	<u>1,214,731</u>	<u>1,200,000</u>	<u>2,024,000</u>
Cash Balance Capital Replacement	\$936,578	\$1,224,578	\$270,578
TOTAL CASH	<u>\$1,099,386</u>	<u>\$1,427,946</u>	<u>\$470,114</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
2021 Capital Improvement Plan**

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Capital Equipment	\$2,466,000	\$550,000	\$735,000	\$3,751,000
Awarded JTS Buses			\$200,000	\$200,000
Extend Metropolitan Area Network (MAN)	\$650,000			\$650,000
Golf Course Capital Projects	\$112,000			\$112,000
Govern .NET Conversion	\$200,000			\$200,000
Implement GIS Asset Management Plan (5-Year Project)	\$150,000		\$30,000	\$180,000
Install Electronic Contact-less Fareboxes on Transit Buses		\$400,000		\$400,000
Install Driver Compartment Barriers on Transit Buses		\$150,000		\$150,000
Information Technology Improvements	\$200,000		\$100,000	\$300,000
JPD Vehicle Replacement	\$299,000			\$299,000
Purchase 11-Foot Parks Mower	\$65,000			\$65,000
Purchase Plotter/Scanner for City Hall	\$7,000		\$23,000	\$30,000
Replace JPD & JFD Portable and Mobile Radios	\$443,000		\$382,000	\$825,000
Replace LED Pedestrian Signals with Countdown Signals	\$80,000			\$80,000
Traffic Signal Safety Improvements	\$260,000			\$260,000
Construct and Improve Streets	\$5,924,221	\$1,685,279	\$7,992,500	\$15,602,000
ARISE - Milwaukee Street Reconstruction (River to Center)		\$1,361,000	\$4,605,000	\$5,966,000
Chip Sealing			\$135,000	\$135,000
Concrete Joint Repair	\$87,000			\$87,000
Curb & Gutter Replacement	\$1,321,500		\$1,321,500	\$2,643,000
New and Replacement Sidewalks	\$700,000		\$250,000	\$950,000
Rehabilitate S. Main Street (St. Lawrence to Racine)	\$790,721	\$324,279	\$711,000	\$1,826,000
Street Rehabilitation Program	\$3,025,000		\$970,000	\$3,995,000
Landfill	\$30,000		\$700,000	\$730,000
Feasibility Study of Landfill Solar Project	\$30,000			\$30,000
Landfill Cell 4 Intermediate Cover, Gas System Installation and Improvements			\$700,000	\$700,000

Project	General Fund Note	Federal / State Aid	Other Sources	Total
Parks and Public Grounds	\$405,000	\$55,000		\$460,000
Complete Annual Parks Paving Projects	\$200,000			\$200,000
Design Fisher Creek Trail Extension (Court to Dartmouth)	\$15,000	\$55,000		\$70,000
Develop a Recreation Division Master Plan	\$20,000			\$20,000
Playground Replacement	\$120,000			\$120,000
Replace Nets at Dawson Softball Complex	\$50,000			\$50,000
Public Buildings and Grounds	\$1,420,000	\$100,000	\$60,000	\$1,580,000
Complete Planned, Unassigned Building Projects and				
Emergency Building Repairs	\$60,000			\$60,000
Senior Center HVAC Upgrade	\$875,000			\$875,000
Roof Replacements	\$20,000			\$20,000
Transfer Center Refurbishment (Design)		\$100,000		\$100,000
Update City Hall Fire Alarm System (Design/Construction)	\$465,000			\$465,000
Water Utility Cold Storage Building			\$60,000	\$60,000
Stormwater Improvements			\$2,085,000	\$2,085,000
Bridge Repairs Over Spring Brook			\$200,000	\$200,000
Storm Sewer Cleaning & Televising			\$150,000	\$150,000
Storm Sewer Enhancements			\$150,000	\$150,000
Storm Sewer Lining & Point Repairs			\$300,000	\$300,000
Storm Structure/Inlet Maintenance			\$1,120,000	\$1,120,000
Walnut Grove Pond and Outfall			\$165,000	\$165,000
Wastewater		\$1,700,000	\$6,405,000	\$8,105,000
Convert Chlorine Building to Polymer Feed Building			\$850,000	\$850,000
Inflow/Infiltration Reduction Program			\$300,000	\$300,000
Private Side Lead Water Service Line Replacement		\$1,700,000	\$115,000	\$1,815,000
Grit Removal System Replacement			\$1,750,000	\$1,750,000
Sanitary Sewer Cleaning & Televising			\$40,000	\$40,000
Sanitary Sewer Lining & Point Repairs			\$250,000	\$250,000
Sanitary Sewer Structure Maintenance			\$1,200,000	\$1,200,000
Bar Screen Replacement			\$1,900,000	\$1,900,000
Water			\$4,774,000	\$4,774,000
Public Side Lead Water Service Replacement			\$685,000	\$685,000
Street Program Fire Hydrant Replacement			\$250,000	\$250,000
Water Main Improvements/Replacements			\$3,500,000	\$3,500,000
Water Structure and Valve Replacement			\$255,000	\$255,000
Water Utility Facility Adjustments for WisDOT Projects			\$84,000	\$84,000
Total	\$10,245,221	\$4,090,279	\$22,751,500	\$37,087,000

PROJECT DESCRIPTIONS:

Acquire Capital Equipment - \$3,751,000

(a) Awarded JTS Buses - \$200,000

The fleet of Janesville Transit System (JTS) buses were circa 2002 and 2006. In 2019 and 2020 JTS took possession of 15 replacement buses funded using federal and state grant opportunities. The two remaining 2006 buses will be procured in 2020 with payment due in 2021. These buses will be purchased using 80% federal grant funds with an estimated local match of \$200,000 provided by General Fund note proceeds originally borrowed for the City's hospital surge shelter, for which the City has since been reimbursed for by the State's Routes to Recovery Program.

(b) Extend Metropolitan Area Network (MAN) - \$650,000

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 \$650,000 in General Fund borrowing in 2021. This phase (Phase V) will connect Fire Station #3, Riverside Golf Course, and install a northern backbone that, in

Phase VI, will connect a diversity path to the County Communications Center, Fire Station #5, and terminate at Hwy 14/26.

(c) Golf Course Capital Projects - \$112,000

When the City of Janesville took over operation of the golf courses, it acquired aged equipment and infrastructure from the previous lessee. In 2021, the City will replace a Toro Sprayer (\$64,000) and a Toro Grounds Master 4000 (\$48,000), both funded by General Fund borrowing.

(d) Govern .NET Conversion - \$200,000

In 2021, the Information Technology Office will begin the first portion of a multi-year project to convert from a client-server environment to a browser-based system. All future development of Govern requires transition to their Open Forms system (.Net). Each existing module of Govern (CAMA, Property Control, Permit/Complaint, Miscellaneous Billing, Utility Billing and Mobile Assessor) must transition to this new system along with the current Tax Billing and Licensing project. \$200,000 of this estimated \$1.6 million project will be borrowed in the General Fund in 2021.

(e) Implement GIS Asset Management Plan - \$180,000

The City's GIS staff within the Engineering Division worked with ArcGIS to develop a strategic roadmap for GIS and asset management improvements. Staff developed a detailed five-year plan to upgrade capabilities for all departments of the City using GIS technology, pending allocation of budgetary resources. In 2021, staff will initiate implementation of the ArcGIS Enterprise Discovery & Implementation Plan outlined by GISinc. The 2021 projects will be funded through General Fund borrowing (\$150,000); Water Utility Fund borrowing (\$10,000); Wastewater Utility Fund borrowing (\$10,000); and the Stormwater operating budget (\$10,000).

(f) Install Electronic Contact-less Fareboxes on Transit Buses - \$400,000

JTS was awarded nearly \$3.3 million in Coronavirus Aid, Relief, and Economic Security (CARES) funding for operating expenses and capital projects. In 2021, JTS will install electronic, contact-less fareboxes on all transit buses. This technology will improve efficiency on buses and decrease the opportunity for spreading disease. CARES funding will be used for the entire \$400,000 project.

(g) Install Driver Compartment Barriers on Transit Buses - \$150,000

In 2021, JTS will use \$150,000 in CARES funding to install permanent driver compartment barriers on all transit buses. These barriers will improve security and decrease the opportunity for spreading disease.

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

The City will continue implementation of the Information Technology Strategic Plan. This plan addresses improving the efficiency of City services and providing citizen satisfaction through information technology. In 2021, General Fund borrowing (\$200,000), Water Fund borrowing (\$50,000), and Wastewater Fund borrowing (\$50,000) will go towards replacing two etherscope network analysis devices, a backup system, and a disk array for the Police Department; installing multi-factor authentication; and upgrading Azure cloud services.

(i) JPD Vehicle Replacement - \$299,000

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 future years due to restrictive Expenditure Restraint Program limits faced in the 2020 budget development process. In 2021, the Police Department will replace eight squad vehicles with new Ford Explorers and the necessary related emergency equipment at a cost of \$299,000 funded by General Fund borrowing.

- (j) Purchase 11 Foot Parks Mower - \$65,000
The Parks Division maintains a fleet of 16 mowers. In 2021, a new 11-foot mower will be purchased to add operational efficiency to Parks Division operations, at a cost of \$65,000 in General Fund borrowing.
- (k) Purchase Plotter / Scanner for City Hall - \$30,000
The City will replace the plotter / scanner located on the third floor of City Hall in 2021. The plotter is utilized to support all departments of the City with maps and exhibits for conducting routine business. Equipment will be funded by General Fund borrowing (\$7,000), the MPO budget (\$2,000), the Stormwater Utility budget (\$7,000), the Water Utility budget (\$7,000) and the Wastewater Utility budget (\$7,000).
- (l) Replace JPD & JFD Portable and Mobile Radios - \$825,000
The Police and Fire Departments' portable and mobile radios are failing and require replacement. Purchase of replacement radios will occur in early 2021, and the estimated \$825,000 cost will be funded with \$382,000 in 2020 note proceeds borrowed for the hospital surge shelter, for which the City has now been reimbursed, and \$443,000 in new General Fund borrowing.
- (m) Replace LED Pedestrian Signals with Countdown Signals - \$80,000
In 2021, the Operations Division will replace approximately 175 LED pedestrian signals with countdown style signals to meet current MUTCD standards and match others that have been installed throughout the City. The countdown style heads are safer and energy efficient. This \$80,000 project will be funded with General Fund borrowing.
- (n) Traffic Signal Safety Improvements - \$260,000
The City received WisDOT Highway Safety Improvement Program funding to implement safety improvements via traffic signal alterations at the following intersections: Racine & Randall; Memorial & Washington; Milwaukee & Randall; Five Points; and McKinley & Center. The City previously borrowed \$80,000 in each 2019 and 2020 for the local share of this project and will borrow an additional \$260,000 in 2021 in the General Fund.

Construct and Improve Streets - \$15,602,000

- (a) ARISE – Milwaukee Street Reconstruction (River to Center) - \$5,966,000
In 2021, West Milwaukee Street from River to Center will be reconstructed. The project includes streetscaping components such as decorative concrete, street lighting, benches, and trash receptacles. In 2021, the City will borrow \$3,337,000 in Tax Incremental District No. 36; \$813,000 in the Water Utility Fund; and \$375,000 in the Stormwater Utility Fund for this project. Additionally, 2021 funding includes \$1,361,000 in WisDOT Surface Transportation Program funds and \$80,000 in special assessments.
- (b) Chip Sealing - \$135,000
Historically, chip sealing (a pavement surface treatment technique) activities have been funded as part of the larger street rehabilitation program. In 2020, staff began separating this project from the street rehabilitation program in order to better account for project costs. General Fund appropriations of \$135,000 are proposed for chip sealing activities.
- (c) Concrete Joint Repair - \$87,000
Many concrete streets need joint repair. Joint repair minimizes further deterioration of concrete streets and extends their useful life. General Fund borrowing of \$87,000 is proposed to complete concrete joint repairs in 2021.

(d) Curb & Gutter Replacement - \$2,643,000

Curb and gutter replacement costs in 2021 are projected to total \$2,643,000 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 (\$1,321,500) will be funded by General Fund borrowing while the other half will be funded by the Stormwater Utility Fund.

(e) New & Replacement Sidewalks - \$950,000

In 2021, new and replacement sidewalks total \$950,000 (General Fund borrowing - \$700,000 and Special Assessments - \$250,000). General Fund costs include curb ramps, sidewalks that cross City-owned property (greenbelts, parks, etc.), and other miscellaneous costs typically paid for by the City at-large. Replacement sidewalks will address deteriorated sidewalk and/or sidewalk with other safety deficiencies. This includes the sidewalk maintenance in coordination with the annual street rehabilitation program.

(f) Rehabilitate S. Main Street (St. Lawrence to Racine) (LRIP) - \$1,826,000

South Main Street from St. Lawrence south to Racine Street will be rehabilitated in 2021 through the WisDOT Local Roads Improvement Program (LRIP). This project will include replacing the water main and lead services, streetscaping elements, and new lighting. General Fund borrowing of \$790,721 and Water Utility operating funding of \$711,000 is proposed in addition to \$324,279 in LRIP funds.

(g) Street Rehabilitation Program - \$3,995,000

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 2021, the program will rehabilitate approximately 12 miles of streets at an estimated total cost of \$3,995,000 (General Fund borrowing - \$3,025,000 and Wheel Tax - \$970,000).

Construct and Close Landfills - \$730,000

(a) Feasibility Study of Landfill Solar Project - \$30,000

In 2021, the City will borrow \$30,000 in the General Fund to hire a consultant to study the feasibility of generating solar energy at the landfill. While generating solar energy at the landfill is likely feasible from a technological and economic standpoint, many considerations must be studied before undertaking this project. A feasibility study would look at the financial components; identify the potential entities that might be involved; the structure of the partnership; effects of solar panels on landfill maintenance operations; and more.

(b) Landfill Cell 4 Intermediate Cover, Gas System Installation, and Improvements - \$700,000

In order to comply with the City's upcoming transition from a "Construction Air Permit" to an "Operating Air Permit", specific improvements to the gas collection and treatment systems are required as well as intermediate cover will be placed before the Wisconsin Department of Natural Resources (DNR) will issue the operating permit. Sanitation Fund balance of \$700,000 is proposed for this capital project.

Acquire, Improve & Maintain Parks and Public Grounds - \$460,000

(a) Complete Annual Parks Paving Projects - \$200,000

The Parks Division maintains paved surfaces, including roads, parking lots, bike trails, and cemetery roads. Using General Fund debt in 2021, the City will repair the bike trail bridge crossing Springbrook Creek near Rotary Gardens and correct cross slope of the bike trail on South Wuthering Hills Drive to meet ADA requirements

(b) Design Fisher Creek Trail Extension (Court to Dartmouth) - \$70,000

In 2020, the City applied for a Wisconsin DNR Knowles-Nelson Stewardship Program grant to extend the Fisher Creek Trail from Court Street to Dartmouth Drive. The grant application was successful, and therefore, the City intends to design the work in 2021 utilizing \$15,000 in General Fund borrowing in addition to the grant funds of \$55,000. Construction of the trail extension using local and grant funds is programmed for 2023.

(c) Develop a Recreation Division Master Plan - \$20,000

In 2021, the Recreation Division intends to work with a consultant to develop a master plan for recreation programming and facilities. The purpose of the master plan is to identify the Recreation Division's goals; assess current recreation programming, services, and facilities; and identify future needs. The plan will assist in identifying a comprehensive strategic plan for programs and facilities and is required should the City wish to seek national accreditation for parks and recreation in the future. This plan will complement the aquatics facility technical evaluation. This project is estimated to cost \$20,000 and will be funded by General Fund borrowing.

(d) Playground Replacement - \$120,000

In 1996, the City began a program to renovate/replace playground equipment in parks. The renovation/replacement of playground equipment, funded by General Fund borrowing, will continue in 2021, with improvements proposed for Vista Park and a new playground at the Janesville Youth Baseball/Softball Association area of the Youth Sports Complex.

(e) Replace Nets at Dawson Softball Complex - \$50,000

In 2021, the Recreation Division will replace the existing safety netting at Dawson Softball Complex and install additional spectator/staff safety netting in areas currently without. The nets were last replaced in 2005 and are in a deteriorated condition. Dugouts are being moved off the field for safety and new fencing is required. This project is estimated to cost \$50,000 and will be funded by General Fund borrowing.

Acquire, Improve & Maintain Public Buildings and Grounds - \$1,580,000

(a) Complete Planned, Unassigned Building Projects and Emergency Building Repairs - \$60,000

The City owns and operates numerous aging facilities that require planned maintenance and emergency repairs throughout the year. In 2021, the City proposes General Fund borrowing of \$60,000 for the purpose of proactively and reactively addressing building needs that arise.

(b) Senior Center HVAC Upgrade - \$875,000

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. The City designed this project in 2020 and proposes borrowing \$875,000 in the General Fund to complete the project.

(c) Roof Replacements - \$20,000

Public Works manages a five-year facility improvements plan, including replacing roofs at City buildings. The Lions Beach roof is scheduled for replacement in 2021 to be funded by General Fund borrowing (\$20,000).

(d) Transfer Center Refurbishment (Design) - \$100,000

The JTS Transfer Center opened in 2001 and requires refurbishment. This project will include adjustments for ADA compliance; major facility component replacement (HVAC, plumbing, concrete paving, lobby, restrooms, and dispatch room); improved vandal-resistance; enhanced public amenities;

and a replacement roof. In 2021, \$100,000 in CARES funding will be utilized to design the project, which is programmed for construction in 2022.

(e) Update City Hall Fire Alarm System (Design/Construction) - \$465,000

The City Hall fire alarm system is the original system from 1965, is at the end of its useful life, and replacement parts are unavailable. In 2021, the City will upgrade the system and meet current code requirements. The \$465,000 project will use General Fund note proceeds.

(f) Water Utility Cold Storage Building - \$60,000

In 2021, the Water Utility proposes construction of a building to store equipment and materials indoors and out of the elements. The \$60,000 project will be funded by Water Utility Fund borrowing.

Stormwater Improvements - \$2,085,000

(a) Bridge Repairs Over Spring Brook - \$200,000

Recent bridge inspections revealed repairs that are required on multiple structures on Spring Brook at Palmer Drive and Racine Street. Borrowing of \$200,000 in the Stormwater Fund is proposed for these repairs in 2021.

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

Storm sewer cleaning and televising projects totaling \$150,000 have been identified for 2021. The annual sewer televising program will identify segments along streets proposed for rehabilitation that require storm sewer system repairs. This project will be funded by the Stormwater Utility operating budget.

(c) Storm Sewer Enhancements - \$150,000

In addition to routine maintenance of storm sewer infrastructure, areas within the system can develop capacity deficiencies or other problems that require enhancements in order to properly manage current and projected stormwater flow. In 2021, \$150,000 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 2021. The annual sewer televising program will identify segments along streets proposed for rehabilitation that require storm sewer system repairs. This project will be funded by the Stormwater Utility operating budget.

(e) Storm Sewer Structure/Inlet Maintenance - \$1,120,000

Rehabilitating or replacing structures in conjunction with the street rehabilitation program prevents future failures after a new street surface has been placed. In 2021, storm structure/inlet maintenance costs total \$1,120,000 to be funded by the Stormwater Utility 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. The success of this project depends on the cooperation of a private property owner who will need to grant a drainage easement. Existing funding of \$165,000 from the stormwater land division special assessment account is programmed for this project in 2021 if the required easement is obtained.

Construct and Extend Sewer Mains – \$8,105,000

(a) Convert Chlorine Building to Polymer Feed Building - \$850,000

In 2020, the City borrowed \$50,000 to design the conversion of 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 project is required to meet new Wisconsin Department of Natural Resources operating permit requirements for phosphorus removal at the Wastewater Treatment Plant. In 2021, \$850,000 in Wastewater Utility Borrowing will be used to construct the project.

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

This program supports an ongoing effort to prevent water inflow and infiltration into the sanitary sewer. In 2021, the program will total \$300,000 funded by borrowing in the Wastewater Fund. This program will continue to focus on sanitary sewer structures.

(c) Private Side Lead Water Service Replacement - \$1,815,000

The City will borrow \$115,000 in the Wastewater Utility Fund to assist property owners in replacing lead water service lines in 2021. The City is applying for \$1,700,000 in Wisconsin DNR grant funds to complement the local funding for replacement of private lead water service lines.

(d) Replace Grit Removal System - \$1,750,000

Wastewater Utility Fund appropriations of \$1,750,000 is programmed in 2021 for the replacement of the grit removal system at the Wastewater Treatment Plant. The existing system will be replaced with a vortex grit removal and washer system.

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

Sanitary sewer cleaning and televising projects totaling \$40,000 have been identified for 2021 and will be funded through the Wastewater operating budget. The sanitary sewer cleaning and televising program will identify segments that require system repairs.

(f) Sanitary Sewer Lining & Point Repairs - \$250,000

Janesville has approximately 300 miles of pipes of various sizes and materials in the sanitary sewer collection system. Wastewater Fund borrowing of \$250,000 is proposed in 2021 for this maintenance activity.

(g) Sanitary Sewer Structure Maintenance - \$1,200,000

The City will complete sanitary sewer structure improvements and repairs in conjunction with the annual street rehabilitation program. Funding of \$1,200,000 is proposed for 2021, with \$565,000 in Wastewater Utility Fund borrowing and \$635,000 funded through the operating budget.

(h) Screen Replacement - \$1,900,000

The existing screens in the City's wastewater treatment infrastructure allow significant quantities of material to pass through to downstream unit processes. This project would replace the existing screens with new, fine screens at a cost of \$1,900,000 in Wastewater Utility Fund appropriations.

Construct and Extend Water Mains - \$4,774,000

(a) Public Side Lead Water Service Replacement - \$685,000

In 2005, the Water Utility implemented a lead services replacement program within the City. This program 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 a given year. Funding of \$685,000 is proposed for the 2021 program, including \$241,000 in Water Utility borrowing and \$444,000 in Wastewater Utility borrowing.

(b) 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. Due to 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.

(c) 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 are financed through the Water Utility operating budget.

(d) Water Structure and Valve Replacement - \$255,000

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 ensure the long-term integrity of the street so that a newer street surface will not be dug up shortly after the replacement of a failing structure or valve. This is completed in conjunction with the annual street rehabilitation program and will cost \$255,000 in 2021 funded by borrowing in the Water Utility Fund.

(e) Water Utility Facility Adjustments for WisDOT Projects - \$84,000

In 2021, four Wisconsin Department of Transportation (WisDOT) projects require Water Utility Fund borrowing of \$84,000. A hydrant relocation is required for the Racine and Randall safety improvements (\$17,600), and the remaining projects relate to the I-39/90 Interstate reconstruction project.

CITY OF JANESVILLE, WISCONSIN

Computation of Legal Debt Margin

December 31, 2020

Equalized Value of Real and Personal Property	<u>\$5,591,259,700</u>
Debt Limit, Five (5) Percent of Equalized Valuation (Wisconsin Statutory Limitation)	<u>\$279,562,985</u>
Amount of Debt Applicable to Debt Limitation: Total General Obligation Debt	
Applicable to Debt Limit at December 31, 2020 (38.88% of Legal Limit)	<u>108,700,000 *</u>
Remaining Legal Debt Margin	<u>\$170,862,985</u>

* Does not include Wastewater Utility Revenue Debt in the amount of \$16,026,171

* Does not include Water Utility Revenue Debt in the amount of \$798,214

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2021		2021 Principal & Interest	Outstanding as of 12/31/2020				
	Principal	Interest		Principal	Interest	Total		
Water Utility								
2013 L.T. Note	900,000	Water Utility Improvements	115,000	8,625	123,625	365,000	15,969	380,969
2014 L.T. Note	2,210,000	Water Utility Improvements	250,000	20,000	270,000	1,300,000	42,750	1,342,750
2014A L.T. Note	1,400,000	Water Utility Improvements	150,000	9,000	159,000	600,000	18,750	618,750
2015 L.T. Note	3,001,000	Water Utility Improvements	295,000	47,200	342,200	1,475,000	123,900	1,598,900
2016 L.T. Note	4,333,000	Water Utility Improvements	425,000	43,487	468,487	2,440,000	139,738	2,579,738
2017 L.T. Note	3,985,000	Water Utility Improvements	400,000	62,550	462,550	2,615,000	242,875	2,857,875
2018 L.T. Note	4,879,000	Water Utility Improvements	490,000	112,400	602,400	3,910,000	470,600	4,380,600
2019 L.T. Note	3,788,000	Water Utility Improvements	378,000	82,635	460,635	3,418,000	437,935	3,855,935
2020 L.T. Note	880,000	Water Utility Improvements	90,000	14,839	104,839	880,000	76,370	956,370
2020A L.T. Note	990,000	Water Utility Improvements	770,000	8,351	778,351	990,000	10,551	1,000,551
Water Utility Total			\$ 3,363,000	\$ 409,087	\$ 3,772,087	\$ 17,993,000	\$ 1,579,438	\$ 19,572,438
Wastewater Utility								
2013 L.T. Note	1,515,000	Wastewater Utility Improvements	141,500	10,055	151,555	429,500	18,593	448,093
2014 L.T. Note	2,434,000	Wastewater Utility Improvements	230,000	13,750	243,750	915,000	28,575	943,575
2015 L.T. Note	776,000	Wastewater Utility Improvements	75,000	11,400	86,400	355,000	28,800	383,800
2016 L.T. Note	1,108,000	Wastewater Utility Improvements	105,000	10,688	115,688	600,000	34,238	634,238
2017 L.T. Note	1,054,000	Wastewater Utility Improvements	100,000	15,950	115,950	665,000	62,175	727,175
2018 L.T. Note	1,515,000	Wastewater Utility Improvements	165,000	32,850	197,850	1,150,000	132,075	1,282,075
2019 L.T. Note	1,035,000	Wastewater Utility Improvements	105,000	21,287	126,287	895,000	108,337	1,003,337
2020 L.T. Note	1,982,000	Wastewater Utility Improvements	200,000	33,462	233,462	1,982,000	173,751	2,155,751
2020A L.T. Note	455,000	Wastewater Utility Improvements	330,000	4,198	334,198	455,000	5,448	460,448
Wastewater Utility Total			\$ 1,451,500	\$ 153,640	\$ 1,605,140	\$ 7,446,500	\$ 591,992	\$ 8,038,492
Storm Sewer Utility Improvements								
2014 L.T. Note	254,000	Storm Sys. Imps., GIS & CADD Enhancements	15,000	900	15,900	60,000	1,875	61,875
2015 L.T. Note	427,000	Storm Improvements	45,000	7,200	52,200	225,000	18,900	243,900
2016 L.T. Note	973,000	Storm Improvements	105,000	9,187	114,187	525,000	28,388	553,388
2018 L.T. Note	1,472,000	Storm Improvements	150,000	32,250	182,250	1,125,000	129,525	1,254,525
2020 L.T. Note	1,418,000	Storm Improvements	145,000	23,939	168,939	1,418,000	123,944	1,541,944
2020A L.T. Note	90,000	Storm Improvements	45,000	1,136	46,136	90,000	1,586	91,586
Storm Sewer Utility Improvements Total			\$ 505,000	\$ 74,612	\$ 579,612	\$ 3,443,000	\$ 304,218	\$ 3,747,218
WRS Internal Service								
2013A L.T. Note	561,000	WRS Prior Service Costs	50,000	5,745	55,745	254,000	16,641	270,641
WRS Internal Service Total			\$ 50,000	\$ 5,745	\$ 55,745	\$ 254,000	\$ 16,641	\$ 270,641
Library								
2013A L.T. Note	343,000	WRS Prior Service Costs	32,000	3,484	35,484	155,000	10,081	165,081
2018 L.T. Note	383,000	Library Roof Replacement	35,000	8,650	43,650	300,000	35,275	335,275
2019 L.T. Note	600,000	Library Transformation Project	60,000	12,450	72,450	520,000	64,050	584,050
2020 L.T. Note	1,019,000	Library HVAC Unit Replacement	75,000	17,654	92,654	1,019,000	99,419	1,118,419
Library Total			\$ 202,000	\$ 42,238	\$ 244,238	\$ 1,994,000	\$ 208,825	\$ 2,202,825
Golf Courses Fund								
2016 L.T. Note	305,000	Golf Course Equipment - Golf Carts	50,000	1,375	51,375	100,000	1,875	101,875
Golf Courses Total			\$ 50,000	\$ 1,375	\$ 51,375	\$ 100,000	\$ 1,875	\$ 101,875
Sanitation - Waste Management								
2016 L.T. Note	2,000,000	Landfill Ph. 4 - Construction	200,000	20,400	220,400	1,145,000	65,450	1,210,450
2016 L.T. Note	50,000	Landfill Ph. 2 - Leachate Recirculation	5,000	538	5,538	30,000	1,788	31,788
2017 L.T. Note	1,342,000	Closure - Phase 3	134,000	21,390	155,390	893,000	83,205	976,205
2017 L.T. Note	1,000,000	Clay Procurement	101,000	15,880	116,880	664,000	61,715	725,715
2017 L.T. Note	375,000	Steel-Wheel Compactor Upgrade	37,000	6,000	43,000	250,000	23,375	273,375
2017 L.T. Note	285,000	Paving Improvements	29,000	4,530	33,530	189,000	17,700	206,700
2017 L.T. Note	250,000	Landfill Expansion Permit Process	25,000	3,990	28,990	167,000	15,420	182,420
2017 L.T. Note	109,000	Extend Metropolitan Area Network	11,000	1,750	12,750	73,000	6,810	79,810
2017 L.T. Note	75,000	Waste Collection Carts	8,000	1,160	9,160	49,000	4,500	53,500
2018 L.T. Note	150,000	Superfund Site Remediation	15,000	3,300	18,300	115,000	13,350	128,350
2019 L.T. Note	2,000,000	Landfill Expansion Cell 6	227,000	38,783	265,783	1,717,000	181,143	1,898,143
2019 L.T. Note	860,000	Waste/Recycling Collection Vehicle Replacement	98,000	16,655	114,655	738,000	77,695	815,695
2020 L.T. Note	2,357,000	Landfill Expansion Cell 6 - Final Construction	65,000	43,861	108,861	2,357,000	239,240	2,596,240
2020 L.T. Note	854,000	Waste/Recycling Collection Vehicle Replacement	24,000	13,714	37,714	854,000	84,602	938,602
2020 L.T. Note	235,000	Clean-Fill and Compost Site Rehabilitation	6,000	3,779	9,779	235,000	23,360	258,360
2020 L.T. Note	179,000	Compost Site Attendant's Office	5,000	2,881	7,881	179,000	17,683	196,683
2020A L.T. Note	2,580,000	Automated Waste Collection Equipment	255,000	6,353	261,353	510,000	8,903	518,903
2020A L.T. Note	1,600,000	Landfill Closure Ph. 1	160,000	4,126	164,126	320,000	5,726	325,726
2020A L.T. Note	200,000	Gas Collection Upgrades & Ph. 1 Closure	25,000	127	25,127	25,000	127	25,127
Sanitation - Waste Management Total			\$ 1,430,000	\$ 209,216	\$ 1,639,216	\$ 10,510,000	\$ 931,791	\$ 11,441,791
TIF Districts & Land Acquisition								
2013 L.T. Note	350,000	TIF #21	40,000	2,800	42,800	120,000	5,150	125,150
2014 L.T. Note	1,683,000	TIF #22	240,000	2,400	242,400	240,000	2,400	242,400
2014 L.T. Note	635,000	TIF #25	65,000	4,050	69,050	270,000	8,550	278,550
2014 L.T. Note	176,000	TIF #21	25,000	250	25,250	25,000	250	25,250
2015 L.T. Note	219,000	TIF #22	65,000	1,300	66,300	65,000	1,300	66,300

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2021		2021 Principal & Interest	Outstanding as of 12/31/2020				
	Principal	Interest		Principal	Interest	Total		
TIF Districts & Land Acquisition (cont.)								
2016 L.T. Note	1,935,000	TIF #22 - Dollar General CTH G Imps	562,000	4,215	566,215	562,000	4,215	566,215
2016 L.T. Note	356,000	TIF #22 - Dollar General Innovation Dr. Impr.	118,000	885	118,885	118,000	885	118,885
2016 L.T. Note	200,000	TIF #35- Shine Medical Technologies	20,000	2,050	22,050	115,000	6,600	121,600
2016B L.T. Note	2,085,000	TIF #35- Shine Medical Technologies	275,000	11,334	286,334	825,000	20,864	845,864
2017 L.T. Note	1,213,000	TIF #36 - Town Square W. Side Impr.	120,000	19,500	139,500	810,000	76,410	886,410
2017 L.T. Note	402,000	TIF #36 - Jackson St. Lighting Impr.	40,000	6,500	46,500	270,000	25,470	295,470
2017 L.T. Note	317,000	TIF #22 - Progress Drive Extension	80,000	800	80,800	80,000	800	80,800
2017 L.T. Note	185,000	TIF #36 - W. Milwaukee St. Rehab	18,000	2,970	20,970	123,000	11,655	134,655
2017 L.T. Note	40,000	TIF #36 - E. Milwaukee St. Bridge Rehab	4,000	650	4,650	27,000	2,565	29,565
2017 L.T. Note	30,000	TIF #36 - Court St. Two-Way	3,000	480	3,480	20,000	1,875	21,875
2018 L.T. Note	2,023,000	TIF #36 - Town Square W. Side Impr. Phase 2	172,000	46,310	218,310	1,601,000	202,835	1,803,835
2018 L.T. Note	1,397,000	TIF #36 - River Street Reconstruction	120,000	32,160	152,160	1,112,000	140,460	1,252,460
2018 L.T. Note	757,000	TIF #36 - E. Milwaukee St. Bridge Rehab	65,000	17,410	82,410	602,000	75,925	677,925
2018 L.T. Note	483,000	TIF #36 - Court St. Two-Way	42,000	11,130	53,130	385,000	48,525	433,525
2018 L.T. Note	136,000	TIF #37 - Water & Sewer Expansion for Redev.	15,000	3,450	18,450	120,000	14,475	134,475
2018 L.T. Note	70,000	TIF #36 - Downtown Wayfinding Signage	6,000	1,590	7,590	55,000	7,005	62,005
2019 Tax L.T. Note	3,015,000	TIF #35- Shine Medical Technologies	115,000	66,539	181,539	2,910,000	387,101	3,297,101
2019 L.T. Note	933,000	TIF #36 - E. Milwaukee St. Bridge Rehab	95,000	19,252	114,252	806,000	98,782	904,782
2019 L.T. Note	195,000	TIF #36 - 20 E. Court St. Demolition	20,000	4,020	24,020	168,000	20,885	188,885
2019 L.T. Note	80,000	TIF #36 - Blain Gilbertson Family Heritage Bridge	8,000	1,650	9,650	69,000	8,455	77,455
2020 L.T. Note	435,000	TIF #25 - Kennedy Road Rehabilitation	110,000	7,113	117,113	435,000	16,763	451,763
2020 L.T. Note	2,143,000	TIF #36 - ARISE - E. Side Town Square Impr.	5,000	36,033	41,033	2,143,000	301,038	2,444,038
2020A L.T. Note	120,000	TIF #25	70,000	1,364	71,364	120,000	1,864	121,864
2020A L.T. Note	355,000	TIF #26	175,000	4,520	179,520	355,000	6,320	361,320
2020 Tax L.T. Bond	3,370,000	TIF #38 - Developer Incentive	-	64,239	64,239	3,370,000	743,543	4,113,543
2020 Tax L.T. Bond	140,000	TIF #38 - Utility Extension	-	2,712	2,712	140,000	33,442	173,442
TIF Districts & Land Acquisition Total			\$ 2,693,000	\$ 379,676	\$ 3,072,676	\$ 18,061,000	\$ 2,276,407	\$ 20,337,407
Special Assessment Fund								
2013 L.T. Note	85,000	Utility Funds - Special Assessments	8,500	595	9,095	25,500	1,094	26,594
2015 L.T. Note	379,000	DPW Infrastructure Improvements	75,000	1,500	76,500	75,000	1,500	76,500
2016 L.T. Note	268,000	DPW Infrastructure Improvements	50,000	1,375	51,375	100,000	1,875	101,875
2017 L.T. Note	533,000	DPW Infrastructure Improvements	108,000	5,300	113,300	319,000	9,570	328,570
2017 L.T. Note	7,000	Utility Funds - Special Assessments	2,000	100	2,100	6,000	180	6,180
2018 L.T. Note	494,000	DPW Infrastructure Improvements	98,000	10,780	108,780	392,000	24,010	416,010
2018 L.T. Note	60,000	DPW Infrastructure Improvements	12,000	1,320	13,320	48,000	2,940	50,940
2019 L.T. Note	229,000	DPW Infrastructure Improvements	45,000	4,468	49,468	229,000	13,383	242,383
2019 L.T. Note	196,000	DPW Infrastructure Improvements	39,000	3,803	42,803	196,000	11,288	207,288
2019 L.T. Note	93,000	Utility Funds - Special Assessments	19,000	1,803	20,803	93,000	5,353	98,353
2020 L.T. Note	390,000	DPW Infrastructure Improvements	-	7,750	7,750	390,000	24,580	414,580
2020 L.T. Note	394,000	Utility Funds - Special Assessments	-	6,498	6,498	394,000	23,383	417,383
Special Assessment Fund Total			\$ 456,500	\$ 45,292	\$ 501,792	\$ 2,267,500	\$ 119,155	\$ 2,386,655
GENERAL CITY								
General Government								
2013 L.T. Note	145,000	City Service Center - Fuel Island	16,000	1,093	17,093	47,000	2,019	49,019
2013 L.T. Note	72,000	Oakhill Cemetery- Maintenance Building	8,000	618	8,618	26,000	1,146	27,146
2013 L.T. Note	50,000	Tallman House	5,000	408	5,408	17,000	760	17,760
2013A L.T. Note	2,111,000	WRS Prior Service Costs	193,000	21,560	214,560	956,000	62,471	1,018,471
2014 L.T. Note	250,000	IT Strategic Plan	36,000	2,040	38,040	155,000	4,340	159,340
2014 L.T. Note	45,000	IT - Complete PH II & III of ERP	5,000	340	5,340	23,000	745	23,745
2014 L.T. Note	25,000	Enterprise GIS Program Develop	3,000	180	3,180	12,000	375	12,375
2014 L.T. Note	16,000	Replacement of CADD system	2,000	130	2,130	9,000	285	9,285
2015 L.T. Note	118,000	IT Strategic Plan	12,000	1,700	13,700	53,000	4,160	57,160
2016 L.T. Note	288,000	City Hall- Boiler Replacement	29,000	2,738	31,738	155,000	8,518	163,518
2016 L.T. Note	205,000	IT Tech Improvements	20,000	1,950	21,950	110,000	6,110	116,110
2016 L.T. Note	30,000	IT Extend Metropolitan Area Network	3,000	303	3,303	17,000	963	17,963
2017 L.T. Note	660,000	City Hall - Elevator Modernization	66,000	9,990	75,990	421,000	38,475	459,475
2017 L.T. Note	303,000	IT Extend Metropolitan Area Network	30,000	4,640	34,640	195,000	17,880	212,880
2017 L.T. Note	209,000	IT Tech Improvements	21,000	3,150	24,150	133,000	12,120	145,120
2017 L.T. Note	50,000	City Hall Roof Replace/Chambers Renov.	5,000	770	5,770	32,000	3,030	35,030
2017 L.T. Note	47,000	Roof Repairs	5,000	700	5,700	30,000	2,655	32,655
2017 L.T. Note	40,000	City Hall Deck / Upper Garage Ceiling Repr.	4,000	620	4,620	26,000	2,370	28,370
2017 L.T. Note	8,000	IT Tech Improvements - Govern/New World	1,000	110	1,110	5,000	330	5,330
2018 L.T. Note	1,353,000	City Hall - Roof Replace/Council Chambers Renov.	148,000	29,060	177,060	1,018,000	111,140	1,129,140
2018 L.T. Note	165,000	IT Tech Improvements	18,000	3,540	21,540	124,000	13,590	137,590
2018 L.T. Note	126,000	IT Extend Metropolitan Area Network	14,000	2,680	16,680	94,000	10,180	104,180
2018 L.T. Note	80,000	Miscellaneous Public Buildings Improvements	9,000	1,710	10,710	60,000	6,525	66,525
2018 L.T. Note	60,000	Mobile Workforce Implementation	7,000	1,280	8,280	45,000	4,820	49,820
2018 L.T. Note	25,000	City Hall - Permanent EOC (Design)	3,000	540	3,540	19,000	2,010	21,010
2018 L.T. Note	25,000	Roof Repairs	2,000	550	2,550	19,000	2,065	21,065
2018 L.T. Note	18,000	Council Vote Cast System	2,000	400	2,400	14,000	1,510	15,510
2019 L.T. Note	2,200,000	City Hall - Concrete Plaza Improvements	232,000	44,650	276,650	1,894,000	224,755	2,118,755
2019 L.T. Note	200,000	IT Tech Improvements	21,000	4,058	25,058	172,000	20,388	192,388
2019 L.T. Note	25,000	Miscellaneous Public Buildings Improvements	3,000	503	3,503	22,000	2,463	24,463
2020 L.T. Note	650,000	City Hall - Concrete Plaza Improvements	76,000	9,922	85,922	650,000	52,656	702,656
2020 L.T. Note	242,000	Roof Replacements	27,000	3,706	30,706	242,000	19,817	261,817
2020 L.T. Note	240,000	IT Tech Improvements	28,000	3,670	31,670	240,000	19,379	259,379
2020 L.T. Note	60,000	Sign Shop Technology Improvement	7,000	916	7,916	60,000	4,837	64,837
2020 L.T. Note	50,000	Emergency Public Building Repairs	6,000	762	6,762	50,000	3,972	53,972
2020 L.T. Note	38,000	Election Equipment	4,000	578	4,578	38,000	3,143	41,143
2020A L.T. Note	1,075,000	Gen'l Bldg. Repairs, Tallman House, OHC, CSC	127,000	1,908	128,908	176,000	2,398	178,398
General Government Total			\$ 1,198,000	\$ 163,470	\$ 1,361,470	\$ 7,359,000	\$ 674,398	\$ 8,033,398

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2021		2021 Principal & Interest	Outstanding as of 12/31/2020				
	Principal	Interest		Principal	Interest	Total		
Public Safety								
2013 L.T. Note	1,250,000	Public Safety Equip - Quint Fire Truck	139,000	9,673	148,673	415,000	17,780	432,780
2013 L.T. Note	125,000	Public Safety Equip - Ambulance	14,000	1,038	15,038	44,000	1,919	45,919
2014 L.T. Note	3,000,000	Fire Station #1 - Construction Yr. 4	390,000	24,580	414,580	1,638,000	52,100	1,690,100
2014 L.T. Note	574,000	Public Safety Equip - Fire Vehicle Replace	74,000	4,710	78,710	314,000	10,015	324,015
2014 L.T. Note	410,000	Replacement of Fire SCBA	52,000	3,380	55,380	225,000	7,210	232,210
2015 L.T. Note	3,000,000	Central Fire Station	335,000	45,900	380,900	1,433,000	110,950	1,543,950
2015 L.T. Note	465,000	Fire - Vehicle Replacement	49,000	6,800	55,800	212,000	16,450	228,450
2015 L.T. Note	85,000	Police - SWAT Equipment	9,000	1,250	10,250	39,000	3,035	42,035
2016 L.T. Note	569,000	Fire - Vehicle Replacement	57,000	5,368	62,368	304,000	16,678	320,678
2016 L.T. Note	500,000	Central Fire Station	50,000	4,715	54,715	267,000	14,665	281,665
2016 L.T. Note	101,000	Police - SWAT Equipment & Video Equip.	10,000	955	10,955	54,000	2,975	56,975
2017 L.T. Note	525,000	Fire Engine	52,000	7,990	59,990	336,000	30,815	366,815
2017 L.T. Note	156,000	Fire - Vehicle Replacement	16,000	2,420	18,420	102,000	9,270	111,270
2018 L.T. Note	449,000	Fire - Vehicle Replacement	49,000	9,650	58,650	338,000	36,905	374,905
2018 L.T. Note	140,000	Cardiac Monitor/ Defibrillator Replacement	15,000	3,030	18,030	106,000	11,655	117,655
2019 L.T. Note	206,000	Fire - Vehicle Replacement	22,000	4,165	26,165	177,000	20,945	197,945
2019 L.T. Note	200,000	Police Department Body Worn Camera Replacement	21,000	4,058	25,058	172,000	20,408	192,408
2019 L.T. Note	145,000	Police Services Building HVAC Replacement	15,000	2,963	17,963	125,000	15,018	140,018
2019 L.T. Note	80,000	Fire - Facility Upgrades	8,000	1,650	9,650	69,000	8,455	77,455
2020 L.T. Note	648,000	Fire - Vehicle Replacement	75,000	9,892	84,892	648,000	52,612	700,612
2020 L.T. Note	582,000	Hospital Surge Shelter	67,000	8,905	75,905	582,000	47,307	629,307
2020 L.T. Note	515,000	Police Department Pistol Range Improvements	59,000	7,863	66,863	515,000	41,738	556,738
2020 L.T. Note	294,000	Police Department Vehicle Replacement	34,000	4,492	38,492	294,000	23,763	317,763
2020 L.T. Note	215,000	Fire - Turnout Gear Replacement	25,000	3,280	28,280	215,000	17,374	232,374
2020 L.T. Note	90,000	Police Department Body Worn Camera Replacement	10,000	1,377	11,377	90,000	7,432	97,432
2020A L.T. Note	1,900,000	Public Safety (Radio/Equip Repl., Fire Station #1)	179,000	2,204	181,204	249,000	2,904	251,904
2020A L.T. Note	480,000	Public Safety (Radio/Equip Replacement)	49,000	738	49,738	68,000	928	68,928
Public Safety Total			\$ 1,875,000	\$ 183,042	\$ 2,058,042	\$ 9,031,000	\$ 601,303	\$ 9,632,303
Public Works								
2013 L.T. Note	2,666,000	DPW Infrastructure Impr.	239,000	16,845	255,845	721,000	31,004	752,004
2013 L.T. Note	1,050,000	Landfill Closure Ph. 2	107,000	7,490	114,490	321,000	13,776	334,776
2013 L.T. Note	1,000,000	Clay Procurement	100,000	7,000	107,000	300,000	12,875	312,875
2013 L.T. Note	435,000	DPW- Transit Operations & Maint. Facility	49,000	3,370	52,370	145,000	6,159	151,159
2013 L.T. Note	80,000	Replace Stationary Compactors & Contain.	8,000	560	8,560	24,000	1,030	25,030
2013 L.T. Note	20,000	Traffic Signal & Street Light Replacement	2,000	140	2,140	6,000	258	6,258
2014 L.T. Note	2,260,000	DPW Infrastructure Impr.	271,000	17,160	288,160	1,144,000	36,425	1,180,425
2014 L.T. Note	1,610,000	Pretreatment Facility - GF Portion	161,000	9,900	170,900	641,000	20,625	661,625
2014 L.T. Note	500,000	Replace Street Lights with LEDs	64,000	4,090	68,090	273,000	8,715	281,715
2014 L.T. Note	30,000	Traffic Signal & Street Light Replacement	4,000	210	4,210	14,000	415	14,415
2015 L.T. Note	4,511,000	DPW Infrastructure Impr.	480,000	66,150	546,150	2,064,000	159,995	2,223,995
2015 L.T. Note	130,000	Landfill Ph. 2- Leachate Recirculation	15,000	2,400	17,400	75,000	6,300	81,300
2015 L.T. Note	35,000	Traffic Signal Red LED Light Replacements	3,000	490	3,490	15,000	1,185	16,185
2015 L.T. Note	20,000	Traffic Signal and Streetlight Replace	3,000	310	3,310	10,000	725	10,725
2015 L.T. Note	17,000	GPS for Snowplowing Equipment	-	250	250	7,000	665	7,665
2016 L.T. Note	4,254,000	Construct and Improve Streets	425,000	40,208	465,208	2,276,000	125,218	2,401,218
2016 L.T. Note	1,500,000	Parking Plaza Removal	150,000	14,185	164,185	803,000	44,155	847,155
2016 L.T. Note	86,000	Traffic Signal Red LED Light Replacements	9,000	788	9,788	45,000	2,408	47,408
2016 L.T. Note	72,000	Traffic Signal and Pedestrian Signals	7,000	653	7,653	37,000	2,013	39,013
2016 L.T. Note	42,000	Transit- Bus Technology Improvements	4,000	410	4,410	23,000	1,320	24,320
2016 L.T. Note	25,000	Public Works- Work Order System	3,000	263	3,263	15,000	803	15,803
2017 L.T. Note	4,014,000	DPW Infrastructure Impr.	401,000	61,090	462,090	2,571,000	235,350	2,806,350
2017 L.T. Note	196,000	Transit Buses	20,000	2,960	22,960	125,000	11,380	136,380
2017 L.T. Note	100,000	Property Acquisitions	10,000	1,520	11,520	64,000	5,850	69,850
2017 L.T. Note	77,000	Traffic Signal and Pedestrian Signals	8,000	1,180	9,180	50,000	4,530	54,530
2017 L.T. Note	65,000	Transit Service/Utility Truck	7,000	990	7,990	42,000	3,790	45,790
2018 L.T. Note	4,110,000	DPW Infrastructure Impr.	453,000	88,290	541,290	3,094,000	337,365	3,431,365
2018 L.T. Note	298,000	DPW Two-Way Radio System Update	33,000	6,390	39,390	224,000	24,375	248,375
2018 L.T. Note	278,000	Transit Bus Annunciation/ GPS System	31,000	5,960	36,960	209,000	22,640	231,640
2018 L.T. Note	250,000	Transit Buses	27,000	5,400	32,400	189,000	20,700	209,700
2018 L.T. Note	65,000	Traffic Signal and Pedestrian Signals	7,000	1,340	8,340	47,000	5,090	52,090
2018 L.T. Note	64,000	Marsh Creek & Spring Brook Pedestrian Bridges	7,000	1,370	8,370	48,000	5,285	53,285
2018 L.T. Note	15,000	Parking Ramp Maintenance	2,000	310	2,310	11,000	1,195	12,195
2019 L.T. Note	5,885,000	DPW Infrastructure Impr.	621,000	119,499	740,499	5,068,000	601,518	5,669,518
2019 L.T. Note	325,000	Transit Buses	34,000	6,605	40,605	280,000	33,250	313,250
2019 L.T. Note	80,000	Traffic Signal Safety Improvements	8,000	1,650	9,650	69,000	8,455	77,455
2019 L.T. Note	25,000	Traffic Signal and Pedestrian Signals	3,000	503	3,503	22,000	2,463	24,463
2019 L.T. Note	15,000	Parking Ramp Maintenance	2,000	285	2,285	13,000	1,310	14,310
2020 L.T. Note	4,739,000	Construct and Improve Streets	544,000	86,823	630,823	4,739,000	399,092	5,138,092
2020 L.T. Note	492,000	Salt Brine Manufacturing System	57,000	7,519	64,519	492,000	39,851	531,851
2020 L.T. Note	287,000	Transit Buses	33,000	4,393	37,393	287,000	23,343	310,343
2020 L.T. Note	80,000	Traffic Signal Safety Improvements	9,000	1,223	10,223	80,000	6,567	86,567
2020 L.T. Note	60,000	Variable Message Boards	7,000	916	7,916	60,000	4,837	64,837
2020 L.T. Note	25,000	Traffic Signal and Pedestrian Signals	3,000	379	3,379	25,000	1,998	26,998
2020A L.T. Note	4,585,000	DPW Infrastructure Impr.	525,000	6,150	531,150	731,000	8,210	739,210
2020A L.T. Note	695,000	Property Acquisitions, Parking Plaza Repairs	98,000	1,476	99,476	136,000	1,856	137,856
Public Works Total			\$ 5,054,000	\$ 607,089	\$ 5,661,089	\$ 27,635,000	\$ 2,286,364	\$ 29,921,364

**General Obligation Debt Service for 2021 and
Total Outstanding Indebtedness as of December 31, 2020**

Original Amount	2021		2021 Principal & Interest	Outstanding as of 12/31/2020				
	Principal	Interest		Principal	Interest	Total		
Leisure Services								
2013 L.T. Note	90,000	Youth Sports Complex- Building Maint.	10,000	672	10,672	29,000	1,246	30,246
2013 L.T. Note	70,000	Camden Playground Renovation	8,000	560	8,560	24,000	1,030	25,030
2013 L.T. Note	50,000	Aquatics Renovation	5,000	407	5,407	17,000	760	17,760
2013 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	408	5,408	17,000	760	17,760
2013 L.T. Note	50,000	Dawson Softball Facility Renovation	5,000	408	5,408	17,000	760	17,760
2013 L.T. Note	40,000	Renovate Playgrounds/Equip.	5,000	350	5,350	15,000	644	15,644
2014 L.T. Note	25,000	Splash Pad Feasibility Study	3,000	180	3,180	12,000	375	12,375
2015 L.T. Note	326,000	Splash Pad	35,000	4,770	39,770	149,000	11,525	160,525
2015 L.T. Note	40,000	Playground Replacement	4,000	580	4,580	18,000	1,410	19,410
2016 L.T. Note	90,000	Golf Course Equipment	9,000	868	9,868	49,000	2,728	51,728
2016 L.T. Note	40,000	Playground Replacement	4,000	350	4,350	20,000	1,050	21,050
2017 L.T. Note	755,000	Ice Arena Dehumidification Impr.	75,000	11,470	86,470	483,000	44,150	527,150
2017 L.T. Note	80,000	Playground Replacement	8,000	1,210	9,210	51,000	4,635	55,635
2017 L.T. Note	75,000	Golf Course Equipment	7,000	1,170	8,170	49,000	4,520	53,520
2017 L.T. Note	70,000	Bike Trail - Repair/Replace	7,000	1,060	8,060	44,000	4,165	48,165
2017 L.T. Note	50,000	Dawson Softball Facility Improvements	5,000	750	5,750	31,000	2,980	33,980
2017 L.T. Note	25,000	Ice Arena Impr.	2,000	360	2,360	15,000	1,430	16,430
2018 L.T. Note	145,000	ARISE Fitness Court, Pickleball Courts	16,000	3,110	19,110	109,000	11,855	120,855
2018 L.T. Note	85,000	Bike Trail - Repair/Replace	9,000	1,830	10,830	64,000	7,065	71,065
2018 L.T. Note	70,000	Northeast Regional Trail- Sandhill to Rotamer (Design)	8,000	1,480	9,480	52,000	5,740	57,740
2018 L.T. Note	65,000	Playground Replacement & Traxler Park Bleachers	7,000	1,400	8,400	49,000	5,360	54,360
2018 L.T. Note	60,000	Aquatic Vessels Caulking & Painting	7,000	1,280	8,280	45,000	4,820	49,820
2018 L.T. Note	60,000	Ice Arena Dehumidification Impr.	7,000	1,280	8,280	45,000	4,820	49,820
2018 L.T. Note	55,000	Dawson Softball Electrical Updates	6,000	1,230	7,230	43,000	4,755	47,755
2018 L.T. Note	25,000	Indoor Sports Facility Feasibility Study	3,000	540	3,540	19,000	2,010	21,010
2019 L.T. Note	280,000	Northeast Regional Trail- Sandhill to Rotamer	30,000	5,665	35,665	241,000	28,405	269,405
2019 L.T. Note	150,000	Golf Course Irrigation System Replacement	16,000	3,030	19,030	129,000	15,095	144,095
2019 L.T. Note	60,000	Sandstone Drive Park	6,000	1,245	7,245	52,000	6,405	58,405
2019 L.T. Note	50,000	Bike Trail - Repair/Replace	5,000	1,028	6,028	43,000	5,253	48,253
2019 L.T. Note	40,000	Playground Replacement	4,000	810	4,810	34,000	4,100	38,100
2019 L.T. Note	25,000	Indoor Sports Facility Schematic Design	3,000	503	3,503	22,000	2,463	24,463
2019 L.T. Note	20,000	Ice Arena Dehumidification Impr.	2,000	405	2,405	17,000	2,050	19,050
2020 L.T. Note	107,000	Golf Course Capital Equipment	12,000	1,627	13,627	107,000	8,603	115,603
2020 L.T. Note	60,000	Playground Replacement	7,000	916	7,916	60,000	4,837	64,837
2020 L.T. Note	50,000	Senior Center HVAC Unit Replacement (Design)	6,000	762	6,762	50,000	3,972	53,972
2020 L.T. Note	35,000	Aquatics Facilities Evaluation	4,000	532	4,532	35,000	2,862	37,862
2020A L.T. Note	1,875,000	Playgrounds, Golf Course Eq, Ice Arena, Palmer Park	252,000	3,457	255,457	350,000	4,437	354,437
Leisure Services Total			\$ 607,000	\$ 57,702	\$ 664,702	\$ 2,606,000	\$ 219,075	\$ 2,825,075
TOTAL GENERAL CITY & DPW IMPROVEMENTS			\$ 8,734,000	\$ 1,011,303	\$ 9,745,303	\$ 46,631,000	\$ 3,781,141	\$ 50,412,141
GRAND TOTAL GENERAL OBLIGATION DEBT			\$ 18,935,000	\$ 2,332,183	\$ 21,267,183	\$ 108,700,000	\$ 9,811,481	\$ 118,511,481
Wastewater Utility Revenue								
CWF #4335-02	1,100,828	Wastewater Utility Improvements	73,530	1,011	74,541	73,530	1,011	74,541
CWF #4335-07	2,032,973	Wastewater Utility Improvements	126,259	7,679	133,938	387,805	13,900	401,705
CWF #4335-09	27,212,000	Wastewater Utility Improvements	1,524,850	305,357	1,830,207	14,965,047	1,493,469	16,458,516
CWF #4335-10	986,325	Wastewater Utility Improvements	48,293	13,815	62,108	599,789	82,582	682,371
Wastewater Utility Revenue Total			\$ 1,772,932	\$ 327,862	\$ 2,100,794	\$ 16,026,171	\$ 1,590,962	\$ 17,617,133
Water Utility Revenue								
SDWL #5119-01	2,150,000	Water Utility Improvements	130,006	11,204	141,210	538,763	25,856	564,619
SDWL #5119-02	1,336,937	Water Utility Improvements	84,148	5,978	90,126	259,451	10,831	270,282
Water Utility Revenue Total			\$ 214,154	\$ 17,182	\$ 231,336	\$ 798,214	\$ 36,687	\$ 834,901
TOTAL LONG-TERM DEBT			\$ 20,922,086	\$ 2,677,227	\$ 23,599,313	\$ 125,524,385	\$ 11,439,130	\$ 136,963,515