

# VILLAGE OF HOBART, WI 2012 OPERATING BUDGET



*CENTENNIAL CENTRE at HOBART- View looking west from STH 29/Sunlite Drive*

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## 2012 Operating Budget Letter of Transmittal

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Village of Hobart, Office of the Village Administrator  
2990 S. Pine Tree Road Hobart, WI 54155  
(920) 869-3804 Fax (920) 869-2048  
andrew@hobart-wi.org

January 1, 2012

Dear Honorable President, Trustees, and Citizenry of Hobart:

Herein transmitted is the comprehensive 2012 budget document and related narrative for the Village's financial blueprint and operations. The Management Team has worked diligently to put together this spending plan for you and the public you represent; I thank the "M-Team" for their efforts and hard work leading up to today and moving forward during budget implementation. Our budget furthers the values reflected in our newly-created Village mission statement which reads as follows:

***The Village of Hobart officials and employees will lead the community in the delivery of the finest municipal services in the most cost-responsible manner to ensure a high quality of life and safe neighborhoods while maintaining flexibility to respond to the needs of citizens in our ever-changing community. Action taken in pursuit of our mission will be in accordance with democratic principles and the Constitution of the United States of America.***

This past year has brought significant changes to State policies regarding levy limits, state shared revenue and collective bargaining. As the Village of Hobart is not as reliant on state shared revenues as other Wisconsin communities, we seemingly have a level of flexibility not afforded to our municipal colleagues. The Village's 2012 shared revenue reductions total \$43,764. However, changes in collective bargaining were put in place as a tool to offset these revenue-share reductions. Most specifically, Wisconsin Act 10/32 required most non-public safety, public sector employees to contribute 5.9% of their pay to the Wisconsin Retirement System (WRS). The employee WRS contribution afforded the Village room under its current levy and tax rate to accommodate shared revenue reductions.

Secondly, and having more of a positive financial impact to the Village's "bottom line", are foresighted financial decisions, especially in regard to the debt pay-down undertaken in May 2011. The Village Board and staff analyzed how to best maximize cash funds-on-hand to pay down outstanding general obligation debt. The Village downsized and refinanced \$4,635,000 of outstanding sewer and water utility debt, and completely paid off the tax-exempt portion (approximately \$1,100,000) of the land purchase for *Centennial Centre at Hobart*. The loan balance for a previously-purchased Fire Engine was also completely paid off. The net result of the refinancing and downsizing of debt in 2011 was a savings of approximately \$40,000 in levy for debt service payments in 2012, let alone the substantial interest savings by paying off a sizable portion of the *Centennial* land purchase.

## **LOOKING BACK AT 2011**

As much as this budget document is designed to be a plan for the coming year, it's important to recap the year 2011 leading up to this budget's approval. Below are just a few of the big projects, policies or issues in 2011.

### **NEW TAX INCREMENT DISTRICT #2**

Staff and consultants established the Village's Tax Increment District #2 (TID 2) in the southern Hobart area generally known as the "Southeast or "O'Hare" Industrial Park. The district, which also features planned mixed residential/commercial uses south of Orlando Drive, is designed as complementary to the *Centennial Centre* (TID #1). TID 2 will focus on limited industrial and manufacturing-related uses north of Orlando, along with potential community business or retail along Packerland Drive. The first of two planned development district zoning ordinances ("PDD's) is already in place and construction has commenced for a mixed-residential development south of Orlando.

### **TRANSITION OF FIRE CHIEF**

The end of 2011 marked the end of Bob VanDeHey's tenure as Fire Chief for the Village's all-volunteer fire department. Bob's planned retirement leaves some big shoes to fill in the Department. The Department membership subsequently voted Jerry Lancelle in as new Fire Chief. Jerry previously served as Assistant Chief and was also hired as the Village's Public Works and Utilities Coordinator in July 2011.

### **PAY POLICY FOR VOLUNTEER FIREFIGHTERS**

The 2012 budget marks the first budget that encompasses a new pay structure for the volunteer firefighters. The new structure increased the current \$10 per firefighter meeting pay to \$15, increased the fire drill pay from \$10 to \$25, and also allows for a \$15 payment to be made for each firefighter traveling to a call for service lasting over 30 minutes. The per fire call pay is a new concept to be implemented in 2012. Currently, there are 28 volunteer firefighters in the department.

### **LEADERSHIP IN ECONOMIC DEVELOPMENT**

The Village continued its trend of growth and led Brown County in total new housing starts for all of 2011. Hobart achieved 60 home starts, placing 5<sup>th</sup> in the entire state of Wisconsin. Most of the growth was in planned development districts (TID 1 and 2), but there was also noticeable housing starts in the Thornberry Creek subdivision and scattered elsewhere in the Village. At the end of 2011, the Village Board finalized a development agreement for a 52-unit assisted living housing development in *Centennial Centre*. The *Angelus Retirement Village of Hobart* is scheduled to be ready for occupancy in summer 2012. The New Year will bring more commercial and manufacturing opportunities, especially with the recent creation of Village TID #2.

## **MOVING FORWARD: 2012 CORE BUDGETARY ISSUES AND PRIORITIES**

Although Hobart's finances have been less impacted by the new state budget than other municipalities and school districts, the Village was facing fiscal challenges in putting together this 2012 budget. The larger-dollar items included:

- Fire and Police Equipment purchases related to Brown County radio interoperability project;
- Increased monies required for road paving and constructions projects;
- Identifying available funds for the new Firefighter pay structure.

The Village Board resolved to finance these capital items with a combination of levied funds in 2012 as well as by using cash funds-on-hand to help pay for the Fire Department’s component of the radio projects. Luckily, the Fire Department received a 2011 grant that offset \$95,000 the Village had already budgeted for new fire turnout gear. The money saved on the grant will be utilized to make up the 2012 levied funds and the actual costs of the radio, which is roughly \$125,000. The new firefighter pay policy will be funded out of the general fund with general property tax dollars.

Like every new fiscal year, the Village also contends with increasing costs in various operations and maintenance line items. Some of these items include:

- Health Insurance premium increases;
- Gas, electric and other utility increases;
- Gasoline costs.

The 2012 budget also required the Village to accommodate increased costs for County Rescue services, animal control and elections. The Village Board was able to accommodate these operational costs increases with new 2012 levied funds without adding to the Village’s tax rate. Let’s now take a look at the detailed breakdown of the Village tax rate and how your property tax dollars are actually split between various taxing jurisdictions.

### **SUMMARY OF 2012 ADOPTED LEVY AND TAX RATE**

#### **2012 Tax Calculations**

The 2012 Hobart operating budget has a levy of \$2,730,767.35. The levy is the amount of money needed to balance the budget after all revenues and expenditures are taken into account. The levy for village operations only decreased \$5,323, or 0.20%. The total village levy including the levy required to capture TID #1 valuation/revenue increased \$70,090, or 2.63%, from last year. The levy amount is then divided by the total assessed value of all properties within the Village based on the last property valuation (assessment). The following calculation is used when determining the “mill rate”, the amount levied divided by the assessed value. The mill rate is then used to compute the tax rate, the amount per thousand dollars of value that taxpayers pay into the Village only. This is the key figure shown on property tax bills each December.

#### **2012 Tax Rate Calculation**

\$2,530,762.27 Expenditures	
<u>-\$1,236,832.02 Revenues =</u>	
<u>\$ 1,293,930.25 (general fund tax levy VILLAGE OPERATIONS)</u>	
+ \$873,539.28 (debt service tax levy)	
+ \$484,000.00 (capital levy)	
+ \$79,297.82	
Equals: \$2,730,767.35 (total levy)	
<u>\$2,730,767.35 (levy)</u> _____	= .00420529(mill rate) = \$4.20/\$1,000 of Property value (tax rate)
\$649,364,300 (assessed value)	

Hobart’s 2012 tax rate is the third lowest in the past nine years. Below, the taxpayer can see the historical trends of Village-only tax rates since 2000. Remember, that other taxing entities, such

as the school district, technical college, county and state make up a substantial portion of the annual property tax bill.



Hobart’s tax rate remained highly competitive with other Brown County communities. With another year with no tax increase, the Village moved to the 4<sup>th</sup> lowest tax rate among other cities and villages in Brown County. The Village was able to achieve a zero increase without relying on fund balance reserves to balance its budget.

Municipality	2011 tax rate	2012 tax rate	% Change
Bellevue	\$2.58	\$2.73	5.81%
Denmark	\$3.37	\$3.19	-5.34%
Howard	\$3.31	\$3.31	0.00%
<b>Hobart</b>	<b>\$4.20</b>	<b>\$4.20</b>	<b>0.00%</b>
Suamico	\$4.15	\$4.22	1.69%
Ashwaubenon	\$4.69	\$4.69	0.00%
De Pere	\$6.08	\$6.09	0.16%
Allouez	\$6.22	\$6.35	2.09%
Wrightstown	\$6.14	\$6.95	13.19%
Green Bay	\$8.86	\$8.86	0.00%
		<b>AVERAGE INCREASE</b>	<b>1.76%</b>

**BREAKDOWN OF THE PROPERTY TAX BILL- WHERE DO MY TAXES GO?**

**Where Do Hobart Taxpayer Dollars Go? How is Your Tax Payment Distributed?**

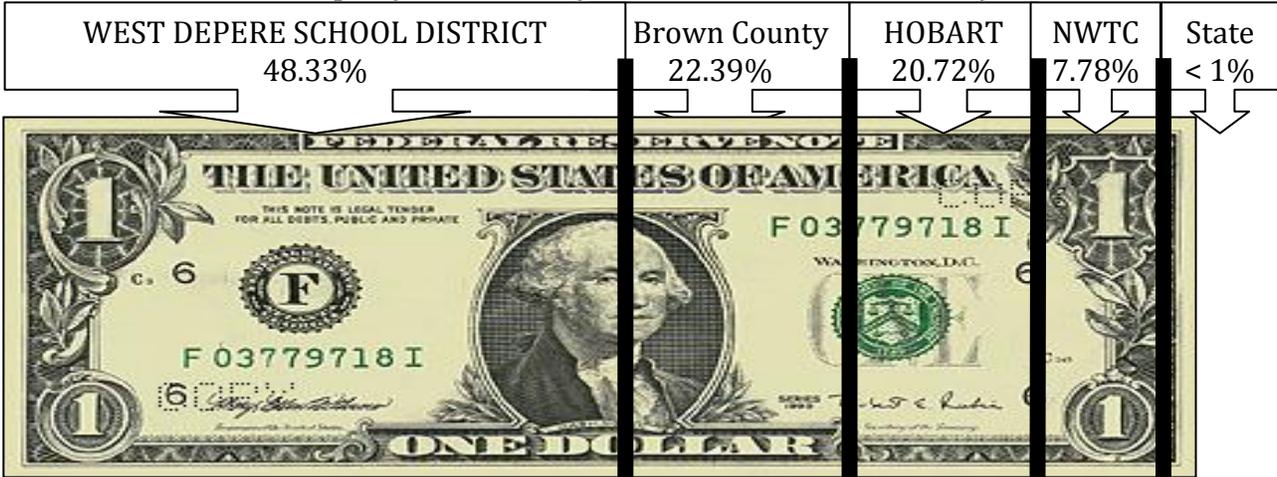
It is important to know that the Village of Hobart is only one of several taxing jurisdictions that share your property tax payments. Although the Village collects your entire payment, it only retains 20-23% for Village of Hobart operations. Other entities, such as school districts, Brown County, NWTC and the state of Wisconsin also retain a portion of your tax payment. Below, residents can view a breakdown of how your property tax dollar is distributed among the multiple taxing jurisdictions. The first dollar graphic is for those properties within the Pulaski School District; the second is for properties within the West De Pere School District.

**Distribution of Your Property Tax Dollar (Pulaski Community School District)**



**Note: The above *does* include a state tax credit of \$1.52/\$1,000 applied to the Pulaski School District mill rate.**

**Distribution of Your Property Tax Dollar (West De Pere School District)**



**Note: The above *does* include a state tax credit of \$1.52/\$1,000 applied to the West De Pere School District mill rate.**

Residents served by West De Pere and Pulaski School Districts see different amounts because, just like individual government entities, school districts are autonomous taxing agents. The rates of the two districts differ based on the amount needed from taxpayers to balance revenues and

expenditures specific to each school district. The dollar bill graphics above show that only 20.72% (West DePere S.D.) and 23.03% (Pulaski S.D.) of the funds coming from Hobart taxpayers are used to **operate the Village of Hobart**. The remaining 77-80% or so of your property tax payments goes to other taxing jurisdictions that make their own financial and policy decisions.

School districts and Brown County represent the greatest portion of the annual property tax bill, and this is true on a consistent basis, year after year.

## **2012 FEES & USER CHARGES**

### **2012 Refuse and Recycling Collection Fees**

For 2012, the Village Board reduced fees charged for garbage and recycling by 6.50%. The new charges that appeared on your property tax bill (depending on the size of the cart you have) are as follows:

<b>Container Size</b>	<b>2011 Charges</b>	<b>2012 Charges</b>	<b>Annual Savings to Hobart Taxpayers</b>
95 Gal.	\$159.26	\$148.91	\$10.35
65 Gal.	\$157.18	\$146.96	\$10.22
32 Gal.	\$146.78	\$137.24	\$9.54

The Village's ability to reduce these fees has much to do with the transition to Village-wide, single stream recycling in summer of 2010. Residents seem to be recycling more materials that were once placed in the garbage bin. I encourage all of our residents to continue placing all recyclable materials in the designated recycling bin; the more we recycle the more money we save!

### **2012 Storm Water Utility Rates**

In addition to the above reduction in garbage/recycling fees, the Village Board also reduced fees collected for storm water management via the storm water utility fees that are on your property tax bills. The Board reduced these fees by 4.16% from \$72.00 per equivalent residential unit (ERU) to \$69.00 per ERU. For a typical residential home, the savings is \$3.00 per year, but more substantial savings may be realized for other land uses that tend to have more impervious surfaces covering the property.

### **2012 Utility Fees: Sewer Utility Rates**

At the time of the 2012 Village budget adoption, sewer utility user charges were planned to remain unchanged. However, in early 2012, the Village staff and Water & Sewer Advisory Committee continue to analyze sewer utility costs and will be recommending a rate adjustment to the Village Board for consideration. Some of the reasons for a rate adjustments include: large increases in rates expected to be passed on to local communities, including Hobart, by the Green Bay Metropolitan Sewerage District (GBMSD), increase in debt service to the sewer utility after debt refinancing undertaken in 2011, and increase in physical plant depreciation expenses. GBMSD is forewarning their customer communities that the cost of wastewater treatment is expecting double-digit increases into the foreseeable future due to capital projects and facilities improvements. For 2012, GBMSD will pass on a 7.0% rate increase to the Hobart sewer utility.

### **2012 Utility Fees: Water Utility Rates**

Water utility rates will remain unchanged from 2011. The current water rate is \$4.35/1,000 gallons of water used. The \$4.35/1,000 gallons rate was implemented in June 2011 as part of the

“Phase II Water Rate Reduction Strategy” adopted by the Village Board. For more background information on the last rate increase, please see our homepage [www.hobart-wi.org](http://www.hobart-wi.org),

### **ORGANIZATION OF BUDGET DOCUMENT**

The orientation of the budget book should give citizens an easy to read “snapshot” of the Village’s financial direction in 2012. The documents that follow contain details of Village revenues and expenditures. The individual department and program budgets are complete with a description of the service area, personnel associated with that program, and goals, objectives and benchmarks designed to let the residents know expected outcomes from the use of their tax dollars. In the appendices of this document, the reader will find information about employee wages, salaries, fringe benefits and other supplemental information.

### **CLOSING**

In 2012 and the years to come, Hobart is financially poised to meet the challenges of our growing community. The staff will continue to meet the needs of the taxpayers on a daily basis, while the Management Team continues to develop and implement the Village Board’s vision for where the Hobart community is going. With great pride, the staff and elected officials present this conservative 2012 spending plan to you, the taxpayers.

Ever Forward,

Andrew J. Vickers, M.P.A  
Village Administrator

# ELECTED OFFICIALS

2012

## VILLAGE BOARD

### **VILLAGE PRESIDENT**

Richard R. Heidel

### **VILLAGE TRUSTEES**

Dave Dillenburg

Edward Kazik

Debbie Schumacher

Donna Severson

# VOLUNTEER COMMITTEE MEMBERS & COMMISSIONERS

---

## **PLANNING AND ZONING COMMISSION:**

Richard Heidel (Chair)  
Dave Dillenburg (Vice Chair)  
Tom Dennee  
Ray Gardner  
David Johnson  
Jeff Ambrosius  
Bob Ross

## **WATER & SEWER ADVISORY COMMITTEE:**

Steve Bach (Chair)  
Don Dahlstrom  
Pat Doherty  
Craig Fletcher  
David Smith  
Donna Severson (Trustee Liaison)  
Dave Dillenburg (Trustee Liaison)

## **PUBLIC WORKS COMMITTEE:**

Richard Happel (Chair)  
Dave Baranczyk  
Jerry Lancelle  
Dennis Loy  
Keith Sowinski  
Ed Kazik (Trustee Liaison)

## **ETHICS BOARD:**

Fran Junio (Chair)  
Greg Jerlinga (Vice Chair)  
Florence Banaszak  
Jim Goral  
Jeff Johnson

## **PARK & URBAN FORESTRY COMMITTEE:**

Gladys Humecki (Chair)  
Shaun Hanold  
Lee Harmon  
Jim Hebel  
Chuck and Diane Tappa  
Debbie Schumacher (Trustee Liaison)  
Alecia Hanold (alternate)

## **SITE REVIEW COMMITTEE:**

Dave Dillenburg (Chair)  
Mike Ambrosius  
Dave Baranczyk  
Rick Nuetzel  
Tom Tengowski  
Merlin Zimmer  
Allyn Dannhoff (ex-officio)

## **POLICE & FIRE COMMISSION**

John Shimek (Chair)  
Karen Dorau (Hobart)  
Tim Garvey (Hobart)  
Ron Jaeger (Lawrence)  
Gary Pieschek (Hobart)

## **COMMUNITY DEVELOPMENT AUTHORITY:**

Bart Schultz (Chair)  
George Madl (Secretary)  
Dave Landwehr  
Bob Ross  
Terri Sullivan  
Dennis Reim (Technical Liaison)  
Ed Kazik (Trustee Liaison)  
Deb Schumacher (Trustee Liaison)

# VOLUNTEER COMMITTEE MEMBERS & COMMISSIONERS

## (continued)

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**BOARD OF REVIEW:**

Richard Heidel (Chair)  
Donna Severson  
Dave Dillenburg  
Ed Kazik  
Debbie Schumacher  
Mary Smith

**BOARD OF APPEALS:**

Richard Happel (Chair)  
David Bertler  
Chris Iglar  
Jeff Johnson  
John Rehn

**QUARRY COMMITTEE:**

David Johnson (Chair)  
Ron Hieronimczak (Vice Chair)  
Bill Asplund  
Mike Jourdan  
Dave Dillenburg (Trustee Liaison)

**FINANCE COMMITTEE:**

Elwin G. Eastman  
Ray Gardner  
Jim Reigel  
Donna Severson (Trustee Liaison)

**HALO COMMITTEE:**

Richard Heidel  
Donna Severson  
Debbie Schumacher  
Village Administrative Staff

**STORMWATER COMMITTEE:**

Barb Van Deurzen (Chair)  
Kim Schanock  
Tom Miller (Airport)  
Gene Hojan (Robert E. Lee & Associates)  
Michael Finney (Oneida Tribe of Indians of Wisconsin)  
Jerry Lancelle (ex-officio)

# VILLAGE STAFF AND CONSULTANTS

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## **Administration & Finance**

Andrew J. Vickers, Village Administrator

### **Clerk's Office**

Mary Smith, Clerk-Treasurer  
Cindy Kocken, Deputy Clerk-Treasurer  
Lorie Francar, Police Clerk/Admin Clerk  
Melissa Teege, Municipal Court/Admin Clerk

### **Community Dev/Tribal Affairs**

Elaine D. Willman, Director

### **Police Department**

Randall Bani, Police Chief  
Daniel VanLanen, Officer  
Angel Vandenheuvel, Officer  
George Dillenberg, Officer  
Israel Deutsch, Officer  
Tim Agnew, Officer  
Chris Baribeau, Officer

### **Public Works**

Jerry Lancelle, Public Works & Utilities  
Coordinator  
Robert Turner, Waterworks Operator  
Steve Reynen, Street Laborer  
Brian Tilque, Street Laborer

### **Neighborhood Services**

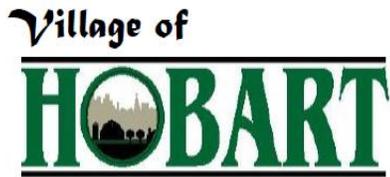
Allyn Dannhoff, Director

### **Village Engineer**

Robert E. Lee & Associates

### **Outside Consultants**

Davis & Kuelthau, Outside Legal Counsel  
Elizabeth Kremer, Hanaway Ross Law Firm, Prosecuting Attorney  
Brian Ruechel, Accounting Consultant  
Tom Karman, Schenck Business Solutions, Auditor  
Mike S. Hallmann, Lantern Associates, Financial Consultant  
Mike Denor, Fair Market Assessments, Assessor



## *A window to the past; a door to the future...*

### **INTRODUCTION**

If you find yourself steeped in rolling land of lush greenery and lovely homes surrounding spacious golf courses, you have discovered the Village of Hobart. Welcome! The Village includes 33 square miles of sheer beauty in its prestigious neighborhoods, rolling farms and growing business economy. Moving into 2012, we have 6,400 residents, and are growing at a faster rate than any municipality in Brown County, or for that matter, Brown County and the State of Wisconsin too.



### **COMMUNITY BACKGROUND**

Hobart's origins are rooted in the original Northwest Territory surrounding the Great Lakes. It is founded upon ancestral lands of the Menominee Indian tribe, and within the former reservation boundaries of the Oneida Tribe of Indians of Wisconsin. While a Treaty of 1838 created a temporary reservation for then migrating Oneida tribal members from New York, the former reservation land was entirely ceded to the State of Wisconsin upon its statehood. In the late 1800s a majority vote of Wisconsin Oneida tribal members elected to have the reservation entirely allotted to individual tribal members through the Dawes Act of 1887.

Tribal members discovered during the allotment era that having land required roads, so from 1892 until 1908 Oneida tribal members, with the assistance of the Bureau of Indian Affairs pleaded with Brown and Outagamie County Supervisors to establish and incorporate towns, so that municipal tax could create funds for roads to the individually owned lands of the tribal members.

By the early 1900s numerous European settlers obtained land within the Town of Hobart, joining with Oneidas for the area's primary use of the land – farming.



Today, Hobart is an important part of the Green Bay regional community, is located next to the Austin-Straubel Airport, and just minutes from rail and shipping resources along Lake Michigan.



### COMMUNITY LIFE

The fortunate residents of Hobart enjoy the conveniences of urban life in neighboring Green Bay, while also enjoying the quiet rural lifestyle of a peaceful and beautiful environment that is the Village of Hobart. There is a long-generational work ethic here, borne of farming, helping neighbors, celebrating family joys and community gatherings year after year. Hobart has a very stable population with third and fourth generations of family members choosing to make their homes here. In 2008 Hobart celebrated its centennial year with numerous community events.

Hobart receives an average of 29 inches of rain per year, and an average snowfall of 46 inches for winter recreation and sporting activities. Spring hustles in during April, and many tourists flock to the lakes during our summer months. Fall brings spectacular tree color and Green Bay Packer football!



Hobart has a wondrous 40-acre area, the Four Seasons Park that features memorials dedicated to our Veterans and our law

enforcement. Numerous community events honoring these two valued services to the community and country are held annually in Four Seasons Park, including the annual, and now internationally known Ryan Jerabek Memorial Run. In addition, Hobart has an impressive and long-standing volunteer fire department that hosts numerous community activities each year.



### VILLAGE ADMINISTRATION

A five-member elected Board of Trustees serves as the governing authority for the Village. Hobart is a council-manager form of municipal government wherein the council (Trustees) set and guide municipal policy and the Administrator implements and administers municipal policy. The Village Administrator oversees a full-service local government that includes Hobart-Lawrence Police Department, Public Works, a Municipal Court, Clerk's Office, Zoning and Utilities, and Department of Community Development and Tribal Affairs.

The governing body has achieved a full-service government that employs 17 personnel and still keeps property taxes at a minimal and manageable rate. The police department increased to full-time service in 2008 and interacts with Brown County Sheriff and numerous other local law enforcement and public service agencies.

The Village of Hobart is very interactive with its residents. Hobart has more citizen committees providing input and recommendations to their elected officials than any other entity in Brown County, and perhaps the entire State. Apathy is not a problem in Hobart. Our residents care very much about their community and keep in close contact with elected officials and Village

staff. And, they are some of the brightest people around.



### DEMOGRAPHICS

2010 Census figures concluded that Hobart's population increased by 21.5% since 2000 to an estimated population of 6,182 residents. A 2011 Wisconsin Department of Administration (DOA) estimate places Hobart's population at approximately 6,400 residents. According to the further DOA population projections, Hobart's population is expected to increase approximately 97% by 2030 to 12,600. In comparison, Wisconsin overall will likely see an increase of about 17% during the same time period

Hobart's residents represent the highest median family income (\$92,820) of all municipalities in Brown County coupled with one of the lowest property tax rates. **Medium family income increased 21% since the 2000 census.**

Most homes are single-family on lots greater than 1.5 acres. We have one of the lowest poverty rates (4%) in Wisconsin. According to bestplaces.net the Village of Hobart's violent crime rate on a scale of 1 – 10 is a 2, and its property crime on the same scale, is a 3. Substantial credit goes to our valued police and fire personnel for their ongoing prevention and safety programs, and commendable responsiveness to any resident's need.

The population in both Hobart and Brown County is younger than the state overall, indicating that there is a greater percentage of the population in their prime working years.

One out of three residents has a bachelor's degree or higher, and nearly 90% of our community are high school graduates. Speaking of schools, the Village of Hobart is served by two excellent school districts: Pulaski Community School District in the northern section of Hobart, and West De Pere School District in the southern section of Hobart.



### FINANCIAL OUTLOOK

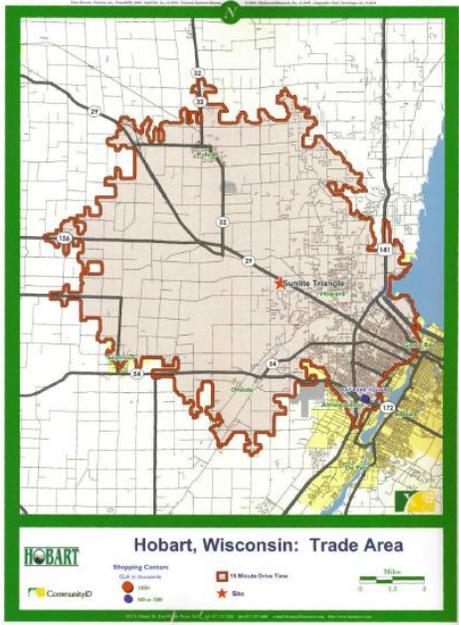
In June of 2009 the Village of Hobart's financial consultant informed the Board of Trustees that Hobart had received an upgraded bond rating from Standard and Poors. In 2008 the Village's rating was A+. That rating has been upgraded to AA-. The Standard and Poors Ratings Digest published June 23, 2009 reports about Hobart, "Financial operations have been solid, with the maintenance of a general fund balance we consider very strong." Hobart's elected officials, staff and financial consultants have been vigilant in fiscal management policies and practices.

Even in difficult economic times, Hobart is fiscally sound. The Village's financial consultant stated, "It is phenomenal that in a distressed and uncertain national economy the Village would receive an upgrade at a time when bond and investment ratings are very conservative and constrained. This will make all future municipal bonds and notes more attractive to investors and will lower future interest rates for the Village on new debt."

### MARKETING

In 2008-2009 the Village commissioned a formal retail and consumer marketing analysis to determine the appropriate population base served by the Centennial Centre at Hobart, and

to customize retail recruitment to blend with current consumer purchases for long-term business sustainability. The map below represents a population base of greater than 60,000 consumers who live within a 15-minute drive-time of the Village's new commercial development project, *Centennial Centre at Hobart* – a rapidly growing mixed-use Tax Increment District (TID).



In 2011 Hobart created a second Tax Increment District in the southern section of the Village, along Packerland Drive. This district will focus on industrial and light manufacturing, but will also include mixed-use, commercial and residential projects.

Hobart has completed a full commercial/retail marketing analysis with the assistance of Buxton, LLC, a national marketing firm located in Dallas, Texas. The marketing project included community “listening” sessions that, combined with actual regional consumer data, identified and prepared marketing packages for ten preferred retail entities.

In 2012 Hobart staff continues to implement outreach components to recruit and attract desired and sustainable businesses to two major mixed-use development projects.

## ECONOMIC DEVELOPMENT

With the assistance of Hobart’s Community Development Authority, plans moved forward in 2010 to develop an Area Economic Development Plan for the southern area of the Village. Our northern area remains predominantly residential except for 3% of the land being developed into a new multi-use development along our northern boundary.

Our northern boundary is State Highway 29, the main route between Minneapolis and Green Bay. To facilitate economic development and long-term planning, Hobart has fully launched:



During Hobart’s centennial year of 2008, Hobart launched a major economic development project located on its northern boundary, State Highway 29. Hobart purchased 350 acres of clean farm land and has identified a 603-acre area that now has a Planned Development District zoning ordinance guiding the future of this area. This mixed use development was named *Centennial Centre at Hobart*, to recognize its launch in our centennial year, to honor the founders and settlers of this community, and to ensure economic sustainability in the coming 100 years.



The Village moved forward with pre-planning tasks on a parallel path, including a concept plan, Master Plan, archaeological surveys, wetland delineations, financing tools to establish a Tax Increment District (TID) during

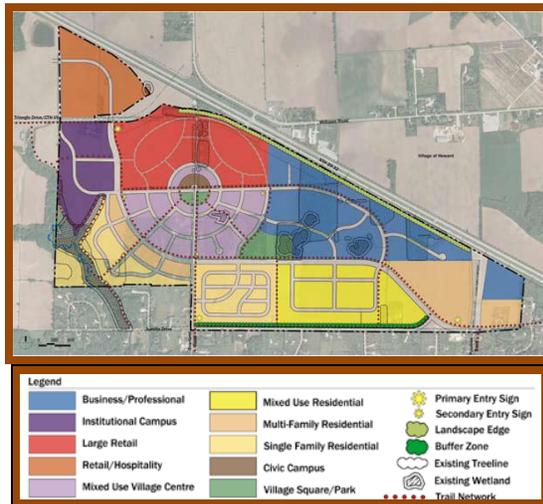
the last half of 2008 with all planning tasks completed by year end 2009.

The Village then contracted with a developer for the first large commercial buildings. Both EMT International and Centerline Machining and Grinding finished construction and gained occupancy in 2010.

Now in 2012 *Centennial Centre at Hobart* is home to over 200 new families in single family homes, multi-family apartments or town houses. An additional 200 housing units will likely be built and occupied by year end 2012. Two major employers provide over 300 permanent jobs in Centennial, with expansions planned in 2012 by both firms.

All of the above-described activity was accomplished within a 26-month period of time, an amazing accomplishment for a municipal government. Credit goes to the Village Board of Trustees and staff who have timely and courageously moved one piece forward after another, with a firm commitment to be known as a willing “municipality” to interested investors, developers, and new businesses. We know time is money in this economically difficult time, and we are proud to be able to report the creation of 240 jobs, with hundreds more coming, at this very beginning phase of *Centennial’s* development.

The very best features of *Centennial Centre at Hobart* will include the construction of a Village Square, giving Hobart residents its first sense of a “downtown” – or a heart for its community. The area will include substantial consumer resources including retail, restaurants, professional office spaces, light manufacturing, educational and medical facilities, many pathways, lovely tree-lined boulevards and beautifully landscaped green space and recreational spaces.



Development in the eastern portion of *Centennial Centre at Hobart* shows Centennial Boulevard, Centerline Drive, new neighborhoods and businesses produced in less than two years along State Highway 29.



Village of



## MISSION STATEMENT

*The Village of Hobart officials and employees will lead the community in delivery of the finest municipal services in the most cost-responsible manner to ensure a high quality of life and safe neighborhoods while maintaining flexibility to respond to the needs of citizens in our ever-changing community. Actions taken in the pursuit of our mission will be in accordance with democratic principles and the Constitution of the United States of America.*

Village of



## CORE ORGANIZATIONAL VALUES

### COLLABORATION (TEAMWORK)

We deeply believe collaborative efforts among staff, consultants, elected officials and the public achieves the best result. We will grow equally from successes and mistakes. We will work to complement the skills and talents of our colleagues.

### ACCOUNTABILITY

We will maintain a workplace where employees are responsible for their actions and we will uphold integrity & morals in providing service to the public. We will be open and honest in the execution of our duties. We are committed to acting responsibly on behalf of the public's interest.

### **RESPECT**

[ri-spekt (noun)]:  
esteem  
for or a sense of the  
worth or excellence of a  
person, a personal  
quality or ability.

### COMMUNICATION

We will maintain a workplace in which employees are free to share ideas and information and will encourage this exchange. Decisions reached in the organization will be thoroughly communicated to employees and be transparent to the public.

### RESPONSIVENESS

Although we place an emphasis on being strategic and proactive, we will promptly react to concerns of citizens. We will work together to solve problems in an equitable and timely manner. We will infuse quality customer service into our organizational culture.

## A LOOK AT THE VILLAGE, THEN AND NOW: 2010 CENSUS DATA

The new 2010 census statistics reveal an incredibly thriving populous in our community. Not only has population increased over 21% in the last decade, other “vital signs” such as median household (\$82,069), per capita (\$41,900) and median family income (\$92,820) increased expansively with increases of 18.9%, 44.2% and 21.1% respectively. Below is a comparison the 2000 and 2010 statistics for a variety of census data.

	2000 Census	2010 Census	% Change
<b>POPULATION</b>	<b>5,090</b>	<b>6,182</b>	<b>21.5%</b>
<i>White</i>	4,101	4,829	17.8%
<i>Black</i>	5	31	520.0%
<i>American Indian and Alaska Native</i>	848	1,082	27.6%
<i>Asian</i>	35	72	105.7%
<i>Hispanic</i>	44	140	218.2%
<i>Other/More than one race</i>	57	28	-50.9%
<b>AGE</b>			
<i>Median age in years</i>	38.9	43.4	11.6%
<i>Under 5 years</i>	314	358	14.0%
<i>5-19 years</i>	1,330	1,477	11.1%
<i>20-24 years</i>	168	234	39.3%
<i>25-34 years</i>	409	380	-7.1%
<i>35-44 years</i>	899	790	-12.1%
<i>45-64 years</i>	1,587	2,151	35.5%
<i>65-84 years</i>	354	746	110.7%
<i>85 and older</i>	29	46	58.6%
<b>GENDER</b>			
<i>Male</i>	2,504	3,043	21.5%
<i>Female</i>	2,586	3,139	21.4%
<b>HOUSEHOLDS &amp; FAMILIES</b>			
<i>Total Households</i>	1,717	2,180	27.0%
<i>Family Households</i>	1,468	1,828	24.5%
<i>Married Couple Families</i>	1,295	1,573	21.5%
<i>Non-Family Households</i>	249	352	41.4%
<i>Average Household size</i>	2.96	2.84	-4.1%
<i>Total Housing Units</i>	1,758	2,275	29.4%
<i>Owner-Occupied Housing Units</i>	1,548	1,959	26.6%
<i>Renter-Occupied Housing Units</i>	169	221	30.8%
<i>Housing Occupancy Rate</i>	97.7%	95.8%	-1.9%
<b>ECONOMIC CHARACTERISTICS</b>			
<i>Median Household Income</i>	\$69,034	\$82,069	18.9%
<i>Median Family Income</i>	\$76,626	\$92,820	21.1%
<i>Per Capita Income</i>	\$29,059	\$41,900	44.2%

## GOVERNMENT

A council-manager form of government serves Hobart consistent with the statutory duties and obligations of a home-rule village in the state of Wisconsin. The Village has the right and responsibility to uphold the general welfare and safety of all residents and must, because of its population, provide its own police protection. A council-manager format allows for an administrator to carry out the duties and policies set forth by the Village Board of Trustee (legislative body). This government format differs from cities that are often, but not always, governed by a full-time mayor, who serves as the executive and serves in the legislative body of the government.

Our Village is served by a Village President and four (4) Trustees elected at large, and not according to districts or wards. The Trustees serve 2 year, overlapping terms. In fact, the structure of constituents is a distinguishing characteristic between cities and villages because cities must be divided into wards or districts and, structurally, the elected officials are only responsible for those residing in that district. Villages have the option of breaking into wards or remaining “at large.”

Towns, on the other hand, are not “municipalities” like cities, villages and counties. Towns do not have home-rule authority and do not have to provide police and fire services. Further, towns have less control over regulating land use through zoning. Most towns in Wisconsin still receive many critical services through the county or through private contracts.

## EDUCATION

Two school districts, the West DePere and Pulaski School Districts, serve Hobart’s youth. In most cases, HWY 54 (Mason St.) serves as the north/south boundary between Pulaski School District (north) and West DePere School District (south). Post-secondary education is conveniently available at nearby Northeast Wisconsin Technical College, the University of Wisconsin-Green Bay and St. Norbert College. In addition, numerous parochial schools serve within the boundaries of these two school districts.

## ECONOMIC PROFILE

### Taxes

Hobart sales tax rate is consistent with the state sales tax at 5.0%, but an additional .5% for a professional football stadium district for a total sales tax of 5.50%. Income tax is consistent with deductions from the state and federal government. The 2012 Village tax rate portion is \$4.20/\$1,000 of assessed property value.

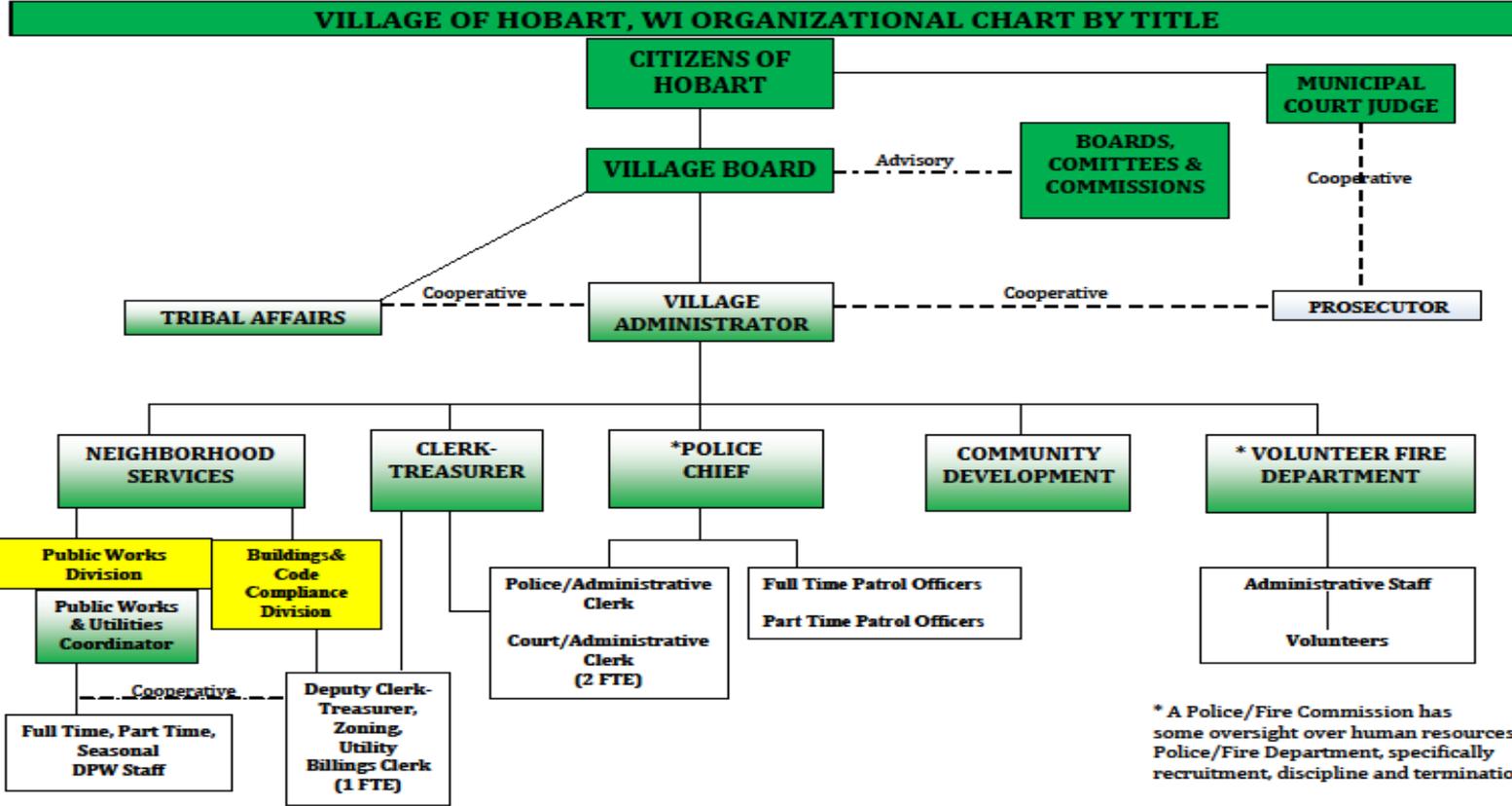
### Income

The Village of Hobart enjoys among the highest median household income (\$82,069) and median family income (\$92,820) in all of Brown County and most of northeastern Wisconsin.

## LARGEST TAXPAYERS IN THE VILLAGE OF HOBART

<b>LARGEST TAXPAYERS (2011)</b>			
<b>RANK</b>	<b>PROPERTY OWNER</b>	<b>TOTAL ASSESSED VALUE</b>	<b>TOTAL TAXES PAID TO ALL TAXING ENTITIES</b>
1	Oneida Tribe of Indians	\$30,654,200.00	\$590,093.35
2	Hobart Logistics	\$11,105,100	\$225,544.58
3	EMT Properties	\$4,100,000	\$74,907.00
4	Layden Drive Estates	\$3,856,000	\$78,315.36
5	Centennial Centre LLC	\$3,757,700	\$68,653.18
6	PPD Investments LLC	\$3,170,700	\$57,928.69
7	Van Rite Properties	\$2,694,500	\$54,725.30
8	Gbajabiamila Family Trust	\$2,485,400	\$45,408.26
9	Lexington Homes	\$2,362,500	\$43,162.88
10	Private Individual	\$2,054,800	\$37,541.20
11	White Mountain LLC	\$1,588,900	\$29,029.20
12	Private Individual	\$1,498,900	\$27,384.90
13	Pioneer Credit Union	\$1,495,400	\$27,320.96
14	Sun Investments, LLC	\$1,425,500	\$28,951.91
15	Technical Associates Group	\$1,406,100	\$25,689.45
16	Private Individual	\$1,347,600	\$24,620.65

# Village of Hobart Organizational Chart- January 1, 2012



## VILLAGE PERSONNEL

The majority of Village personnel (excluding the Village Board) are full time, 40 hour/week employees. Certain functions do not require a 40 hour workweek to perform necessary duties. Examples of these would be the Municipal Court Clerk (32 hrs), the Police Chief (35 hrs) and, additionally, the Village utilizes two (2) part time police officers to cover vacations, municipal court bailiff duties or other time throughout the year where full time officers are unavailable. Since 2010, the Village has employed summer and winter seasonal workers in the Division of Public Works to support the work of full time staff during these peak times for service demands, most notably, staying ahead of public buildings and grounds maintenance in the summer, and for the snowplowing operation in the winter months.

Personnel are paid on a wage or a salary basis depending on their job title/duties. Generally, the Village Board, administrator and department directors are paid salary and all other members of the Village team are paid on an hourly basis. Salaries and wages are also “spread” across various functional areas within this budget. The reader can find this line-item detail and total compensation of personnel in the details of the departments or in appendices to this document.

A total of six (6) employees are represented by a labor union, Teamsters 662. All other staff are “exempt” employees (union representation not available) or otherwise choose not to be included in the bargaining group.

The Village Board has made minimizing the cost of personnel and fringe benefits a priority. Each employee works within a team and often performs work in/for other departments. We have a small, yet effective workforce in comparison to other municipalities the size of Hobart.

# SUMMARY OF 2012 OPERATING BUDGET & TAX LEVY

VILLAGE OF HOBART 2012 ADOPTED BUDGET							
REVENUE	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET	% Change
Taxes (non-Property)	\$ 115,800.63	\$ 105,916.00	\$ 114,919.59	\$ 130,171.88	\$ 119,500.00	\$ 14,850.00	-87.57%
State Shared Revenue	120,757.37	120,694.41	119,542.12	105,568.00	105,567.73	84,482.92	-19.97%
Federal/State Grants	362,270.43	305,066.79	313,762.78	281,015.49	266,495.03	237,252.49	-10.97%
Licenses/Permits	111,624.13	109,458.60	144,363.77	179,808.92	122,065.00	147,565.00	20.89%
Law and Ordinance Violations	33,410.85	55,032.07	61,926.56	53,058.30	52,500.00	52,500.00	0.00%
Public Charges for Services	285,538.28	265,111.82	377,713.47	380,831.92	395,729.00	391,004.09	-1.19%
Other Reimbursements/Interest	476,435.45	350,859.28	411,404.12	355,667.22	319,552.99	309,177.52	-3.25%
<b>TOTAL REVENUE</b>	<b>\$ 1,505,837.14</b>	<b>\$ 1,312,138.97</b>	<b>\$ 1,543,632.41</b>	<b>\$ 1,486,121.73</b>	<b>\$ 1,381,409.75</b>	<b>\$ 1,236,832.02</b>	<b>-10.47%</b>
<b>EXPENSES</b>							
General Government	\$ 797,050.32	\$ 1,152,403.47	\$ 832,571.11	\$ 912,229.61	\$ 803,797.61	\$ 788,254.27	-1.93%
Public Safety	640,142.84	719,518.43	825,078.65	855,183.20	937,334.92	1,015,230.72	8.31%
Public Works	493,418.11	534,523.44	558,117.67	490,917.28	700,314.61	644,458.87	-7.98%
Conservation and Develop	92,566.94	120,163.98	78,102.82	56,142.10	74,318.15	82,818.42	11.44%
<b>TOTAL EXPENSES</b>	<b>\$ 2,023,178.21</b>	<b>\$ 2,526,609.32</b>	<b>\$ 2,293,870.25</b>	<b>\$ 2,314,472.19</b>	<b>\$ 2,515,765.29</b>	<b>\$ 2,530,762.27</b>	<b>0.60%</b>
<b>Revenue Less Expenses</b>	<b>\$ (517,341.07)</b>	<b>\$(1,214,470.35)</b>	<b>\$ (750,237.84)</b>	<b>\$ (828,350.46)</b>	<b>\$(1,134,355.54)</b>	<b>\$(1,293,930.25)</b>	<b>14.07%</b>
Estimated GF Expenses	\$ 2,023,178.21	\$ 2,526,609.32	\$ 2,293,870.25	\$ 2,314,472.19	\$ 2,515,765.29	\$ 2,530,762.27	0.60%
Estimated GF Revenues	\$(1,505,837.14)	\$(1,312,138.97)	\$(1,543,632.41)	\$(1,486,121.73)	\$(1,381,409.75)	\$(1,236,832.02)	-10.47%
<b>General Fund Tax Levy</b>	<b>\$ 618,747.97</b>	<b>\$ 876,379.82</b>	<b>\$ 750,237.84</b>	<b>\$ 828,350.46</b>	<b>\$ 1,134,355.54</b>	<b>\$ 1,293,930.25</b>	<b>14.07%</b>
Water/Sewer Levy	\$ 324,228.11	\$ 324,228.11	\$ 324,228.11	\$ 294,027.73	\$ 188,416.20		-100.00%
Debt Service Tax Levy	\$ 969,488.81	\$ 923,941.00	\$ 709,719.26	\$ 832,313.72	\$ 919,820.87	\$ 873,539.28	-5.03%
Capital Improvement Tax Levy	\$ 564,590.00	\$ 340,342.67	\$ 614,588.61	\$ 434,386.08	\$ 414,200.00	\$ 484,000.00	16.85%
<b>TOTAL TAX LEVY VILLAGE</b>							
OPERATIONS	\$ 2,477,054.89	\$ 2,464,891.60	\$ 2,398,773.82	\$ 2,389,077.99	\$ 2,656,792.61	\$ 2,651,469.53	-0.20%
<b>TOTAL TAX LEVY</b>					<b>\$ 2,660,676.94</b>	<b>\$ 2,730,767.35</b>	

# SUMMARY OF 2012 OPERATING REVENUES

SUMMARY OF VILLAGE REVENUES: 2012 BUDGET								
TAXES	2007	2008	2009	2010	2011	2012	% Change	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET		
01-41110-00	General Property Taxes							
01-41150-00	Managed Forest Crop	49.19	15.00	51.56	249.59	500.00	500.00	
01-41700-00	Use Value Penalty	1,212.05	-	1,490.53	359.33	500.00	500.00	0.00%
01-41800-00	Interest on Taxes	6,199.17	-	-	16,139.12	-	3,850.00	
01-41900-00	Pmt in Lieu of Taxes	1,459.48	1,500.00	1,549.50	1,595.88	1,500.00	1,500.00	0.00%
01-43536-00	Pilot Payment	106,880.74	104,401.00	111,828.00	111,827.96	117,000.00	8,500.00	-92.74%
<b>Total Taxes</b>		<b>\$ 115,800.63</b>	<b>\$ 105,916.00</b>	<b>\$ 114,919.59</b>	<b>\$ 130,171.88</b>	<b>\$ 119,500.00</b>	<b>\$ 14,850.00</b>	<b>-87.57%</b>
<b>STATE SHARED REVENUES</b>								
01-43400-00	State Shared Revenues	\$ 98,917.96	\$ 98,917.00	\$ 98,917.96	\$ 84,080.27	\$ 84,080.00	\$ 63,060.00	-25.00%
01-43420-00	2% Fire Dues (Ins)	19,277.41	19,277.41	18,647.16	19,147.73	19,147.73	19,856.92	3.70%
01-43430-00	Exempt Computer Aid	2,562.00	2,500.00	1,977.00	2,340.00	2,340.00	1,566.00	-33.08%
<b>Total Shared Revenues</b>		<b>\$ 120,757.37</b>	<b>\$ 120,694.41</b>	<b>\$ 119,542.12</b>	<b>\$ 105,568.00</b>	<b>\$ 105,567.73</b>	<b>\$ 84,482.92</b>	<b>-19.97%</b>
<b>FEDERAL/STATE GRANTS</b>								
01-43210-00	Police Grant	\$ -	\$ -	\$ 30,686.83	\$ 11,639.33	\$ 10,050.00	\$ 10,050.00	0.00%
01-43211-00	Fire Dept Equip Grant	8,645.72	-	-	-	-	-	
01-43531-00	State Transportation Aids	280,471.16	280,154.79	253,125.95	239,445.07	227,445.03	208,702.49	-8.24%
01-43545-00	DNR Recycling Grant	27,680.26	24,912.00	29,950.00	25,537.57	25,000.00	14,500.00	-42.00%
<b>Total State Grants</b>		<b>\$ 362,270.43</b>	<b>\$ 305,066.79</b>	<b>\$ 313,762.78</b>	<b>\$ 281,015.49</b>	<b>\$ 266,495.03</b>	<b>\$ 237,252.49</b>	<b>-10.97%</b>
<b>LICENSES AND PERMITS</b>								
01-44000-00	Licenses and Permits	(75.00)	110.00	170.00	145.00	150.00	150.00	0.00%
01-41110-00	Liquor Licenses	2,420.00	2,400.00	2,660.00	1,800.00	1,800.00	1,800.00	-
01-44111-00	Legal Ads for Liquor Lic.	60.00	60.00	80.00	80.00	80.00	80.00	0.00%
01-44120-00	Cigarette Licenses	150.00	150.00	150.00	50.00	50.00	50.00	0.00%
01-44121-00	Franchise Fee / Cable TV	26,423.80	26,500.00	35,420.19	36,096.74	25,000.00	39,000.00	56.00%
01-44130-00	Operators & Background	1,055.00	1,000.00	1,056.00	935.00	1,000.00	1,000.00	0.00%
	Dog License & Cty							
01-44200-00	Refund	1,046.62	1,800.00	1,054.93	898.47	1,600.00	1,600.00	0.00%
01-44300-00	Building Permits	28,991.40	30,863.60	47,704.24	73,913.94	45,000.00	56,500.00	25.56%
01-44301-00	State Seals Collected	375.00	450.00	105.00	1,505.00	750.00	750.00	0.00%
01-44302-00	Admin Fee for Permits	3,150.00	3,000.00	2,900.00	3,650.00	2,500.00	3,000.00	20.00%
01-44304-00	Erosion Control Fees	2,350.00	2,500.00	1,300.00	3,450.00	3,000.00	3,000.00	0.00%
01-44305-00	Security Deposits Bldg	(4,500.00)		-	1,000.00	-	-	
01-44306-00	Land Use Permits	2,900.00	300.00	(223.67)	(2,203.67)	1,000.00	1,000.00	0.00%
	Zoning/Cond							
01-44400-00	Use/Variance	3,800.00	2,200.00	600.00	2,000.00	1,200.00	1,200.00	0.00%
01-44402-00	CSM & Plat Fees	1,500.00	1,500.00	-	1,100.00	1,000.00	1,000.00	0.00%
01-44900-00	Site Review Permits	635.00	450.00	70.00	700.00	700.00	700.00	0.00%

## SUMMARY OF 2012 OPERATING REVENUES (cont'd)

01-44910-00	Park Fee/Bldg Permits	3,000.00	4,000.00	600.00	1,670.00	1,500.00	5,000.00	233.33%
01-44920-00	Park/Developer Fees	5,296.61	6,000.00	4,030.86	1,971.37	4,000.00	-	-100.00%
01-44930-00	Park Rental/Shelter Area	3,425.00	4,000.00	3,750.00	9,148.00	3,500.00	3,500.00	0.00%
01-44950-00	Quarry/Other Permits	4,105.00	2,475.00	6,140.00	5,635.00	3,135.00	3,135.00	0.00%
01-45100-00	Dog License Late Fees	127.00	127.00	105.00	170.00	100.00	100.00	0.00%
01-46744-00	Rent- Land & Tower	25,388.70	19,573.00	36,691.22	36,094.07	25,000.00	25,000.00	0.00%
<b>Total Licenses/Permits</b>		<b>\$ 111,624.13</b>	<b>\$ 109,458.60</b>	<b>\$ 144,363.77</b>	<b>\$ 179,808.92</b>	<b>\$ 122,065.00</b>	<b>\$ 147,565.00</b>	<b>20.89%</b>
<b>LAW AND ORDINANCE VIOLATIONS</b>								
01-46210-00	Court Penalties/Costs	\$ 33,410.85	\$ 55,032.07	\$ 61,926.56	\$ 53,058.30	\$ 52,500.00	\$ 52,500.00	0.00%
<b>Total Law and Ordinance Violations</b>		<b>\$ 33,410.85</b>	<b>\$ 55,032.07</b>	<b>\$ 61,926.56</b>	<b>\$ 53,058.30</b>	<b>\$ 52,500.00</b>	<b>\$ 52,500.00</b>	<b>0.00%</b>
<b>PUBLIC CHARGES FOR SERV</b>								
01-43582-00	Gypsy Moth Reimburs	\$ -	\$ -	\$ -	\$ -		\$ 4,000.00	
01-46100-00	Public Charges	3,310.00	3,000.00	3,500.00	\$ 3,065.00	\$ 3,000.00	\$ 3,000.00	0.00%
01-46420-00	Garbage/Recycling Collection	198,737.69	203,787.00	317,530.56	\$ 317,230.61	\$ 329,493.00	\$ 306,046.72	-7.12%
01-46431-00	Garbage Bags/Bins	1,696.45	1,200.00	813.83	\$ 304.66	\$ -	\$ -	
01-46433-00	Gypsy Moth Charges	2,393.43	-	-	\$ 2,205.49	\$ 2,000.00	\$ 2,000.00	0.00%
01-46743-00	Rental of Town Hall	475.00	-	100.00	\$ -	\$ -	\$ -	
01-49020-00	Street Lighting	73,249.98	56,655.82	55,769.08	\$ 58,026.16	\$ 58,320.00	\$ 72,798.99	24.83%
01-49027-00	Lighting Admin Fee	5,675.73	469.00	-	-	2,916.00	3,158.38	8.31%
<b>Total Public Charges</b>		<b>\$ 285,538.28</b>	<b>\$ 265,111.82</b>	<b>\$ 377,713.47</b>	<b>\$ 380,831.92</b>	<b>\$ 395,729.00</b>	<b>\$ 391,004.09</b>	<b>-1.19%</b>
<b>OTHER REVENUE</b>								
01-44940-00	Reimb Paid to Village	164.34	-	-	24,111.28	-	3,229.50	
01-46211-00	Lawrence Reimburse	117,286.77	115,192.28	167,391.07	204,893.58	220,838.25	255,790.15	15.83%
01-46212-00	Police Liason Reimburse (2/3)	-	10,667.00	2,758.44	11,033.76	12,514.74	15,457.87	23.52%
01-46220-00	Fire Call on Roads	2,100.00	-	4,980.50	6,902.66	6,000.00	6,000.00	0.00%
01-48110-00	Interest	339,853.93	225,000.00	235,038.11	90,329.30	80,000.00	28,500.00	-64.38%
01-49028-00	Memorial Brick Sale	3,283.94	-	236.00	1,200.00	200.00	200.00	0.00%
<b>Total Other Revenue</b>		<b>\$ 476,435.45</b>	<b>\$ 350,859.28</b>	<b>\$ 411,404.12</b>	<b>\$ 355,667.22</b>	<b>\$ 319,552.99</b>	<b>\$ 309,177.52</b>	<b>-3.25%</b>
<b>TOTAL REVENUE</b>		<b>\$1,505,837.14</b>	<b>\$1,312,138.97</b>	<b>\$1,543,632.41</b>	<b>\$1,486,121.73</b>	<b>\$1,381,409.75</b>	<b>\$1,236,832.02</b>	<b>-10.47%</b>

NOTE: Any variations in Police Department expenditures, especially personnel and fuel-related overages in budget years may be explained with offsets by grant-funds or revenues from grant.

## **Description of Individual Revenues:**

### **General Property Taxes:**

Property taxes are paid into the Village based on the value of an individual property owner. In 2012 tax payment to the Village-only portion equals \$4.20/\$1,000 in property value. Tax bills are sent to taxpayers in the first two weeks of December of each year.

### **Payment in Lieu of Taxes (PILOT):**

These are revenues derived from the use of municipal property for things such as farming, or other payments to the Village instead of traditional property taxes. The majority of Hobart's PILOT comes from a payment from to water utility to the general fund as payment for the value of buildings and plant otherwise subject to taxes. The water utility PILOT is a Public Service Commission requirement of public water utilities.

### **State Shared Revenues:**

These are stipends the state of Wisconsin gives local governments as a "rebate" on the state income and sales tax paid into them. State contributions are wholly contingent on the strength of the economy and state budget, thus, cannot be relied upon each year as a steady revenue source.

### **Fire Dues Insurance:**

State contributions are given to Hobart to help offset costs of fire protection and firefighting services.

### **Exempt Computer Aid:**

Computers used for business and commerce cannot be computed as part of personal property taxes for Hobart residents. The state of Wisconsin gives a nominal stipend to aid the municipality in overcoming this lost revenue.

### **Police Grants:**

Grants are received from federal and state agencies to help protect public safety. Some examples of grants include those for drunk driving, seatbelts or those to help combat underage alcohol consumption.

### **State Transportation Aids:**

Funds are given to local municipalities for the purpose of operation, maintenance and construction of major road and infrastructure improvement. Again, these funds are wholly contingent on the economy and state budget. The awards are for amount of lane miles the Village maintains and the source of funds is a percentage of the state's gasoline tax.

### **DNR Recycling Grant:**

Grants are also given to municipalities from the Wisconsin Department of Natural Resources (DNR) to help offset the costs of performing or contracting for a recycling program. Hobart contracts with Brown County Port and Solid Waste for the disposal of recyclables. We have a hauler, Wittenberg Disposal, which transports our recyclables to County facilities for processing.

**Licenses and Permits:**

Revenues derived from permits, other than building permits, and licenses constitute license and permit revenue. Individuals come to the Village for a license/permit and pay a small fee. For example, permits for outdoor burning are \$10.00.

**Liquor Licenses, Legal Advertisements for Liquor Licenses:**

Hobart receives revenues from the issuance of liquor licenses for those establishments that serve beer, wine or liquor. Most municipalities in Wisconsin control the number of liquor license either with quotas assigned to an "area" or per capita.

**Cigarette Licenses:**

Businesses wishing to sell cigarettes at their establishments must also obtain a cigarette license for \$50.00 annually.

**Franchise Fee/Cable TV:**

Time Warner refunds a certain percentage of their profits on accounts within the Village.

**Operators and Background Checks:**

The Village receives revenues from fees for criminal background checks for individuals applying for bartenders' licenses. All those wishing to serve alcohol, or operate an establishment that serves alcohol, must go through this as a part of the annual renewal for the liquor license.

**Dog Licenses and County Refund:**

Hobart receives revenues from annual dog licenses that residents must get for their pets. The cost is \$10.00 if the animal is not spayed/neutered and \$5.00 if it is. Residents must renew their licenses prior to March 31 to avoid a \$5.00 late fee.

**Building Permits:**

Fees are collected from homebuilders, homeowners, general contractors or individual residents for the cost of reviewing, processing, issuing permits and for inspecting new construction, rezoning, remodeling, etc. New building permit fees and charges for inspection services are in place for 2009 moving forward. Please visit the Village website for the revised fee schedule.

**State Seals Collected:**

The Village collects fees for new construction projects to verify they are up to all regulatory building codes. The state requires the Village to use these seals to qualify a building as safe and in compliance with all applicable codes and regulations.

**Administration Fee for Permits:**

Some permits, building site review, etc. require extensive time from the Village Building Inspector/Zoning Administrator and other Village staff. When extensive attention to individual projects is required, the Village assesses a builder or resident a fee for actual staff time expended.

**Erosion Control Fees:**

Erosion control fees are specific to the Village's storm water management. When constructing new buildings, additions, etc. The Building Inspector/Zoning Administrator must approve proper storm water management practices. Erosion control, however, also extends beyond new construction sites and can apply to any circumstance where erosion regulation is required.

**Land Use/Zoning/Conditional Use/Variances:**

Hobart accounts for revenues derived from specific requests for changes to the Zoning Code that affects only one or a few number of parcels within the Village. The Planning and Zoning Committee recommends changes to the Board for ultimate approval.

**CSM/Plat/Site Review Fees:**

Revenues derived from the planning and approval process for subdivision of land and building projects within the Village are accounted in this category. The plans have many required details that must proceed through the Planning and Zoning Commission, Community Development Authority and ultimately the Village Board for final approval.

**Park Fee:**

Park fees are a subset of fees derived from the division of land within Hobart. A developer must pay the Village a park fee to offset the operation and maintenance costs of Four Seasons and Pine Tree Park.

**Developer Fees:**

A land developer must submit to the Village a payment equal to 1/35 of the fair market value of the land that is being developed/subdivided.

**Park Rental/Shelter Area:**

Rental revenues are from rental of the park shelters and facilities for private parties and occasions.

**Quarry Permits:**

Anyone wanting to operate a quarry in the Village limits must pay a fee. This will help offset the wear and tear on the transportation (roads) systems to and from the quarry.

**Land and Tower Rental:**

Land and tower rental revenues are payments made to the Village for rental of municipal lands for cellular phone towers or other private/corporate infrastructure requiring Village-owned property.

**Court Penalties/Costs:**

Revenues from Municipal Court are fines and forfeitures for violations of a Hobart municipal ordinance. The Police Department issues citations and the person receiving it has the opportunity to appear before the Hobart-Lawrence Municipal Judge.

**Public Charges:**

Public Charges revenue occur when real estate brokers, banks and other financiers request information and a determination, via a letter from Village staff, that a piece of property does not have any outstanding charges, liens or delinquencies.

**Garbage Collection/Bags/Bins:**

Revenues collected from residents for refuse and recycling service. These appear as charges separate from property taxes and are thus, also accounted for in this revenue category.

**Lighting:**

The lighting category is a “pass through” for utility charges the Village incurs for decorative streetlights on behalf of certain neighborhoods. The Village receives the utility bill, but is then reimbursed by the residents that actually benefit from the lighting.

**Lawrence Reimbursement for Police Department and School Liaison:**

Hobart receives payment from the Town of Lawrence for their share of Police Department Costs. The share is 2/3 Hobart 1/3 Lawrence for personnel and administration costs and 50/50 for capital items including vehicles, radios, computers and other fixed assets.

**Fire Call on Roads:**

Fire calls on roads are revenues from “charge backs” to the state when our volunteer fire department supports a fire call on state or county roads. The theory behind this being that Hobart residents should not pay for a service performed for non-residents.

**Interest:**

Interest pertains to interest earnings yielded from the investment of Village funds. The state sets strict guidelines and limits the risk the Village can assume when investing the public’s money.

# 5.0 GENERAL FUND EXPENDITURES

## 5.1 GENERAL GOVERNMENT

SUMMARY OF VILLAGE EXPENDITURES: GENERAL GOVERNMENT							
	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET	% Change
Village Board	\$ 51,987.64	\$ 55,117.92	\$ 56,260.39	\$ 57,562.87	\$ 56,814.35	\$ 56,814.35	0.00%
Municipal Court	42,581.37	50,231.90	58,063.39	63,105.63	68,569.03	68,962.48	0.57%
Legal	292,974.00	609,230.23	207,985.59	294,781.33	200,000.00	204,500.00	2.25%
Village Administrator	91,885.24	62,741.66	45,246.24	50,519.38	54,851.75	61,104.34	11.40%
Village Clerk	77,892.80	84,192.05	87,541.68	92,317.00	107,025.50	106,480.71	-0.51%
Economic Development	16,391.57	53,853.01	117,068.43	107,712.35	96,508.93	95,216.55	-1.34%
Village Secretary	21,159.04	19,339.28	19,025.64	23,717.19	-	-	
Elections	4,239.77	7,308.74	4,133.80	4,718.37	4,901.65	7,291.25	48.75%
Audit	3,600.00	6,315.00	6,115.00	5,575.00	6,520.00	4,570.00	-29.91%
Treasurer	33,758.47	46,357.37	43,406.81	27,538.20	34,923.15	33,775.33	-3.29%
Property Assessment	24,998.75	25,541.92	28,178.34	25,499.92	27,600.00	27,600.00	0.00%
Buildings and Grounds	45,144.19	53,335.28	54,253.79	57,968.94	59,094.25	50,184.40	-15.08%
General Office	35,615.71	31,335.28	37,365.80	44,332.69	38,800.00	45,465.00	17.18%
General Insurance	41,541.00	47,503.83	67,926.21	56,880.73	48,189.00	26,289.85	-45.44%
<b>Total Expenses</b>	<b>\$797,050.32</b>	<b>\$ 1,152,403.47</b>	<b>\$832,571.11</b>	<b>\$ 912,229.61</b>	<b>\$803,797.61</b>	<b>\$ 788,254.27</b>	<b>-1.93%</b>

## **EXPLANATION OF GENERAL FUND (GF) EXPENDITURES**

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The key general fund expenditure categories as follows: General Government, Public Safety, Public Works and Conservation & Develop. To fully understand the layout of this budget presentation, it is important for the resident to know that governments have different “funds.” The General Fund (GF) is the largest and represents five (5) spending areas. In each spending area exists key departments and programs that further break down the larger expenditure categories. You will see the detail of programs and departments as you progress through this document.

Expenditures in the capital budget and debt service budgets are not considered general fund expenditures, so they are not shown in the GF area. In fact, the debt service and capital budgets are each separate Village funds in addition to the GF. Although the debt service and capital funds are not part of the GF, they are funded with general property tax revenues similar to the GF.

Water, Sewer, Storm Water and the TID funds are “enterprise” accounts, meaning they operate with revenues not associated with the general fund levy. For example, households are charged separately for sewer and water by paying rates for that usage. Enterprise accounts can be found near the end of this budget presentation.

**DEPARTMENT: VILLAGE BOARD OF TRUSTEES**

**ROLE/COMPOSITION OF THE BOARD:**

The Village Board is responsible for all legislative actions and policy-making for all Hobart residents. The Board is empowered with the authority to enact ordinances, or laws, to create fees and charges for Village services, and to adopt all regulations to protect the general health and welfare of residents. The state of Wisconsin grants the Village such powers under “home-rule authority” whereby the state vests in the Village the right to make its own laws and govern its residents as deemed appropriate as long as those laws do not contradict or diminish state-enacted laws.

Four Village Trustees and one Village President make up the legislative branch of our local government. The Board members are elected to two year, overlapping terms “at-large” meaning they represent the entire Village and not districts, which is a main distinction between a city and a village. The Board meets at the Village Office the first and third Tuesdays of each month at 6 pm. Each Trustee also serves on at least one of the major citizen committees within the Village.

VILLAGE BOARD of TRUSTEES: 2012 BUDGET										
		2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD	2011 est.	2012 BUDGET	% Change
51100-001	VB- Salary	\$ 44,642.32	\$ 44,156.63	\$ 46,758.40	\$ 47,900.16	\$ 47,900.00	\$ 31,390.10	\$ 47,900.00	\$ 47,900.00	0.00%
51100-004	VB-FICA/MED	\$ 3,285.09	\$ 3,308.45	\$ 3,636.64	\$ 3,664.35	\$ 3,664.35	\$ 2,621.83	\$ 3,664.35	\$ 3,664.35	0.00%
51100-006	VB-Supplies	-	140.50	70.70	65.56	150.00	312.60	40.00	150.00	0.00%
	VB									
51100-011	Ed/Conf/Travel	4,060.23	7,512.34	5,794.65	5,932.80	5,100.00	491.35	3,400.00	5,100.00	0.00%
	<b>Total Expenses</b>	<b>\$ 51,987.64</b>	<b>\$ 55,117.92</b>	<b>\$ 56,260.39</b>	<b>\$ 57,562.87</b>	<b>\$ 56,814.35</b>	<b>\$ 34,815.88</b>	<b>\$ 55,004.35</b>	<b>\$ 56,814.35</b>	<b>0.00%</b>

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

**2011 ACCOMPLISHMENTS**

- ✓ Created first Village Mission Statement and Core Organizational Values;
- ✓ Continued to foster a targeted, pro-growth environment resulting in the Village placing 5<sup>th</sup> in all of Wisconsin in new housing starts (60);
- ✓ Created the Village’s second tax increment district in southern Hobart with a focus on manufacturing and industrial job creation;
- ✓ Executed developer’s agreements in both TID 1 and 2 totaling \$43,450,000 in contracted development featuring a mixture of both residential and commercial;
- ✓ Upheld local government regulatory authority whenever/wherever challenged;
- ✓ Successfully defended against losing property from tax base from fee-to-trust process for another year;
- ✓ Successfully worked through financial decisions related to Phase II of water rate increases;
- ✓ Completed another budget cycle for 2012 with no tax rate increase;
- ✓ Reduced 2012 user charges for residents for both garbage/recycling and storm water utility;

- ✓ Reduced and downsized various pieces of General Obligation Debt resulting in reduction of levy for debt service- created known debt service payments for each fiscal year into the foreseeable future.

<b>VILLAGE BOARD OF TRUSTEES</b>	
<b>2012 STRATEGIC GOALS</b>	
<b>Preserve, protect and promote the U.S. Constitutional and civil rights of Hobart residents and taxpayers</b>	<b>Provide policy directives and supportive resources to staff for the purpose of increasing economic development activities throughout the Village of Hobart</b>
<b>Continue to ensure, through policies and strategies, that the Constitutional and representative government of the Village of Hobart is upheld, and the health, public safety and welfare of residents is maintained at all times</b>	<b>Continue seeking innovative methods for improving efficiency of Village services while keeping tax rates among the lowest in the region</b>
<b>Continue actions to safeguard and expand the Village's property tax base</b>	<b>Inform, educate and engage Village residents about issues, processes and objectives of the Village of Hobart for purpose of continuously improving the quality of life and community identity of Hobart</b>

## **DEPARTMENT: VILLAGE ADMINISTRATION & FINANCE**

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### **GOAL:**

To ensure uninterrupted, cost-efficient and equitable service delivery to residents; to plan for the future of Village operations, capital assets and economic development in accordance with strategic direction established by the Village Board.

### **GENERAL OBJECTIVES:**

- Recommend policies, proposals and strategic initiatives to the Village Board;
- Efficiently and effectively manage all departments of the Village;
- Promote and secure economic development projects throughout the Village;
- Recommend, implement and abide by fiscal policies that maintain the bond-rating and fiscal conservativeness of the Village;
- Foster continual professionalism and growth of the Village staff.

### **DESCRIPTION:**

The Administrator serves as the chief executive officer of the Village carrying out the executive management function of the government. Mr. Vickers answers directly to the Village Board. He is responsible for the overall provision of services, budgeting, personnel management, economic development and intergovernmental relations. It is the Administrator's function to implement the



laws and policies set forth by the Trustees, as well as make recommendations on the creation and advancement of said laws and policies.

Village Administration is committed to actively engaging the public in Village Business. Throughout 2012, staff will identify the best means of communicating news, public works projects, policy changes and financial information with the public we serve. Through new mediums, the staff and elected officials will communicate and address the Community's priorities and direction.

**Andrew J. Vickers, M.P.A.**  
**Village Administrator**

### **SERVICES:**

Summarizing the work of the Administrator is a difficult task, however a brief overview of duties include, but are not limited to:

- Manage daily operations of the Village such as, personnel, finance, budget performance monitoring and preparation of the annual Village budget,
- Oversight and review of planning and zoning, streets, sewer, water, police, municipal court, fire suppression, rescue service, first responders, affairs concerning other governments, tribal relations, and economic development matters;
- Review, update and process Village ordinances, contracts, policies, and pertinent federal and state policies and statutes;
- Seek funding sources, including grants, to help supplement property tax revenues;
- Provide public information for Village residents about the operations of the Village;

- Facilitate communication between citizens and village government to assure that complaints and recommendations receive prompt attention and resolution by the responsible official;
- Network, coordinate and interact with adjacent, local governments as well as the state and federal government on matters directly affecting the Village;
- Promote the welfare, public safety, economic development and growth of the Village of Hobart through public and private sector interactions/partnerships.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

VILLAGE ADMINISTRATOR: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
51410-001 Admin Salary	\$ 69,778.12	\$ 48,628.10	\$ 34,053.67	\$ 38,444.33	\$ 41,600.00	\$ 41,600.00	\$ 45,500.00		9.38%
51410-003 Admin-WRS	7,015.98	5,035.00	3,700.98	4,227.68	4,825.60	3,897.00	2,684.50		-44.37%
Admin-									
51410-004 FICA/MED	5,208.68	3,658.43	2,666.98	2,911.79	3,182.40	3,182.40	3,480.75		9.38%
51410-005 Admin-Fringe	8,214.40	3,420.90	2,096.84	2,363.20	2,443.75	4,543.50	6,639.09		171.68%
51140-006 Supplies	249.08	994.71	505.18	315.21	550.00	550.00	550.00		0.00%
51410-011 Ed/Conf/Travel	1,418.98	1,004.52	2,222.59	2,257.17	2,250.00	2,250.00	2,250.00		0.00%
<b>Total Expenses</b>	<b>\$ 91,885.24</b>	<b>\$62,741.66</b>	<b>\$45,246.24</b>	<b>\$ 50,519.38</b>	<b>\$ 54,851.75</b>	<b>\$56,022.90</b>	<b>\$61,104.34</b>		<b>11.40%</b>

**SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- ✓ Authored TID #2 project plan and worked through various approval bodies to establish the Village's second tax increment district in southern Hobart;
- ✓ Coordinated work on Planned Development District Ordinance #2- Orlando Packerland Planned Development District in new TID #2;
- ✓ Facilitated Village Board (VB) negotiations and executed Developer's Agreement for 52-unit assisted living development in TID #1 resulting in \$6,000,000 in future incremental assessed value;
- ✓ Facilitated VB negotiations and executed Developer's Agreement for Polo Point First Addition resulting in developer commitment for \$8,700,000 in new residential assessed value;
- ✓ Facilitated VB negotiations and executed Developer's Agreement for single family and multi-family development (Tailwind Crossing, Skyline Estates, Knots Landing) in TID #2 resulting in developer commitment for \$28,750,000 in new residential assessed value;
- ✓ Coordinated discussion and implemented first Village Mission Statement and Core Organizational Values;
- ✓ Formalized Customer Service goals and benchmarks- implemented Citizen-Customer Communication Commitments to standardize customer service among Village team members;
- ✓ Hired and transitioned new Public Works & Utilities Coordinator Jerry Lancelle;

- ✓ Equitably worked through Phase II of water rate implementation; developed/implement a rate reduction strategy with Water & Sewer Advisory Committee, Village Board and interested members of the public;
- ✓ Worked through new state policies on collective bargaining and devised/implemented new grievance policy and procedures as required by state law;
- ✓ Developed and selected vendor for new shared IT services contract with Corporate Network Solutions along with Allouez, Bellevue and Suamico resulting in future savings on IT tech support;
- ✓ Worked through debt restructuring, downsizing and refinancing resulting in medium and long-term savings on general obligation debt- paid off tax-exempt portion of 2008 land purchase for acreage in *Centennial Centre at Hobart*.

VILLAGE ADMINISTRATION AND FINANCE		
AREA OF EMPHASIS	2012 STRATEGIC GOALS	2012 OBJECTIVES
<b>Economic Development</b>	<b>Continue implementation of initial phases of TID #2</b>	<ul style="list-style-type: none"> <li>• Meet with and educate TID #2 property owners on development opportunities and tax increment finance; gauge their interest in selling and/or developing their property;</li> <li>• Develop/recommend a strategic plan for land acquisition or acquisition of rights to TID #2 properties (land purchases, future options, Right-of-First refusals, Village covenants, etc). Coordinate with CDA for recommendation to Village Board on strategy implementation;</li> <li>• Coordinate Joint Review Board procedure to amend TID #2 boundary to include the recently annexed property along Packerland Drive.</li> <li>• Identify/recommend proper zoning classification for said annexed land and implement;</li> <li>• Finalize TID #2 brochure and identify strategies for commercial and industrial outreach (mailings, Master Stakeholder list/outreach, web improvements, available land portfolio, other);</li> <li>• Frequently work with existing commercial brokers in TID#2 on project potentials- frequent follow-ups and facilitated discussion with potential investors;</li> <li>• Finalize draft PDD #3 zoning ordinance and gain CDA, Planning/Zoning and Village Board approval.</li> </ul>
		<ul style="list-style-type: none"> <li>• General objectives: Expand scope of commercial outreach beyond Fox Valley; move from passive to very active/targeted outreach;</li> <li>• Explore options for commercial land brokers to market strategic commercial sites in Centennial;</li> </ul>

	<p><b>Coordinate with Community Development Dept. to increase sustained commercial outreach efforts for Centennial Centre at Hobart</b></p>	<ul style="list-style-type: none"> <li>• Complete TID #1 brochure and other visual aids geared toward commercial outreach;</li> <li>• Coordinate targeted mailing/outreach to identified, ripe market segments (child care, business complimentary to assisted living project, etc.);</li> <li>• Develop “cut sheets” portfolio of available parcels including suggested parceling of large parcels- promote on website and in conjunction with commercial brokerage firms;</li> <li>• Finalize negotiations and gain Village Board approval for Fieldstone Estates, which will add commercial opportunities to Lexington’s available acreage;</li> </ul>
	<p><b>Coordinate/Collaborate with Community Development Dept. to increase sustained commercial outreach efforts for Centennial Centre at Hobart (cont’d)</b></p>	<ul style="list-style-type: none"> <li>• Explore land option parcels for Angelus east of assisted living project, for which Angelus would undertake commercial outreach;</li> <li>• Assist /complement the strategic Community Development marketing plan wherever required;</li> <li>• Facilitate planning process with Village Board to secure both a timeline for the extension of Centennial Centre Blvd to Overland, and consensus regarding commercial outreach objectives in doing so;</li> <li>• Identify options, costs and scheduling of physical measures to improve commercial attractiveness and overall Centennial aesthetics (commercial/residential buffers, screening of utility boxes, on-site landscaping requirements, minimizing the look of “under construction”, etc.).</li> </ul>
<p><b>Human Resource Management and Policy &amp; Procedure Development</b></p>	<p><b>Finalize Update to Personnel Policy Manual</b></p>	<ul style="list-style-type: none"> <li>• Coordinate master policy document with Brown County Administrator’s Group (Done-Nov-Dec 2011);</li> <li>• Through M-Team, identify key areas that have or are posing administrative difficulty, have M-Team review/ revise manual together and in an organized fashion;</li> <li>• Complete a management team revision of master policy document;</li> <li>• Create cross-sectional team to review, at a minimum, the economic elements of the policy document;</li> <li>• Address changes in collective bargaining laws and management rights and incorporate changes into recommended draft;</li> <li>• Create plan for incremental health insurance changes in coming years- incorporate in master policy document where appropriate;</li> <li>• Systematically gain Board approval for each policy component.</li> </ul>

	<p><b>Consolidate and Create Administrative Policy/Procedures Manual</b></p>	<ul style="list-style-type: none"> <li>• Inventory and analyze existing administrative policies in the company-shared files and consolidate into one document;</li> <li>• Collect administrative policies/procedures and/or complete manuals from peer communities;</li> <li>• Incorporate new financial-related policies into master admin policy manual;</li> <li>• Systematically review and revise with Village M-Team and Board where required;</li> </ul>
<p><b>Financial Management</b></p>	<p><b>Develop, Recommend and Formalize Village Financial Policies in Anticipation of Submitting for Government Finance Officers' Association (GFOA) "Distinguished Budget Presentation Award"</b></p>	<ul style="list-style-type: none"> <li>• Gather sample financial policies and draft recommendations and rationale for Village Board consideration;</li> <li>• Submit current 2012 budget "as is" to learn insight on grading criteria and shortcomings- address recommendations espoused by reviewer for 2013 budget submission;</li> <li>• Develop policies that include, but may not be limited to: cash-on-hand/fund balances, debt management, capital improvement fund improvement, use of credit cards and investment policies.</li> </ul>
	<p><b>Coordinate Analysis and Complete Recommendation on Sewer Rate Study</b></p>	<ul style="list-style-type: none"> <li>• Develop projections of new development and new utility customers and revenues;</li> <li>• Coordinate data gathering and analysis of utility flow projections and rev/exp projections with finance and engineering consultants;</li> <li>• Determine/make recommendation on an equitable sharing of infrastructure costs between sewer rates and TID #1 develop rational using with/without in terms of revenue generated for utility from sewer transmission line to TID #1;</li> <li>• Develop/recommend a rate implementation strategy that minimizes immediate rate impact (identify a logical "phasing in" of sewer rates);</li> <li>• Ensure that rate study recommendation is complimentary and not contradictory to recent Water Rate reduction strategy undertaken in 2010-11;</li> <li>• Perform public outreach and informational pieces during and after sewer rate recommendation is developed;</li> <li>• Develop policies to govern cost-share of sewer infrastructure investments and other capital projects between various appropriate funds (GF, TIDs, Sewer Utility).</li> </ul>
	<p><b>Prepare Recommendation for</b></p>	<ul style="list-style-type: none"> <li>• Examine TID #1 cash flows and update TID report card with January 1, 2012 real estate assessment figures;</li> <li>• Identify/recommend an equitable distribution of NAN between TID #1 fund and Utility Funds as TID #1 cash</li> </ul>

	<p><b>Refinancing \$5.0M TID #1 Note Anticipation Note (NAN) prior to August 1, 2012 Deadline</b></p>	<p>flow demands necessitate;</p> <ul style="list-style-type: none"> <li>• Identify refinancing terms and amortization alternatives/costs with Village Bond Consultant- develop recommendation to Village Board;</li> <li>• Procedurally work through TID #1 Joint Review Board process for 3-year TID life extension should the recommended financing strategy require the extension;</li> <li>• Update TID report card with new amortization schedule after the selected re-financing strategy is completed.</li> </ul>
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## **DEPARTMENT: CLERK-TREASURER'S OFFICE**

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### **GOAL:**

To act as fiduciary for Village funds, custodian of all official records and uphold the integrity of elections administration; to serve as general office manager for Village administrative and resident-customer services.

### **GENERAL OBJECTIVES:**

- Receive and disburse public funds in accordance with state statutes and fiscal policies established by the Village Board;
- Implement a system to ensure all public records, legal notices and other documents are administered consistent with state statutes;
- Prepare annually, the tax roll and ensure the collection of taxes and special assessments in accordance with state statutes;
- Provide adequate training, personnel and resources to maintain the integrity of elections administration at all times;
- Issue various licenses, permits and miscellaneous issuances in accordance with Village Ordinances and state law;
- Ensure that front-office operations of the Hobart business offices, especially efficient and courteous customer service, are maintained at all times.

### **PROGRAM DESCRIPTION:**

Mary Smith has been the Village Clerk since 1983. For the first 2 years of her tenure she worked out of her home. As Hobart grew, its government needed to expand facilities. In 1998, Mary became Clerk/Treasurer, sharing in some of the financial management and personnel/payroll functions. Mary serves as the Department Director for the Clerk's Office and has a Deputy Clerk/Treasurer- Cindy Kocken, and the help of Melissa Heim and Lorie Francar for all customer service and clerical needs. Cindy has served as our Deputy Clerk/Treasurer since 1997. All of the Clerk's staff covers a portion of the workloads of the other making your government's response to questions and concerns as efficient as possible.



**Mary Smith, Clerk-Treasurer**

Rounding out the Treasurer's Department is Brian Ruechel, an accounting consultant that works with the Village on an hourly basis. Brian is a certified public accountant (C.P.A.) and is involved with all functions of municipal accounting. Brian aids the Village with the operating budget, specifically with debt service, and also performs monthly bank reconciliations and a host of other requirements to prepare for the annual audit.

## SERVICES PROVIDED:

Some of the services provided by this department include, but are not limited to:



**Cindy Kocken, Deputy Clerk-Treasurer**

- Perform all election duties as Election Administrator as required by Wisconsin Statutes; keep and maintain all election records and all property used in conjunction with holding of elections;
- Provide assistance to the Village Board in meeting management; assembles information packets, prepare agendas, publish and post all public agendas and public notices, and record actions/motions made at public meetings and appropriately codify these actions;
- Serve as custodian of official Village records and public documents; perform certification and recording for the Village as required on legal documents, seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring Village certification and keep a record of all Licenses, Commissions, and Permits granted by the Village Board;
- Attend all applicable public meetings and accurately record the proceedings, prepare minutes, and record, index and file the proceedings for the public record;
- Assist with new voter registration, absentee ballots and recordation of votes;
- Officially record and serve as clerk for the Planning and Zoning Commission. Assist in recording and serving as clerk for all Board and Committee meetings as necessary due to scheduling conflicts, vacations or for other reasons promoting the smooth operation of the Village;
- Perform, in coordination with consultants, accounting functions related to the water fund, sanitary sewer fund, and special projects funds for accounts payable, accounts receivable, general ledger, and such other functions as necessary for providing timely, detailed accounting information for Village management;
- Maintain a records database for water/sewer customers in regards to billing, adding new customers;
- Assist and cooperate with the annual audit by furnishing background information for the annual Wisconsin Public Service Commission report, and financial information for the sanitary sewer fund, water fund, and special project funds;
- Report any outstanding charges on Letters of No Specials;
- Execute bank deposits including writing receipts, applying account numbers to checks or invoices and actually making the bank deposit.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.** 2012 funding reduced slightly in the Clerk and Treasurer's Department due mostly to increased employee retirement contributions.

VILLAGE CLERK DEPT: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		%
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		Change
51420-001 Clerk Salary	\$ 40,975.20	\$ 40,128.93	\$ 37,142.05	\$ 36,700.05	\$ 57,803.90	\$ 57,803.90	\$ 59,686.74		3.26%
51420-003 Clerk- WRS	4,128.82	4,183.10	3,883.30	3,995.74	6,705.25	5,775.00	3,521.52		-47.48%
51420-004 Clerk-FICA/MED	2,923.46	2,832.31	2,740.48	2,627.85	4,422.00	4,422.00	4,566.04		3.26%
51420-005 Clerk- Fringe	7,638.46	9,359.32	10,349.23	7,529.10	14,944.35	15,750.00	16,306.42		9.11%
51420-008 Clerk- Legal Ads, News Subscription	10,908.92	16,897.36	20,294.20	18,697.48	17,000.00	18,695.00	17,750.00		4.41%
51420-011 Clerk- Ed/Conf/Trav Gen Office	428.40	614.68	1,132.11	1,251.80	1,650.00	1,650.00	1,650.00		0.00%
51420-037 Unemployment	1,541.40	380.12	-	9,063.25	4,500.00	5,600.00	3,000.00		-33.33%
<b>Total Expenses</b>	<b>\$ 77,892.80</b>	<b>\$84,192.05</b>	<b>\$ 87,541.68</b>	<b>\$ 92,317.00</b>	<b>\$ 107,025.50</b>	<b>\$ 117,945.24</b>	<b>\$ 106,480.71</b>		<b>-0.51%</b>

OFFICE OF TREASURER: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		%
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 YTD	2011 est.	BUDGET	Change
51520-001 Treasurer Salary	\$ 10,243.68	\$ 10,032.36	\$ 10,362.33	\$ 10,400.13	\$ 12,848.61	\$ 8,328.43	\$ 10,400.00	\$ 13,314.26	3.62%
51520-003 Treasurer-WRS	1,005.03	1,046.10	1,097.40	1,141.69	1,490.44	942.32	1,175.00	785.54	-47.29%
51520-004 Treasurer- FICA/MED	731.04	708.54	750.84	750.81	982.92	598.33	982.92	1,018.54	3.62%
51520-005 Treasurer-Fringe	1,909.47	2,340.09	2,245.59	2,151.23	2,796.18	2,032.47	2,796.18	2,876.99	2.89%
51520-006 Treasurer SupplyExp	1,193.84	2,533.83	3,128.38	208.73	2,700.00	1,513.99	2,700.00	2,900.00	7.41%
51520-011 Ed/Conf/Trav	-	162.00	25.00	100.70	105.00	46.42	105.00	105.00	0.00%
51520-014 Outside Services	15,756.26	26,686.79	22,911.25	9,771.99	14,000.00	4,871.16	10,900.00	12,775.00	-8.75%
<b>Total Expenses</b>	<b>\$33,758.47</b>	<b>\$46,357.37</b>	<b>\$ 43,406.81</b>	<b>\$27,538.20</b>	<b>\$34,923.15</b>	<b>\$20,674.47</b>	<b>\$ 32,098.99</b>	<b>\$33,775.33</b>	<b>-3.29%</b>

#### SIGNIFICANT RECENT ACCOMPLISHMENTS:

- ✓ Successful accounting software changeover to WORKHORSE completed- implemented new report formatting;
- ✓ Accounting Chart of Accounts was revised/updated to be compatible with new accounting program and to clear-up confusion of old chart of accounts;
- ✓ Streamlined Accounts payable procedures, implemented a timely review process with Administrator;
- ✓ Created Welcome Packets and established a distribution procedure with utility billing (new utility account) and/or Buildings and Code Compliance Division (occupancy permit issuance);
- ✓ Completed all required TID filings with DOR;
- ✓ Implemented Citizen-Customer Communication Commitments & Customer Service Program;
- ✓ Established process for revisions of Municipal Code and Smart Growth;
- ✓ Established process for monthly reporting of financials undertaken;
- ✓ Implemented new/easy employee time-off tracking system;
- ✓ Made online payment options available for resident utility bills;
- ✓ Implemented delinquent tax bill collections system;
- ✓ Completed well operation permits for 2011;

- ✓ Completed calculations for reductions to the Garbage / Recycling and storm water charges for the tax roll;
- ✓ Attended training with WisLine for election updates;
- ✓ Attended the Government Accountability Board training regarding new election law;
- ✓ Completed annual updates on the Felon Listing and Death Listing for State Voter Registration System (SVRS);
- ✓ Finalized the Tree City USA Recertification for 2011;
- ✓ Established bi-annual training for poll workers.

DEPARTMENT OF CLERK-TREASURY	
2012 STRATEGIC GOALS	OBJECTIVES
<p><b>Continue improvement of overall staffing capabilities through cross training</b></p>	<ul style="list-style-type: none"> <li>Continue to update manuals for each position with step-by-step directions for basic functions of the position;</li> <li>Continue Cross Training in departments;</li> <li>Deputy Clerk will Shadow Clerks duties for payroll and accounting through 1<sup>st</sup> quarter;</li> <li>Deputy Clerk will undertake processing payroll and accounting procedures during the 2<sup>nd</sup> quarter. Once comfortable, will remain current on tasks via a rotational basis;</li> <li>Clerk will shadow Deputy Clerk duties for receivables through the 1<sup>st</sup> quarter. Once comfortable, will remain current on tasks via a rotational basis;</li> <li>Clerk will undertake processing of the receipts and following reporting during the 2<sup>nd</sup> quarter. Once comfortable, will remain current on tasks via a rotational basis;</li> <li>Cross Training in Web processing will be undertaken with front office staff during 2012;</li> <li>Urge staff to consistently implement customer service program through monthly department meetings and quarterly large staff meetings; Communicate and amend employee performance appraisal process to include the importance of carrying out customer services goals and commitments.</li> </ul>
<p><b>Seek out relevant training opportunities and stay current on continuing education credits</b></p>	<ul style="list-style-type: none"> <li>Clerk and Deputy Clerk will attend the WMCA and Wisline ETN sessions;</li> <li>Seek other local training and seminars to enhance office functions;</li> <li>Attend WTA sessions to meet continuing education credits.</li> </ul>

<p><b>Increase service for Village residents without increasing costs.</b></p>	<ul style="list-style-type: none"> <li>• Continue to send information electronically when possible;</li> <li>• Investigate using electronic packets and Ipads for Village Board members rather than paper packets;</li> <li>• Determine cost effective methods of communicating with multiple committees;</li> <li>• Add to and maintain information placed onto the new website to keep public informed;</li> <li>• Research applications that allow fillable forms on website. Place materials / forms on the website to allow residents to fill them out and send them to the office electronically when possible;</li> <li>• Research cost saving measures regarding park rentals; keyless entry on buildings, photos of buildings and equipment online for viewing instead of driving to the building each time someone wants to see what is included in the rental;</li> <li>• Seek out quotes for web page updates which will allow residents to obtain directions to Village Points of Interest;</li> <li>• Continue to use the Purchasing Consortiums to hold all supply costs down;</li> <li>• Deputy Clerk and Clerk will review need for new server and further organize equipment in storage areas;</li> <li>• Determine ways to market the ONLINE Bill Pay for utility payments;</li> </ul>
<p><b>Devise and implement a performance-based employee appraisal process for front office personnel.</b></p>	<ul style="list-style-type: none"> <li>• Hold one-on-one meetings to review expectations and goals for each employee in January, 2012;</li> <li>• Review draft goals and objectives for each employee during February 2012</li> <li>• Complete goals and objectives by March 15, 2012.</li> <li>• Hold one on one meeting in June to determine progress and assist employees;</li> <li>• Finalize progress report and evaluations by September 30, 2012 for all employees;</li> <li>• Determine Changes in substance and form of Employee Appraisal forms beyond 2012, forms to mirror logic and substance of M-Team performance eval forms/procedure;</li> <li>• Urge staff to consistently implement customer service program through monthly department meetings and quarterly large staff meetings; Communicate and amend employee performance appraisal forms/process to stress the importance of carrying out customer services goals and commitments;</li> </ul>
	<ul style="list-style-type: none"> <li>• Review process in place for tracking contracts and grants. Update to make records electronic by March</li> </ul>

<p><b>Update Record Retention Systems for tracking contracts, grant completions, code changes and other village records which will be compatible with our Records Retention Ordinance.</b></p>	<p>2012;</p> <ul style="list-style-type: none"> <li>• Assign staff to enter contracts and expiration / renewal dates, April 2012;</li> <li>• Continue tracking and making ordinance and smart growth updates as arise;</li> <li>• Assign staff to review documents in storage and set destruction dates. 3<sup>rd</sup> quarter 2012;</li> <li>• Organize storage areas in all buildings according to destruction timeline;</li> <li>• Contact shredding companies to determine costs for mass shredding of outdated documents;</li> <li>• Review land records and supply County Planning with missing addresses;</li> <li>• Consistently review website and update with most current info/remove dated info.</li> </ul>
<p><b>Establish elections administration operating procedures to remain current with all election law changes</b></p>	<ul style="list-style-type: none"> <li>• Schedule training for volunteer poll workers from both party listings;</li> <li>• Obtain WisLine ETN training packets for new poll workers;</li> <li>• Examine possibility to use joint training with other communities for all poll workers- implement if viable;</li> <li>• Remove all inactive voters from manual registration binders, mark for destruction;</li> <li>• Contact the political parties to request our active poll workers be added to the listings;</li> <li>• Seek interested poll workers to take the Chief Election Inspector training;</li> <li>• Reduce strain on Chief Election Inspectors by alternating the inspector at each election, once new Chief Inspectors are trained.</li> </ul>

**OUTSIDE SERVICE: PROPERTY ASSESSMENT**

**GOAL:**

To assess all personal property and real estate in the Village by January 1 each year; ensure a fair Board of Review process for taxpayers.

**GENERAL OBJECTIVES:**

- Determine value of all property within the Village boundary;
- Attend annual Board of Review;
- Certify the assessment roll and total assessed valuation of the Village;
- Determine tax incremental value in Village tax increment district (TIDs).

**PROGRAM DESCRIPTION:**

The Village contracts with Mike Denor of Fair Market Assessments for the valuation of all properties. Mr. Denor has served as our assessment consultant since 1994. Mike also serves the Village in “revaluation” years where all properties in Hobart must be re-assessed to determine a new total value for tax purposes. It is common for municipalities to perform a complete revaluation every 5-7 years depending on market conditions. Mike’s experience and knowledge of properties in Hobart is a valuable asset.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

2012 ASSESSMENT CONTRACT									
		2007	2008	2009	2010	2011	2012		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
51530-014	Assessor-Outside Services	\$ 24,998.75	\$ 25,541.92	\$ 28,178.34	\$ 25,499.92	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	0.00%
<b>Total Expenses</b>		<b>\$ 24,998.75</b>	<b>\$ 25,541.92</b>	<b>\$ 28,178.34</b>	<b>\$ 25,499.92</b>	<b>\$ 27,600.00</b>	<b>\$ 27,600.00</b>	<b>\$ 27,600.00</b>	<b>0.00%</b>

**DEPARTMENT/PROGRAM: PROPERTY & CASUALTY INSURANCE**

**GOAL:**

To maintain insurance policies relating to public property, capital assets and professional liability at all time to protect the Village against claims or accidents that may arise

**GENERAL OBJECTIVES:**

- Cost-effective and comprehensive property and casualty insurance on ALL public assets;
- Ensure Village officials/employees are protected from claims arising during ethical and honest dispensing of official duties.

**PROGRAM DESCRIPTION:**

Aside from the “Health Care Reimbursement” line item, the Insurance program described here is **not** dental and health benefits for Village employees. It is the insurance the Village must carry on public property, buildings, automobiles, equipment and worker’s compensation. The insurance the Village carries on property, buildings and automobiles is not unlike the type of insurance an individual would carry on their home or automobile.

The “Health Care Reimbursement” expenditure is a program the Village implemented to effectively “buy-down” health insurance premiums. The program keeps insurance costs down because the Village does not fully maximize the insurance provider in any given year. In effect, the insurance company has less exposure, and thus, costs do not rise dramatically if the Village experiences high claims data in a one-year period.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** Health Care Reimbursement line item increase \$3,725 in the general fund and the water, sewer and storm utility. The rising costs in the Health Reimbursement program will cause Village management to look at plan design options for 2013.

LIABILITY, PROFESSIONAL and PROPERTY INSURANCE: 2012 BUDGET									
		2007	2008	2009	2010	2011	2012		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
51930-026	Ins-Workers' Comp	\$ 14,890.00	\$ 15,008.73	\$ 29,089.00	\$ 14,951.47	\$ 14,013.00	\$ 5,885.92	\$ 9,571.27	-31.70%
51930-030	Ins- Liability	\$ 8,475.00	\$ 4,828.00	\$ 7,922.00	\$ 12,518.00	\$ 15,844.00	\$ 5,273.00	\$ 3,070.73	-80.62%
51930-031	Ins-Property	\$ 4,304.00	\$ 3,520.78	\$ 4,602.00	\$ 9,699.00	\$ 4,180.00	\$ -	\$ 1,519.85	-63.64%
51930-032	Ins-Auto	\$ 5,983.00	\$ 4,393.00	\$ 4,265.00	\$ 7,204.40	\$ 6,652.00	\$ 1,189.00	\$ 503.00	-92.44%
51930-033	Health Care Reimbursement	\$ -	\$ 11,489.40	\$ 12,500.00	\$ 10,916.66	\$ 7,500.00	\$ 12,000.00	\$ 11,225.00	49.67%
	Auto Phys								
	Damage Ins	\$ 7,539.00	\$ 8,213.92	\$ 9,548.21	\$ 836.00	\$ -	\$ -	\$ -	
	Ins-Treasurer's Bonds	\$ 100.00	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 400.00	
	Public Official Liability Ins	\$ 250.00	\$ 50.00	\$ -	\$ 715.20	\$ -	\$ -	\$ -	
	<b>Total Expenses</b>	<b>\$ 41,541.00</b>	<b>\$ 47,503.83</b>	<b>\$ 67,926.21</b>	<b>\$ 56,880.73</b>	<b>\$ 48,189.00</b>	<b>\$ 24,347.92</b>	<b>\$ 26,289.85</b>	<b>-45.44%</b>

**DEPARTMENT/PROGRAM: ELECTIONS ADMINISTRATION**

**GOAL:**

Uphold the democratic institution of voting by maintaining the integrity of elections administration.

**GENERAL OBJECTIVES:**

- Maintain adequate resources in terms of personnel, training and supplies in the procurement of primary, general and special elections;
- Ensure all laws regarding voting, polling places and voter registrations are followed.

**PROGRAM DESCRIPTION:**

2012 Elections for the Village of Hobart will take place at the Woodland Worship Center, 760 Airport Drive, Hobart, WI. Our polling place always opens at 7:00 am and closes at 8:00 pm. on election days.

**2012 Election Dates:**

April 3, 2012

August 14, 2011- PRIMARY

November 6, 2012- GENERAL

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** A roughly \$2,400 increase was allocated to the elections budget in anticipation of Wisconsin recall elections and the 2012 Presidential Election.

2012 Elections									
		2007	2008	2009	2010	2011	2012		% Change
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	
51440-001	Elections- Pollworker Wage	\$ 1,051.38	\$ 2,581.59	\$ 833.17	\$ 1,757.97	\$ 2,649.00	\$ 2,540.00	\$ 2,500.00	-5.62%
51440-004	Election-FICA/MED	48.72	197.48	63.70	130.25	202.65	194.31	191.25	125.00%
51440-006	Election Supply	3,068.85	4,430.09	3,122.75	2,737.55	2,000.00	3,825.00	4,500.00	100.00%
51440-011	Ed/Conf/Trav	70.82	99.58	114.18	92.60	50.00	115.00	100.00	-5.63%
<b>Total Expenses</b>		<b>\$4,239.77</b>	<b>\$7,308.74</b>	<b>\$4,133.80</b>	<b>\$4,718.37</b>	<b>\$4,901.65</b>	<b>\$6,674.31</b>	<b>\$7,291.25</b>	<b>48.75%</b>

**OUTSIDE SERVICES: FINANCIAL AUDITING**

**GOAL:**

To ensure fiscal controls and financial operations are transparent and in accordance with Generally Accepted Accounting Principles (“GAAP”) and all applicable laws.

**GENERAL OBJECTIVES:**

- Comply with statutory requirements to have funds audited each year;
- Improve upon internal financial management and controls through advice of our auditing firm.

**PROGRAM DESCRIPTION:**

Each year, municipalities in Wisconsin must perform, or have an outside consultant perform, an audit of all governmental funds. Hobart utilizes the services of Tom Karman, partner at Schenck Business Solutions. Audits are usually conducted in January of each year, after previous years accounts are closed out.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

2012 VILLAGE AUDIT									
		2007	2008	2009	2010	2011	2012		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
51510-009	Annual Audit	\$ 3,600.00	\$ 6,315.00	\$ 6,115.00	\$ 5,575.00	\$ 6,520.00	\$ 4,133.75	\$ 4,570.00	-29.9%
<b>Total Expenses</b>		<b>\$3,600.00</b>	<b>\$6,315.00</b>	<b>\$6,115.00</b>	<b>\$5,575.00</b>	<b>\$6,520.00</b>	<b>\$4,133.75</b>	<b>\$4,570.00</b>	<b>-29.9%</b>

\* Note: This section applies to only the auditing service performed on the General Fund. All of the utilities and Tax Increment District funds also have funds allocated for auditing services.

## **DEPARTMENT: HOBART/LAWRENCE MUNICIPAL COURT**

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### **GOAL:**

To ethically maintain court procedures and prepare for equitable legal proceedings; resolve citizen concerns and request for information in a timely manner.

### **GENERAL OBJECTIVES:**

- Ensure efficient processes for court procedures and interactions with the accused;
- Preserve justice in the community.

### **PROGRAM DESCRIPTION:**

The Hobart-Lawrence Municipal court is a joint venture between the Town of Lawrence and the Village of Hobart, much like the Police Department. Court is held the first Thursday of each month at the Village Office. Judge Ron VanLanen, who was re-elected in 2010, has served as the Municipal Court Judge since 2006.

Two full-time personnel, a Municipal Court Clerk and a Police Clerk/Municipal Court Clerk process all of the citations and prepare the caseloads for Judge VanLanen. Aside from taking care of all of the police department and court's needs, Melissa Heim and Lori Francar also perform



**Court/Administrative Clerk, Melissa Heim**



**Police/Administrative Clerk, Lori Francar**

administrative analysis to support the Management Team, customer service tasks and clerical duties at the Village Office. Melissa Heim has served as Municipal Court Clerk since 2009 and Lori Francar has been in her position since 1999.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

### **2011 ACCOMPLISHMENTS**

- ✓ Process 824 cases through municipal court;
- ✓ Gross revenue of the court total \$110,418.70;
- ✓ Updated Tax Refund Intercept program (TRIP);
- ✓ Attended Pro Phoenix training with Police Department
- ✓ Continued Court Clerk education/ attended Judicial Education and Seminar/ Fall 2011
- ✓ Began cross-training of police clerk duties.

MUNICIPAL COURT: 2012 BUDGET									
		2007	2008	2009	2010	2011	2011	2012	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
51200-001-001	Judge Salary	\$ 5,400.00	\$ 5,400.00	\$ 7,338.81	\$ 6,300.04	\$ 6,200.00	\$ 6,300.00	\$ 6,200.00	0.00%
51210-001-002	Clerk Wages	15,817.77	16,857.26	18,852.53	18,626.28	19,493.76	17,343.87	19,930.56	2.24%
51210-003-002	Clerk WRS	1,654.93	1,771.54	1,703.31	2,018.65	2,261.28	2,261.28	1,175.90	-48.00%
51200-004-001	Judge FICA/MED	336.60	367.20	474.30	428.40	474.30	474.30	474.30	0.00%
51200-004-002	Clerk FICA/MED	1,128.67	981.43	1,369.45	1,326.81	1,491.27	1,491.27	1,524.69	2.24%
51200-005-002	Muni Court- Fringe	2,080.25	1,954.80	2,660.03	8,273.77	8,998.42	8,998.42	10,907.03	21.21%
51200-006-000	Supplies/Software	3,080.72	3,511.99	4,514.50	4,017.45	4,500.00	4,500.00	4,675.00	3.89%
51200-011-000	Court- Ed/Conf/Trav	1,471.35	1,938.88	1,626.95	2,128.13	2,950.00	2,505.00	2,575.00	-12.71%
51200-018-000	Jail Detention Fees	440.00	1,840.00	680.00	1,760.00	3,200.00	2,000.00	2,500.00	-21.88%
51200-059-000	Municipal Attorney	9621.11	14,326.22	18,843.51	18,226.10	19,000.00	22,000.00	19,000.00	0.00%
<b>Total Expenses</b>		<b>\$ 42,581.37</b>	<b>\$ 50,231.90</b>	<b>\$ 58,063.39</b>	<b>\$ 63,105.63</b>	<b>\$ 68,569.03</b>	<b>\$ 67,874.14</b>	<b>\$ 68,962.48</b>	<b>0.57%</b>
<b>Hobart</b>	<b>\$ 46,204.86</b>	<b>Lawrence</b>	<b>\$ 22,757.62</b>						

## **OUTSIDE SERVICES: LEGAL**

### **GOAL:**

To protect and uphold the laws, policies and jurisdiction of the Village and of the Constitutions of the United States and State of Wisconsin; Resist and defend against all aggressive attempts by the Oneida Tribe of Indians of Wisconsin to challenge the Village's full municipal jurisdiction over all fee lands.

### **GENERAL OBJECTIVES:**

- Preserve and protect property rights of Hobart residents;
- Provide funds for executing Developer's Agreements that legally protect the interest of Village taxpayers;
- Provide funds for legal guidance when drafting new ordinances or policies;
- Provide resources to thwart threatening actions of other governments or agencies, when those actions are not in the best interest of the Hobart taxpayer.

### **PROGRAM DESCRIPTION:**

Legal services are essential to ensure that municipal government is operating in accordance with all state and federal laws, and to ensure that local ordinances are implemented in a manner that preserves and protects the property and civil rights of Hobart residents. Legal funds are also used when drafting developer agreements and governmental/interagency agreements.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** 2012 budget increased \$4,500 for outside legal services.

LEGAL EXPENSES: 2012 BUDGET									
	2007	2008	2009	2010	2011			2012	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 YTD	2011 est.	BUDGET	% Change
General Legal									
51300-059 Expenses	292,974.00	609,230.23	207,985.59	\$ 294,781.33	\$ 200,000.00	\$ 194,872.18	\$ 245,000.00	\$ 204,500.00	2.3%
<b>Total Expenses</b>	<b>\$292,974.00</b>	<b>\$609,230.23</b>	<b>\$207,985.59</b>	<b>\$294,781.33</b>	<b>\$200,000.00</b>	<b>\$194,872.18</b>	<b>\$245,000.00</b>	<b>\$204,500.00</b>	<b>2.3%</b>

## DEPARTMENT: COMMUNITY DEVELOPMENT

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### GOAL:

To promote and manage the development and use of property that grows the tax base in a manner that provides maximum benefit to citizens of Hobart.

### GENERAL OBJECTIVES:

- Create short-term and long-term plans for growth and development that reflect the values of the community;
- Act as a resource for those wishing to bring businesses and residences to Village;
- Further develop a pro-business environment and diversity of tax base in Hobart;
- Preserve the quality of life Hobart residents know and love.



Elaine D. Willman, Director of Community Development and Tribal Affairs

### PROGRAM DESCRIPTION:

Community Development continues to be a vital tool for guiding and managing a community's identity, quality of life, and ongoing economic sustainability. This department has the primary accountability for planning and developing *Centennial Centre at Hobart*®, southern Hobart's Tax Increment District # 2, and other areas of the community that promote economic vitality in a manner compatible with a quiet, quality rural lifestyle. The 2010 U.S. Census reported 6,182 residents in the Village; however the Wisconsin

Department of Administration, in 2011 indicated a population figure of 6,364 residents. The difference between the two numbers is essentially the population in *Centennial Centre at Hobart* that was uncaptured on April 1, 2010, during the decennial census.

The Year 2011 demonstrated strong economic development in Hobart, in spite of the difficult economic climate locally and nationally. Two major companies, Centerline Machining & Grinding, and EMT International are planning expansions of their businesses in *Centennial Centre at Hobart*, projecting +/-150 new jobs in our community.

### Additional highlights and accomplishments for 2011 include:

- By year-end 2011, building permits were issued for 28 new homes in the Cobblestone neighborhood, 15 permits were issued for new homes in Tailwind Crossing in Southern Hobart, and 9 permits were issued for new homes scattered throughout the Village. Overall, more than \$14 million in housing value occurred in Hobart in 2011;
- An early-2012 Groundbreaking will occur on a 52-unit assisted living residential development in *Centennial Centre*;
- Construction proceeded on 48 town homes, with occupancy of 24 town homes anticipated by January 2012;

- The Village maintains a continuous partnership with Wisconsin Department of Transportation, seeking funding for four proposed upgrades on State 29, adjacent to *Centennial Centre at Hobart*. Improvements along State 29 include an overpass at County Road U, a diamond interchange at County roads VV and FF, and an overpass extending North Pine Tree in Hobart across State 29 into the Village of Howard.

In 2012 a second single-family housing neighborhood, Fieldstone Estates, and second set of apartment complexes begins in *Centennial Centre at Hobart*. 2012 will bring additional expansion of economic development activities in northern and southern Hobart. The Village second Tax Increment District # 2 consists of 702 developable acres in an area bounded by Fernando, Packerland, Nathan and South Pine Tree.

As in 2010, construction activity in 2011 exceeded expectations and has positioned the Village to move forward in 2012 with a strong focus on recruitment of retail, restaurant and other consumer services needed for our new Hobart residents and employees. For more information on these projects, I invite you to peruse the Community Development links on Hobart's homepage: [www.hobart-wi.org](http://www.hobart-wi.org).

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

ECONOMIC DEVELOPMENT: 2012 BUDGET									
	2007	2008	2009	2010	2011	2012			
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change	
51415-001 E.D. Salary	\$ 11,539.20	\$ 40,227.33	\$ 61,317.86	\$ 57,648.74	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	0.00%	
51415-003 E.D. WRS	\$ 1,223.16	\$ 3,865.39	\$ 6,322.02	\$ 5,842.52	\$ 6,090.00	\$ 4,919.00	\$ 3,097.50	-49.14%	
51415-004 E.D. FICA/MED	\$ 875.38	\$ 2,831.89	\$ 4,774.61	\$ 4,124.07	\$ 4,016.25	\$ 4,016.25	\$ 4,016.25	0.00%	
51415-005 E.D. Fringe	\$ 646.86	\$ 1,776.62	\$ 3,223.52	\$ 2,590.92	\$ 3,402.68	\$ 3,607.50	\$ 4,602.80	35.27%	
E.D.									
51415-006 Marketing/Supply	2,106.97	4,860.79	41,430.42	12,122.96	13,000.00	13,000.00	14,000.00	7.69%	
51415-011 E.D. Ed/Conf/Trav		290.99				10.00	500.00		
51415-082 Planning/Engineering	-	-	-	25,383.14	17,500.00	20,550.00	16,500.00	-5.71%	
<b>TOTAL EXPENSES</b>	<b>\$16,391.57</b>	<b>\$53,853.01</b>	<b>\$117,068.43</b>	<b>\$107,712.35</b>	<b>\$96,508.93</b>	<b>\$98,602.75</b>	<b>\$95,216.55</b>	<b>-1.34%</b>	

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**2012 Strategic Goals**

**Objectives**

***Governmental Sustainability.***

Sustain, strengthen, coordinate and protect local government management, planning and authority over all parcels currently in the tax base.

- Continue implementation and utilization of the Village of Hobart's Coordination Policy by establishing notification procedures for all significant projects impacting the Village, consistent with Resolution 2008-16;
- Promote productive dialogue that strengthens relationships with state, county and tribal governments and officials;
- Provide staff resources to Village Board, legal counsel and Village committees as needed.

***Economic Development: Centennial Centre at Hobart.*** Expand continued outreach to increase commercial, light manufacturing, restaurant, retail and consumer resources to regional and national stakeholders while maintaining high local visibility for *Centennial Centre at Hobart*.

- Create and utilize master stakeholder list for quarterly communication; establish weekly time set aside for marketing outreach, cold-calls, targeted outreach and follow-up tasks;
- Utilize TID brochures to increase outreach tools to augment marketing plans;
- Upgrade Village website to provide current and continuous inventory of available properties for sale or development;
- Host site tours for developers; participate in regional economic development events and cost-effective exhibit opportunities;
- Execute pilot broker listing for village owned property;
- Promote early and timely State 29 upgrades that protect existing business and residents, and best attract new businesses to Hobart.

***Economic Development: Southern Hobart Economic Development.*** Facilitate planning and development strategies for increasing economic development in Southern Hobart Economic Development (SHED) area and Tax Increment District # 2.

- Draft and facilitate final Planned Development District Ordinance #3 for Southern TID; shepherd through final approval and update Smart Growth Plan;
- Meet with landowners, realtors, and developers to do monthly outreach leading to job creation and new construction values.
- Provide staff assistance and facilitation of Community Development Authority meetings;
- Outreach to Oneida Tribe regarding benefits of tribal properties located in TID #2;

	<ul style="list-style-type: none"> <li>• Create and monitor web-page for TID #2 property availability.</li> </ul>
<p><b>Tribal Affairs.</b> Research, facilitate and sustain strategies to protect and strengthen municipal authority when and as challenged by tribal government.</p>	<ul style="list-style-type: none"> <li>• Provide staff resources to Village Board, legal counsel, and Village committees as needed;</li> <li>• Encourage property owners to voluntarily place restrictive covenants on their land, particularly with new construction and land subdivisions.</li> </ul>
<p><b>Community Relations.</b> Maintain high communication standards with residents, the general public, colleagues and media, on behalf of the Village of Hobart.</p>	<ul style="list-style-type: none"> <li>• Respond to or promptly redirect to appropriate staff, community concerns spontaneously reported to the Village for soonest possible resolution;</li> <li>• Through news media and oral communication, promote the integrity, high quality of life values and image of the Village of Hobart as an ideal community for family, work and diverse lifestyles.</li> </ul>

**DEPARTMENT/PROGRAM: GENERAL BUILDINGS & GROUNDS**

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**GOAL:**

To maintain clean and safe public buildings and grounds; ensure attractive aesthetics of community parks and amenities.

**GENERAL OBJECTIVES:**

- Ensure maintenance and improvement needs of public facilities are addressed;
- Maintain funds adequate for necessary building improvement/repair;
- Provide safe working environs for Village staff and public-at-large.

**PROGRAM DESCRIPTION:**

General Building Expense is described as the general operation and maintenance of all Village buildings. Expenditures in this program include personnel costs and materials spent on building upkeep. Additionally, utilities such as gas and electric are also line items in this program.



**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

<b>GENERAL BUILDINGS and GROUNDS: 2012 BUDGET</b>									
		<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>		<b>% Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>2011 est.</b>	<b>BUDGET</b>	
55300-00	Gypsy Moth Spraying	\$ 1,456.53	\$ 2,093.59	\$ 4,329.54	\$ 8,537.04	\$ 10,000.00	\$ -	\$ -	-100.00%
51600-001	Building/Plant-Wage	15,938.63	19,413.50	14,722.96	15,884.93	16,500.00	13,460.87	15,200.00	-7.88%
51600-002	Building/Plant-Pebsco	1,056.01	1,408.19	1,037.31	1,151.11	1,155.00	834.57	1,064.00	-7.88%
Building/Plant-									
51600-004	FICA/MED	217.19	289.63	213.36	221.63	239.25	195.18	220.40	-7.88%
51600-006	Building/Plant-Supplies	5,832.57	3,046.54	2,872.49	3,287.44	3,800.00	3,760.00	3,800.00	0.00%
51600-015	Building/Plant-New Equip	344.87	-	-	678.76	400.00	400.00	400.00	0.00%
51600-039	Building/Plant-Maint	5,179.91	4,080.72	12,817.55	7,318.48	6,500.00	4,800.00	5,250.00	-19.23%
51600-040	Building/Plant- Utilities	15,118.48	23,003.11	18,260.58	20,889.55	20,500.00	26,950.00	24,250.00	18.29%
<b>TOTAL EXPENSES</b>		<b>\$45,144.19</b>	<b>\$53,335.28</b>	<b>\$54,253.79</b>	<b>\$57,968.94</b>	<b>\$59,094.25</b>	<b>\$50,400.63</b>	<b>\$50,184.40</b>	<b>-15.08%</b>

# 5.0 GENERAL FUND EXPENDITURES

## 5.2 PUBLIC SAFETY

SUMMARY OF VILLAGE EXPENDITURES: PUBLIC SAFETY							
	2007	2008	2009	2010	2011	2012	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	% Change
Police Department	\$ 298,051.23	\$ 390,004.13	\$ 483,357.59	\$ 510,236.22	\$ 535,313.24	\$ 563,734.95	5.3%
Animal Control	1,823.60	3,154.00	2,512.41	3,694.61	3,519.50	6,391.25	81.6%
Fire Protection	298,795.96	283,250.15	293,636.54	296,558.77	348,278.55	386,596.00	11.0%
Rescue Service	39,044.76	40,020.96	41,126.51	42,315.72	43,525.60	52,100.00	19.7%
First Responders	2,427.29	3,089.19	4,445.60	2,377.88	6,698.03	6,408.52	-4.3%
<b>Total Expenses</b>	<b>\$ 640,142.84</b>	<b>\$ 719,518.43</b>	<b>\$ 825,078.65</b>	<b>\$ 855,183.20</b>	<b>\$ 937,334.92</b>	<b>\$ 1,015,230.72</b>	<b>8.3%</b>

## **DEPARTMENT: HOBART/LAWRENCE POLICE DEPARTMENT**

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### **GOAL:**

To maintain social order and enforcement of all applicable local, state and federal laws with dedication and integrity.

### **GENERAL OBJECTIVES:**

- Swiftly respond to call for service and to concerns of residents;
- Maintain a feeling of security in the community;
- Provide for the safe movement of people and vehicles;
- Identify criminal activities, proactively and reactively, and apprehend offenders.

### **PROGRAM DESCRIPTION:**

The Hobart-Lawrence Police Department is a joint venture department between the Town of Lawrence and Village of Hobart. The Department was created when Hobart incorporated into a Village from a Town in 2001. When a town incorporates, and depending on its size, it must provide police protection to its residents. A joint department is the most cost-effective way the two communities can handle public safety. The Department is currently serviced by a full time (35 hours/week) Chief, Randy Bani, four full-time and two part-time patrol officers. Chief Bani has served in his position since 2004.



The Department is a full-service, 24 hour-7 days per week law enforcement agency.

(Left to Right: Dan Van Lanen, Angel VanDenHeuvel, Chief Randy Bani, Israel Deutsch, George Dillenberg)

<b><u>Name</u></b>	<b><u>Police Experience(years)</u></b>
Chief Randy Bani	31
Officer Dan VanLanen	9
Officer Angel VanDenHeuvel	8
Officer George Dillenburg	8
Officer Israel Deutsch	5
Officer Chris Baribeau (part time)	3
Officer Tim Agnew (part time)	33

### **SERVICES PROVIDED:**

Hobart-Lawrence Police Officers provide all facets of policing and public safety needs for the Village and Town. This includes, but is not limited to all traffic patrol, investigations, responding to 911 emergencies and handling all instances of breeches in the safety of Hobart and Lawrence

residents. Additionally, the Department provides citizens with “residential checks” of their homes while they are out of town.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** Each Patrol Officer received a 4.75% increase in pay. As a result of collective bargaining changes, and the exemption granted to currently-unionized Wisconsin local public safety, our department (non-union) was not exempted from the retirement contribution. Meaning, our officers were required to pay 5.9% toward their retirement and the vast majority of other local public safety departments were not required to do so. The pay increase was designed to partially make up for this pay disparity. Additional significant changes in funding resulted from increased fuel costs (+\$5,600).

HOBART-LAWRENCE POLICE DEPARTMENT: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
52100-001 Police-Salary	\$ 210,422.17	\$ 259,893.05	\$ 330,701.10	\$ 346,504.35	\$ 352,376.83	\$ 352,376.79	\$ 376,390.94		6.81%
52100-003 Police-WRS	28,363.43	45,191.06	45,166.75	52,529.52	55,328.20	45,686.98	31,582.94		-42.92%
52100-004 Police-FICA/MED	15,415.73	19,330.93	25,650.75	25,606.75	26,956.82	26,956.82	28,793.91		6.81%
52100-005 Police-Fringe	15,832.57	17,117.95	19,562.60	23,281.16	32,271.39	32,271.39	44,820.93		38.89%
52100-006 Police- Supplies	2,544.65	3,962.40	6,031.74	3,047.32	3,500.00	3,800.00	3,500.00		0.00%
52100-007 Police- Phone/Online	526.51	2,982.09	2,942.55	6,618.96	4,100.00	7,000.00	4,100.00		0.00%
52100-011 Police- ED/Conf/Trav	3,285.60	2,261.87	3,160.83	4,030.24	6,050.00	4,850.00	6,050.00		0.00%
52100-015 Police- New Equipmt	944.00	310.45	1,756.02	575.57	1,500.00	2,600.00	1,850.00		23.33%
52100-016 Police-Fuel Expense	12,178.59	22,897.18	22,347.39	22,796.67	22,000.00	29,250.00	27,600.00		25.45%
52100-019 Police-WDC						-	9,641.22	10,081.61	
52100-021 Police-Vehicle Maint	2,401.54	4,617.32	5,338.28	5,322.39	5,650.00	4,235.00	5,650.00		0.00%
52100-026 Police- Wkrs' Comp Ins.	-	7,699.27	13,554.00	15,235.87	15,013.00	15,235.87	10,061.24		-32.98%
52100-028 Police - Uniform Exp	4,062.80	1,716.78	4,121.75	2,755.47	4,800.00	3,250.00	4,500.00		-6.25%
52100-030 Police - Prof Liab Ins	-		999.00	-	1,017.00	1,641.00	3,635.38		257.46%
52100-031 Police- Property Ins						-	673.00	-	
52101-032 Police- Auto Insurance	-	775.30	1,213.19	-	2,000.00	2,041.00	2,118.00		5.90%
52100-066 Police - Weapons/Ammo	1,333.45	963.48	811.64	1,666.95	2,000.00	2,000.00	2,000.00		0.00%
52101-076 Police- Crime Prevention	740.19	285.00	-	265.00	750.00	750.00	1,000.00		33.33%
<b>Total Expenses</b>	<b>\$ 298,051.23</b>	<b>\$ 390,004.13</b>	<b>\$ 483,357.59</b>	<b>\$ 510,236.22</b>	<b>\$ 535,313.24</b>	<b>\$ 544,259.07</b>	<b>\$ 563,734.95</b>		<b>5.31%</b>
							<b>Hobart</b>	<b>\$377,702.41</b>	
							<b>Lawrence</b>	<b>\$186,032.53</b>	
							<b>Total</b>	<b>\$563,734.95</b>	

NOTE: Any variations in Police Department expenditures, especially personnel and fuel-related overages in budget years may be explained with offsets by grant-funds or revenues from grant(s).

**2011 ACCOMPLISHMENTS:**

- ✓ Received Traffic Grants totaling \$28,000.00;
- ✓ Increased court revenue with grants and 24/7 policing;
- ✓ GPS, fixed/working;

- ✓ Tax refund intercept program (TRIP) working/ capturing court funds, fines;
- ✓ Grant for Police DRE (Drug Recognition Expert) completed;
- ✓ Officer to Supervisor School, completed;
- ✓ 100 % tracs Citations, Typed, completed;
- ✓ Electronic Reports, Typed, Professional;
- ✓ New Computers- All squads;
- ✓ Print Wirelessly from the squad – Internet Cards;
- ✓ Better relations with area agencies;
- ✓ Standardize squad cars/recognize/professional;
- ✓ Eliminate old pistols – In progress;
- ✓ Overhead mounts/Rifles;
- ✓ Neighborhood Watch Captains established/Meetings annually;
- ✓ Hillcrest Liaison Officer program created and implemented;
- ✓ Records change over to Pro Phoenix;
- ✓ Credit Card payment options for court implemented;
- ✓ Over 5400 calls for service, 334 Accidents, 3 fatals , 31 Burglaries, 53 Thefts;
- ✓ Hobart/Lawrence Municipal Court captured 59 individuals using a Tax Intercept;
- ✓ Program netting more than \$9,700.00.

<b>HOBART/LAWRENCE POLICE DEPARTMENT</b>	
<b>2012 STRATEGIC GOALS</b>	<b>OBJECTIVES</b>
<b>Establish better communication and contact with Town of Lawrence to mirror Hobart</b>	<ul style="list-style-type: none"> <li>• Attend quarterly board meetings/updates on operations, budget;</li> <li>• Establish communication with new Town Administrator;</li> <li>• Analyze logistics/possibility for satellite station for Police (Lawrence Town Hall) including a cost analysis.</li> </ul>
<b>Grants</b> <b>Seek additional funding sources through grant programs to minimize reliance on the general budget</b>	<ul style="list-style-type: none"> <li>• Apply for continued and additional grant funding, specialty grants, multi-jurisdictional grants;</li> <li>• Increase officer hours on the road thru grant funding;</li> <li>• Increase court revenue thru zero tolerance of traffic issues;</li> <li>• Manage grants by assigning tasks/ shifting road responsibility;</li> <li>• Upgrade radio equipment thru grant funding application.</li> </ul>
<b>Increase efficiency of police recordkeeping and data entry systems.</b>	<ul style="list-style-type: none"> <li>• Examine alternatives/ revise methods of record keeping and data entry for police/ Pro Phoenix.</li> <li>• Eliminate duplicate record entry</li> </ul>

	<ul style="list-style-type: none"> <li>files;</li> <li>• Cross train personnel/Court Clerk/Police Clerk record entry/ job duties;</li> <li>• Record entry up to date/Filing/storage.</li> </ul>
<p><b>Cross Training on Equipment/Weapons</b></p>	<ul style="list-style-type: none"> <li>• Manage mandated training / 24 hrs.</li> <li>• Extended training (conversion) for pistols;</li> <li>• Rifle/ shotgun tactical/ felony based training;</li> <li>• Shotgun, Taser – less lethal refresher;</li> <li>• Carry Concealed Weapons/ awareness;</li> <li>• Verbal Judo;</li> </ul>
<p><b>Plan, Develop Policy and Procedures Re-Align Officer Responsibility</b></p>	<ul style="list-style-type: none"> <li>• HR, policy/ procedures all staff;</li> <li>• Educate/ communicate to office staff;</li> <li>• Review/Create new policies/ Employee Handbook;</li> <li>• Policies/ Handbook to electronic file/ central location;</li> <li>• High demand for Ordinance revisions/ restructure;</li> <li>• Assign cases/ shift road responsibility;</li> <li>• Cost-Feasibility and plan for adding Supervision to road.</li> </ul>
<p><b>INCREASE COMMUNITY OUTREACH</b></p>	<ul style="list-style-type: none"> <li>• Implement captain meetings for Neighborhood Watch Groups, multi-family apartment managers Bi-Annual;</li> <li>• Transparent neighborhood meetings with Chief;</li> <li>• <b>Implement residential/business meet and greet visits by officers;</b></li> <li>• Coordinate completion of neighborhood watch sign changeover;</li> <li>• Promote house checks/ via web site and other outlets, liaison approach</li> </ul>

## **DEPARTMENT: HOBART VOLUNTEER FIRE DEPARTMENT**

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### **GOAL:**

To ensure efficient, swift and adequate response for fire suppression in the Village; to ensure public safety by responding to emergencies of any type whenever called upon.



### **GENERAL OBJECTIVES:**

- Maintain trained and equipped volunteer fire fighters;
- Maintain an adequate fire safety inspection program;
- Maintain a departmental budget with adequate funds reserved for future capital expenditures for large equipment purchases;
- Interface with Hobart-Lawrence Police Department to produce a well-rounded and professional public safety program in Hobart.

### **PROGRAM DESCRIPTION:**

The Hobart Volunteer Fire Department is a dedicated group of men and women who give up time with their friends and families to keep our Village safe. Currently, the department includes approximately twenty-eight (28) volunteers. The 2012 Department Officers are as follows:

**Jerry Lancelle-- Fire Chief**  
**Jody Hakes – 1<sup>st</sup> assistant Chief**  
**Jim Henn – 2<sup>nd</sup> Assistant Chief**  
**Jim Ambrosius – Safety Officer**  
**Brian Smits – Training Officer**  
**Troy Wood – Secretary**  
**Jim Ambrosius –Maintenance**  
**Russ Krause – Maintenance**

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** The implementation of the new firefighter pay structure resulted in an increase of ~\$16,000 to the “Salary/Meeting” line item. Additionally, each general fund department/program has been allocated their proportion of

liability, worker's comp and automobile insurance, which is reflected in the Fire Department budget for the first time in 2012.

HOBART VOLUNTEER FIRE DEPARTMENT: 2012 BUDGET									
		2007	2008	2009	2010	2011	2012		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
52200-001	Fire Dept Salary/Mtg	\$ 14,395.00	\$ 16,212.00	\$ 19,263.00	\$ 21,260.63	\$ 19,525.00	\$ 19,525.00	\$ 35,640.00	82.54%
52200-004	Fire-FICA/MED	904.75	1,240.30	867.02	1,717.40	1,493.55	1,493.55	2,726.46	82.55%
52200-005	Fire-Fringe	2,482.89	2,395.22	2,419.30	2,303.84	2,750.00	2,175.00	2,175.00	-20.91%
52200-006	Fire-Supplies	8,183.28	7,318.12	7,048.01	6,678.38	8,200.00	7,800.00	8,200.00	0.00%
52200-011	Fire-Ed/Conf/Trav	5,202.31	1,876.73	3,903.95	2,592.52	6,600.00	6,350.00	6,600.00	0.00%
52200-013	Fire-Lunch	3,800.09	3,685.94	5,493.34	2,744.69	4,300.00	3,700.00	4,300.00	0.00%
52200-015	Fire-New Equipm	15,069.03	7,215.63	3,443.64	6,598.37	6,500.00	22,000.00	6,500.00	0.00%
52200-016	Fire-Fuel Exp	2,975.66	4,057.09	3,142.74	3,160.03	4,100.00	4,100.00	4,100.00	0.00%
52200-020	Fire-Physicals	3,884.70	3,021.00	5,174.00	3,468.00	3,750.00	4,230.00	4,250.00	13.33%
52200-021	Fire-Veh Maint	3,265.32	7,266.54	8,360.36	10,616.07	10,000.00	11,500.00	9,200.00	-8.00%
52200-026	Fire-Worker's Comp	-	-	-	-	-	2,361.07	3,633.86	
52200-028	Fire-Uniform Expense	5,179.63	1,225.29	1,592.46	403.00	2,800.00	3,100.00	1,850.00	-33.93%
52200-030	Fire-Liability Ins	-	-	-	-	-	2,676.00	10,397.54	
52200-031	Fire-Property Ins	-	-	-	-	-	3,640.00	1,002.14	
52200-032	Fire-Auto Ins	-	-	-	-	-	3,406.00	3,246.00	
52200-037	Fire-Unemployment	-	-	-	-	-	-	-	
52200-039	Fire-Station Maint	8,000.00		468.69	1,818.21	2,500.00	1,250.00	2,500.00	0.00%
52200-050	Fire-Equip Repair	1,430.10	2,036.49	2,117.03	804.93	4,200.00	2,000.00	4,200.00	0.00%
52200-067	Fire-LOSP	17,509.20	16,945.80	17,389.00	19,438.70	18,645.00	22,268.70	23,160.00	24.22%
<b>Total OPERATIONAL Expenses</b>		<b>\$ 92,281.96</b>	<b>\$ 74,496.15</b>	<b>\$ 80,682.54</b>	<b>\$ 83,604.77</b>	<b>\$ 95,363.55</b>	<b>\$ 123,575.32</b>	<b>\$ 133,681.00</b>	
<b>NON-OPERATIONAL EXPENSES:</b>									
<b>PUBLIC FIRE</b>									
<b>PROTECTION/HYDRANT RENTAL</b>									
<b>(WATER UTILITY SUBSIDY)</b>		<b>\$ 206,514.00</b>	<b>\$ 208,754.00</b>	<b>\$ 212,954.00</b>	<b>\$ 212,954.00</b>	<b>\$ 252,915.00</b>	<b>\$ 252,915.00</b>	<b>\$ 252,915.00</b>	<b>0.00%</b>
<b>TOTAL BUDGETARY</b>									
<b>EXPENSE</b>		<b>\$ 298,795.96</b>	<b>\$ 283,250.15</b>	<b>\$ 293,636.54</b>	<b>\$ 296,558.77</b>	<b>\$ 348,278.55</b>	<b>\$ 376,490.32</b>	<b>\$ 386,596.00</b>	<b>11.00%</b>



(2012 Department Officers L to R: Troy Wood, Jim Henn, Russ Krause, Jerry Lancelle Jim Ambrosius, Jody Hakes and Brian Smits)

<b>HOBART VOLUNTEER FIRE DEPARTMENT</b>	
<b>2012 STRATEGIC GOALS</b>	<b>2012 STRATEGIC GOALS</b>
Focus on recruitment/retention of volunteer fire fighters	Research and write application for alternative funding such as grants, shared purchasing, etc.
Attend all relevant training opportunities and stay current on continuing education	Focus on interfacing with HLPD to improve overall public safety program for Hobart residents

**OUTSIDE SERVICE: COUNTY EMERGENCY RESCUE**

**GOAL:**

To provide emergency medical response to residents in a timely and responsive manner.

**GENERAL OBJECTIVES:**

- Provide trained and equipped emergency responders through a contract with Brown County;
- Ensure service is timely and professional.

**PROGRAM DESCRIPTION:**

Brown County Rescue service and the Village have an agreement for the provision of emergency rescue services. County Rescue charges the Village based upon a per capita amount with a built-in 2.5% cost of living adjustment (COLA) on an annual basis. When Hobart residents dial 9-1-1 for an emergency, the call is transmitted to Brown County Dispatch and rescue personnel are dispatched to serve the person(s) in need.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** New 2012 census figures of Hobart’s population resulted in ~\$4,760 increase to the County Rescue contract.

COUNTY RESCUE SERVICES: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
52300-023 Ambulance	\$ 39,044.76	\$ 40,020.96	\$ 41,126.51	\$ 42,315.72	\$ 43,525.60	\$ 43,525.60	\$ 52,100.00		19.70%
<b>Total Expenses</b>	<b>\$ 39,044.76</b>	<b>\$ 40,020.96</b>	<b>\$41,126.51</b>	<b>\$42,315.72</b>	<b>\$43,525.60</b>	<b>\$ 43,525.60</b>	<b>\$ 52,100.00</b>		<b>19.70%</b>

**DEPARTMENT/SERVICE: HOBART FIRST RESPONSE TEAM**

**GOAL:**

To ensure public health, safety and welfare by supplementing County Rescue services with our local certified first responders team.

**GENERAL OBJECTIVES:**

- Provide trained and equipped first responders for the safety of Hobart residents;
- Utilize the First Response Team to “shrink” the geographic difficulties of responding to emergencies in the Village;
- Publicize and make residents aware of this vital service.

**PROGRAM DESCRIPTION:**

Hobart is fortunate to have a small group of eight (8) volunteer first responders to assist residents in a medical emergency prior to the arrival of County Rescue personnel. The First Responders are an essential piece of our public safety, especially due to the size (33 square miles) of Hobart’s land base. Most of the personnel are employees of County Rescue who volunteer their time in addition to their full-time employment. The First Response program has been in place for almost 20 years and responds to an average of 130 calls per year. The ongoing goal of the First Response program is to recruit knowledgeable and dedicated people to volunteer their time to keep our residents safe during medical emergencies.

<u>2012 First Responders</u>	<u>Experience (years)</u>
Rick and Tammy Braun	17
Vickie Collins	11
Brian Collins	4
Linda and Ron Hieronimczak	8
Scott Nelson	10
Nate Edelbeck	6

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

<b>FIRST RESPONDER TEAM: 2012 BUDGET</b>									
		2007	2008	2009	2010	2011	2011	2012	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
52310-001	First Resp-Salary/Wage	\$ 979.62	\$ 1,000.00	\$ 710.00	\$ 890.00	\$ 1,020.00	\$ 1,020.00	\$ 1,680.00	64.71%
52310-004	First Resp-FICA/MED					78.03	78.03	128.52	64.71%
52320-006	First Resp- Supplies	418.22	1,563.00	735.00	1,363.10	1,300.00	1,000.00	1,300.00	0.00%
52320-015	First Resp-New Equ	836.00	520.19	2,847.60	-	3,800.00	3,500.00	2,800.00	-26.32%
52320-050	First Resp-Repairs	193.45	6.00	153.00	124.78	500.00	500.00	500.00	0.00%
<b>Total Expenses</b>		<b>\$ 2,427.29</b>	<b>\$ 3,089.19</b>	<b>\$ 4,445.60</b>	<b>\$ 2,377.88</b>	<b>\$ 6,698.03</b>	<b>\$ 6,098.03</b>	<b>\$ 6,408.52</b>	<b>-4.32%</b>

**DEPARTMENT/SERVICE: ANIMAL CONTROL OFFICER**

**GOAL:**

To ensure public safety through the removal of stray, diseased, wild and/or deceased animals.

**GENERAL OBJECTIVES:**

- Ensure humane officer is available and equipped for calls;
- Treat all animals with care and compassion when responding to calls.

**PROGRAM DESCRIPTION:**

Retired Hobart Public Works employee Gary Smits serves as the Village animal control officer. Gary receives calls, usually from the police department, when a stray or unfamiliar animal is lost or poses a threat to public safety. The costs are \$20 per call and an additional \$6 if Gary has to board the animal. The animal is then taken to the Humane Society for a \$150 fee to the Village.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** Upward trends in abandon animals and strays required a 2012 budget increase of approximately \$2,800 for the humane officer service.

HUMANE OFFICER: 2012 BUDGET									
	2007	2008	2009	2010	2011	2011	2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
54110-001 Humane Officer-Salary	\$ -	\$ 930.00	\$ 810.00	\$ 1,910.00	\$ 1,400.00	\$ 4,650.00	\$ 2,500.00		78.57%
54110-003 Humane Officer-WRS	-	98.59	85.87	210.11	162.40				-100.00%
54110-004 Humane Officer-FICA/MED		73.54	74.24	153.96	107.10		191.25		78.57%
54110-005 Humane Officer-Fringe		92.63	22.30	114.87	-				
54110-006 Humane Officer- Supplies	-	50.00	-	-	250.00	250.00	250.00		0.00%
54110-014 Humane Officer- Fees	-	459.24	-	-	-	-	-		
54110-071 Humane Society	1,823.60	1,450.00	1,520.00	1,305.67	1,600.00	4,225.00	3,450.00		115.63%
<b>Total Expenses</b>	<b>\$ 1,823.60</b>	<b>\$ 3,154.00</b>	<b>\$ 2,512.41</b>	<b>\$ 3,694.61</b>	<b>\$ 3,519.50</b>	<b>\$ 9,125.00</b>	<b>\$ 6,391.25</b>		<b>81.60%</b>

# 5.0 GENERAL FUND EXPENDITURES

## 5.3 CONSERVATION AND PLANNING

SUMMARY OF VILLAGE EXPENDITURES: CONSERVATION and PLANNING							
	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 Actual	2011 BUDGET	2012 BUDGET	% Change
Parks	\$ 11,602.19	\$ 24,765.25	\$ 8,053.85	\$ 9,864.15	\$ 16,750.80	\$ 23,250.80	38.80%
Planning/Zoning	10,553.51	19,892.35	1,977.50	369.60	3,675.00	3,175.00	-13.61%
Neighborhood Services	70,411.24	75,506.38	68,071.47	45,908.35	53,892.35	56,392.62	4.64%
<b>Total Expenses</b>	<b>\$ 92,566.94</b>	<b>\$ 120,163.98</b>	<b>\$ 78,102.82</b>	<b>\$ 56,142.10</b>	<b>\$ 74,318.15</b>	<b>\$ 82,818.42</b>	<b>11.44%</b>

## DEPARTMENT: NEIGHBORHOOD SERVICES

### **DIVISION OF BUILDINGS & CODE COMPLIANCE**

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#### **GOAL:**

To provide quality customer service to homeowners and builders when coordinating permit issuance or answering zoning/land use questions; to ensure the structural integrity of buildings and sites in accordance with local, state and federal building codes.

#### **GENERAL OBJECTIVES:**

- Serve as single point of public contact for building permits and construction-related questions;
- Serve as technical liaison to the Planning and Zoning Commission- make recommendation for both enforcing and improving the Ch. 6 Zoning Code;
  - Provide guidance for and review site plans for new construction projects;
  - Provide periodic reporting of building and permit data to various stakeholders.



**Allyn Dannhoff, Director of  
Neighborhood Services**

#### **PROGRAM DESCRIPTION:**

The Division of Buildings & Code Compliance is responsible for a variety of planning and development-related activities including: administration and enforcement of the Village

Zoning, Floodplain and Shoreland Ordinances, Village and State Building Codes, Village Nuisance and Property Maintenance Ordinances; Geographic Information Mapping; support to various Village boards/commissions; issuance of permits, plan reviews, code consultations, inspection of permitted construction activity. Staff consists of ½ full time employee.

#### **PRODUCTS & SERVICES**

- Coordinate permit issuance;
- Inspect permitted construction activity;
- Consult and Educate customer base on codes the Division administers;
- Review residential, commercial and industrial building, heating and plumbing plans;
- Administer Village and State Building, HVAC, Electric, Plumbing Codes;
- Administer Village's Zoning, Nuisance and Property Maintenance Codes;
- Prepare monthly and annual activity reports;
- Staff support/liaison to various boards/commissions.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

DEPARTMENT OF NEIGHBORHOOD SERVICES: 2012 BUDGET									
	2007	2008	2009	2010	2011		2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
52400-001 Insp&Neigh- Salary	\$ 51,152.90	\$ 51,060.51	\$ 47,061.08	\$ 34,611.18	\$ 36,600.00	\$ 39,650.00	\$ 40,740.38		11.31%
52400-003 Insp&Neigh- WRS	5,118.90	5,368.48	4,995.09	2,975.06	4,245.60	4,675.04	2,403.68		-43.38%
52400-004 Insp&Neigh- FICA/MED	3,753.38	3,764.28	3,678.09	2,486.51	2,799.90	3,033.23	3,116.64		11.31%
52400-005 Insp&Neigh-Fringe	8,631.89	10,830.36	10,130.88	5,803.59	6,396.85	6,975.00	6,281.92		-1.80%
52400-006 Insp&Neigh-Supplies	59.96	1,144.83	169.87		1,500.00	1,500.00	1,500.00		0.00%
52400-011 Insp&Neigh- Ed/Conf/Trav	(345.00)	560.70	230.00		1,000.00	1,000.00	1,000.00		0.00%
52400-016 Insp&Neigh-Fuel	1,601.39	2,168.91	1,806.46		1,150.00	1,150.00	1,150.00		0.00%
52401-021 Insp&Neigh Veh Maint	437.82	608.31	-	32.01	200.00	200.00	200.00		0.00%
<b>Total Expenses</b>	<b>\$ 70,411.24</b>	<b>\$ 75,506.38</b>	<b>\$ 68,071.47</b>	<b>\$ 45,908.35</b>	<b>\$ 53,892.35</b>	<b>\$ 58,183.26</b>	<b>\$ 56,392.62</b>		<b>4.64%</b>

### 2011 ACCOMPLISHMENTS:

- ✓ Secured adoption of updated Zoning Ordinance sections relating to political signs, Orlando-Packerland Planned Development District;
- ✓ Secured Planning & Zoning Commission and Village Board approval of Tailwinds and Polo Point 1<sup>st</sup> Addition subdivision plats;
- ✓ Secured approvals for 5 Certified Survey Maps, 4 Conditional Use Permits and 2 rezonings;
- ✓ Secured Site Review Committee approvals of EMT addition, Ravello and Skyline apartment complexes, Exceptional Equestrians expansion and Austin Strabel Aircraft Rescue & Fire Fighting facility;
- ✓ Secured Non-Metallic Mining Ordinance modification providing expedited review process for limited duration modifications to operational hours;
- ✓ Assembled an Advisory Committee and reviewed, researched area quarry request for Limited Duration Modification of Operational hours;
- ✓ Implemented an expedited permitting process for repetitively built homes;
- ✓ Created informational brochure addressing Deck Permitting and Construction Requirements;
- ✓ Participated in North East Wisconsin Home Builders Association's Contractor/Inspector Task Force meeting.

PERMIT ACTIVITY	CONSULTATION ACTIVITY	INSPECTION ACTIVITY
Building Permits Issued: 195	Inspection-related: 218	Inspect Permitted Activity: 668
Const. Value: \$14,203,468	Building Code-related: 258	Field Consultations: 37
Fees Collected: \$111,927	Planning/Zoning related: 278	Complaint/Investigatory: 79
	Other: 258	Planning/Zoning Inspections: 40

<b>DIVISION OF BUILDINGS &amp; CODE COMPLIANCE</b>			
<b>2012 Strategic Goals</b>	<b>Objectives</b>	<b>Specifics</b>	<b>Completion Goal</b>
<b>Cross Train Village Hall staff to obtain basic understanding of identified job functions.</b>	<ul style="list-style-type: none"> <li>• Identify areas appropriate for cross training;</li> <li>• Commence implementation of any identified areas for cross training.</li> </ul>	<ul style="list-style-type: none"> <li>• Create matrix of personnel, skills, areas to pursue cross training;</li> <li>• Plot schedule, plan for cross training;</li> <li>• Commence implementation</li> <li>• Evaluate progress</li> </ul>	<ul style="list-style-type: none"> <li>• 1/2012</li> <li>• 1/2012</li> <li>• 2/2012</li> <li>• 6/2012</li> <li>• 11/2012</li> </ul>
<b>Attend all relevant training opportunities and stay current on continuing education credits.</b>	<ul style="list-style-type: none"> <li>• Attend annual inspector continuing education seminars;</li> <li>• Include team members in relevant training opportunities as an element of cross training;</li> <li>• Attend Inspector Association Meetings to exchange information with peers;</li> <li>• Attend Brown County Home Builder Association Builder/Inspector Task Force meetings;</li> <li>• Seek other local training and seminars to enhance office functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate year long; include as agendas, topics and schedules allow</li> </ul>	<ul style="list-style-type: none"> <li>• Commence immediately</li> </ul>
<b>Continue to identify and implement methods to increase service without adding cost to Village residents.</b>	<ul style="list-style-type: none"> <li>• Create additional brochures on common home improvement projects offering guidance on applicable codes &amp; permitting (i.e. fireplaces, remodeling, additions, stair/handrails/guardrails ;)</li> <li>• Place materials / forms as identified on Village</li> </ul>	<ul style="list-style-type: none"> <li>• Stairs/handrails</li> <li>• Fireplaces</li> <li>• As created and identified.</li> </ul>	<ul style="list-style-type: none"> <li>• 2/2012</li> <li>• 2/2012</li> <li>• As needed</li> </ul>

	<p>website, allowing residents to fill them out and send them to the office electronically when possible;</p> <ul style="list-style-type: none"> <li>• Investigate options for providing Commercial Electric and Commercial Plumbing Inspection Services.</li> <li>• Evaluate and implement identified improvements to web site.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify &amp; research options, present to Adm. &amp; VB for direction;</li> <li>• Research other Communities' sites, Develop outline, proceed assembling improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• 6/2012</li> <li>• 11/2012</li> </ul>
<b>Improve/Update Village Ordinances.</b>	<ul style="list-style-type: none"> <li>• Update Building Code;</li> <li>• Create Access Control Ordinance;</li> <li>• Identify, Plan and commence performing Review and Improvement to Zoning Ordinance.</li> </ul>	<ul style="list-style-type: none"> <li>• Research done 2011, draft and submit to VB.</li> <li>• Airport District Rezone</li> <li>• Zoning Districts – specify use categories in lieu of specific uses</li> </ul>	<ul style="list-style-type: none"> <li>• 3/2012</li> <li>• 3/2012</li> <li>• 6/2012</li> <li>• 6/2012</li> </ul>
<b>Modernize recordkeeping systems.</b>	<ul style="list-style-type: none"> <li>• Continue efforts toward creation and implementation of Electronic Property File System;</li> <li>• As a subcomponent to the Electronic Property File System, create system to monitor/track Correction Notices and efforts to secure compliance.</li> <li>• Identify further mapping improvements to GIS offering ease of use and historical record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Foth</li> <li>• Work with Foth</li> <li>• Identify needs with co-workers, meet with consultant, develop cost , schedule report, secure approval.</li> </ul>	<ul style="list-style-type: none"> <li>• 6/2012</li> <li>• 6/2012</li> <li>• 1/2012 meet with coworkers, present list to consultant.</li> <li>• 2/2012 Give consultant ok to proceed with approved projects.</li> </ul>

**DEPARTMENT/SERVICE: PLANNING & ZONING COMMISSION & SITE REVIEW COMMITTEE**

**GOAL:**

To meet statutory obligations of a Village requiring certain review and decisions to be made by a Planning and Zoning Commission; to ensure adequate citizen oversight and involvement in decisions involving zoning, land use planning, new site planning and community aesthetics.

**GENERAL OBJECTIVES:**

- Make recommendations to the Village Board on questions, issues and policies relating to zoning and land use;
- Carryout statutory obligations (Planning and Zoning Commission) and locally-delegated duties and responsibilities (Site Review Committee);
- Maintain community aesthetics and comprehensive land use planning principles.

**PROGRAM DESCRIPTION:**

The Village has a Planning and Zoning Commission that hears cases for re-zoning, conditional uses, variances and other changes or exceptions on land uses. The Commissioners are paid \$25 per meeting, which is normally only one time per month. Similarly, members of the Village’s Site Review Committee are also paid \$25 per meeting. The Site Review Committee independently reviews individual construction or development project proposals. Please refer to page 12 for names of the Commissioners and committee members.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

PLANNING & ZONING: 2012 BUDGET									
		2007	2008	2009	2010	2011	2012		% Change
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	
56300-001	Planning&Zoning Mtg	\$ 400.00	\$ 1,791.50	\$ 1,150.00	\$ 369.60	\$ 2,175.00	\$ 2,175.00	\$ 2,175.00	0.00%
	Planning Consultant	215.00	17,516.65	140.00	-	-	-	-	
56402-001	Site Review Meetings	474.00	584.20	687.50	-	1,500.00	1,000.00	1,000.00	-33.33%
<b>Total Expenses</b>		<b>\$ 10,553.51</b>	<b>\$19,892.35</b>	<b>\$1,977.50</b>	<b>\$ 369.60</b>	<b>\$3,675.00</b>	<b>\$3,175.00</b>	<b>\$3,175.00</b>	<b>-13.61%</b>

## **DEPARTMENT: PARKS, PROMOTIONS & URBAN FORESTRY**

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### **GOAL:**

To ensure the enjoyment of public parks through proper maintenance; encourage public to use parks through a variety of program and activity offerings; ensure the longevity and health of the urban forestry canopy.

### **GENERAL OBJECTIVES:**

- Promote park with special programs produced by the Parks and Urban Forestry Committee;
- Proactively combat against tree diseases and threats such as Gypsy Moths, Emerald Ash borer and Dutch Elm's disease- promote both public and private programs in this endeavor;
- Maintain the beauty and aesthetics of Pine Tree and Four Seasons Park as well as other publically-held lands.

### **PROGRAM DESCRIPTION:**

The Village owns and operates two public parks. Four Seasons Park, located at 471 Four Seasons Drive, is a 40 acre park that boasts two play areas, a volleyball court, ball diamond, a soccer field and beautiful .9 mile walking and recreational trail. A shelter and hall are also available for the public to rent for private parties and other occasions. A very nice amenity at Four Seasons is a Veteran's Memorial that honors all branches of the Armed Forces. Commemorative bricks are also available for purchase by the public. The bricks can be placed in a designated area around the Memorial. This is truly a beautiful attraction. Additionally, each summer the Ryan Jerabek Memorial Challenge (Ryan's Run) is held at Four Seasons to honor a young man from Hobart that was killed in the line of duty in Iraq in 2004.



(To left and right: Features of the Veteran's Memorial at Four Seasons Park)



The Village also owns and maintains Pine Tree Park, a 3-acre park located at 2703 S. Pine Tree Road. This park offers a playground geared for younger children, a ball diamond and a rentable outdoor park shelter.

Hobart is very dedicated to maintaining and improving the amenities at these parks to ensure that many generations of residents are able to enjoy the wonderful open and public space that they offer.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** An additional \$3,500 was added to the 2012 “Site Maintenance” line item for an additional “weed and feed” at each park per year.

PARKS MAINTENANCE AND PROMOTION: 2012 BUDGET									
	2007	2008	2009	2010	2011	2011	2012		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET		% Change
55200-001 Park&Rec-Wage	\$ 2,742.00	\$ -	\$ -	\$ -	\$ 7,200.00	\$ -	\$ 7,200.00		0.00%
55200-003 Park&Rec-WRS	-	-	-	-	-	-	-		
55200-004 Park&Rec-FICA/MED	209.76	13.49			550.80		550.80		0.00%
55200-005 Park&Rec-Fringe	-	-	-	-	-	-	-		
55200-006 Park&Rec-Supplies	472.16	642.32	1,085.49	102.41	750.00	1,453.71	750.00		0.00%
55200-016 Park&Rec-Fuel	2,508.21	1,799.27	389.46	556.28	1,000.00	550.00	1,000.00		0.00%
Park&Rec- Site									
55200-039 Maintenance	4,679.06	3,957.85	5,850.90	7,447.07	5,500.00	7,200.00	9,000.00		63.64%
55200-045 Park&Rec-Promotions	991.00	18,352.32	728.00	1,758.39	1,750.00	1,758.39	1,750.00		0.00%
Park&Rec-Tree									
55200-046 Treatment/Protection	-	-	-	-		6,756.61	3,000.00		0.00%
<b>Total Expenses</b>	<b>\$ 11,602.19</b>	<b>\$ 24,765.25</b>	<b>\$ 8,053.85</b>	<b>\$ 9,864.15</b>	<b>\$ 16,750.80</b>	<b>\$ 17,718.71</b>	<b>\$ 23,250.80</b>		<b>38.80%</b>

# 5.0 GENERAL FUND EXPENDITURES

## 5.4 PUBLIC WORKS ADMINISTRATION/MAINTENANCE

SUMMARY OF VILLAGE EXPENDITURES: PUBLIC WORKS							
	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET	% Change
Hwy/Str Admin Cost	\$ 91,828.10	\$ 124,188.07	\$ 114,548.28	\$ 114,198.86	\$ 120,870.93	\$ 127,655.23	5.61%
Hwy Maintenance	172,767.49	151,064.15	130,726.57	98,332.69	178,825.00	152,750.00	-14.58%
Street Lighting	61,492.97	64,184.27	83,211.87	62,179.94	68,125.68	78,525.44	15.27%
Garbage/Recycling	167,329.55	195,086.95	229,630.95	216,205.79	332,493.00	285,528.20	-14.13%
Garbage/Recycling Collection	-	-	-	-	-	-	
<b>Total Expenses</b>	<b>\$ 493,418.11</b>	<b>\$534,523.44</b>	<b>\$558,117.67</b>	<b>\$490,917.28</b>	<b>\$700,314.61</b>	<b>\$644,458.87</b>	<b>-7.98%</b>

**DEPARTMENT: NEIGHBORHOOD SERVICES**

**DIVISION OF PUBLIC WORKS**

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**GOAL:**

To ensure excellent service delivery and public safety; maintain buildings/plant, parks and public infrastructure in a manner that allows the public uninterrupted enjoyment and use of those facilities.

**GENERAL OBJECTIVES:**

- Maintain all infrastructure and physical Village assets;
- Provide an efficient, responsive and safe snowplowing operation;
- Ensure cost-effectiveness in the performance of duties and special projects;
- Facilitate, and if need be, compliment the Village's contracted refuse and recycling collection service.

**PROGRAM DESCRIPTION:**

The Division of Public Works serves our large, rural Village and two public parks. Management Personnel consists of Director of Neighborhood Services, Allyn Dannhoff and Public Works and Utilities Coordinator Mr. Jerry Lancelle. When not behind the desk, Mr. Lancelle joins 3 full-time field personnel. Part-time, seasonal positions are often added to balance the large workload of these individuals.



(L to R: Steve Reynen, Public Works/Utilities Coordinator Jerry Lancelle, Rob Turner and Brian Tilque)

The Division of Public Works is responsible for the planning, design, supervision, coordination, installation, maintenance and operation of a broad range of infrastructure and facilities. These include streets, sidewalks, sanitary and storm sewers, sanitary lift stations, storm drainage ways, water distribution system components, vehicles, equipment, central garage, parking lots, Village buildings and grounds. This Division consists of 4 ½ full-time staff.

## **Products & Services:**

- Maintain approximately 85 miles of streets including asphalt and concrete pavement repair, curb/gutter repair, street sweeping, brush removal and ditching of drainage ways, grass cutting of various right-of-way and public properties.
- Maintenance of approximately 187,000 feet sanitary sewer, storm sewers and other drainage ways. Activities include repair/replacement of structures or pipes, cleaning operations, televising sewer lines, brush removal and ditching of drainage ways.
- Maintenance of approximately 212,000 feet of water mains. Activities include repair/replacement of pipes, hydrants, pumps and valves.
- Provide snow/ice control for streets and public parking lots. Activities include plowing and salting operations.
- Maintenance of Village buildings, structures and public lands.
- Facilitate the Village Refuse and Single Stream Recycling Program.
- Coordinate activities with Village consulting engineer for improvements, repairs, expansion of Village infrastructure.

## **Recent Significant Accomplishments:**

- ✓ Transitioned new Public Works & Utilities Coordinator and Public Works staff member, filling vacancies created by retirement and resignations;
- ✓ Public Works & Utilities Coordinator obtained Distribution and Groundwater Operator Certification, completing the first step toward achieving the Water Works Operator credential;
- ✓ Completed new Water Booster Station and switched to Green Bay Water for north side;
- ✓ Reconstructed, repaved & improved storm drainage for Silver Creek Dr.;
- ✓ Brought the Tailwinds Subdivision infrastructure on line;
- ✓ Completed storm drainage improvements in the Ferndell Acres Dr. and Bow Bells Rd., Berkshire Dr., Crosse Point Ct, Cyrus Rd and Larkspur Ln. areas;
- ✓ Facilitated road crack filling for three residential subdivisions;
- ✓ Facilitated seven road repair projects;
- ✓ Performed 6 street sweepings of all Village curb & gutter areas in efforts to meet storm water regulations;
- ✓ Replaced Sanitary Lift Station #3 aged, malfunctioning pump/panel controls to resolve operation issues;
- ✓ Completed implementation and training for two units of the Safety Program; Hazardous Materials and Confined Entry.
- ✓ Secured Plow Truck with wing to replace the oldest plow truck;
- ✓ Obtained Municipal Street Improvement Program grant of \$50,874 to assist with planned road improvement project in 2012;
- ✓ Replaced street name signage and regulatory signage in NW quadrant of Village to comply with federal mandates;
- ✓ Evaluated and improved Equipment Maintenance Record Keeping, commenced improvement equipment and supplies inventory tracking;
- ✓ Secured new Snow Removal Contractor for Route Two;
- ✓ Secured and trained a pool of Seasonal Plow Truck Operators to assist DPW staff with protracted storm events and expediting post storm clean-up efforts.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** The “Snow Removal” and “Road Preventive Maintenance and Repair” line items were reduced. The Snow Removal line item has exhibited a downward cost trend the past three years. Although the Road Preventive Maintenance and Repair line item was reduced in 2012, additional monies were allocated to the Capital budget (“04”) for road repaving projects.

PUBLIC WORKS-HIGHWAY/STREET MAINT: 2012 BUDGET									
		2007	2008	2009	2010	2011		2012	%
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	Change
53100-015	DPW-New Equip	\$ 1,139.54	\$ 7,316.36	\$ 5,387.28	\$ 2,128.59	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	0.0%
53100-060	DPW- Snow Rem	60,753.61	52,509.93	22,129.35	18,115.64	49,500.00	30,000.00	36,000.00	-27.3%
53100-084	DPW-Stone	4,393.19	6,498.10	6,030.88	4,829.13	8,000.00	5,500.00	8,000.00	0.0%
53100-086	DPW-Signage	2,840.27	3,098.35	5,972.95	7,603.00	10,000.00	11,250.00	9,250.00	-7.5%
	DPW-Rd Preventive								
53100-088	Maint & Repair	60,368.06	35,436.89	39,729.59	15,182.85	50,825.00	50,000.00	40,500.00	-20.3%
53100-090	DPW- Salt/Sand	37,392.26	27,619.67	34,366.76	39,662.35	42,000.00	42,000.00	42,000.00	0.0%
	DPW- Grass/ROW								
53100-091	Maint	782.95	4,741.44	7,916.00	5,653.42	8,000.00	8,000.00	7,000.00	-12.5%
53100-093	DPW-EquipLabor	93.78	1,043.75	200.00	828.26	1,500.00	1,000.00	1,000.00	-33.3%
	DPW-Equip Repr	946.75	2,488.35	1,908.56	4,329.45	3,500.00	2,750.00	3,500.00	0.0%
	Rd Maint Engineer	4,057.08	10,311.31	7,085.20	-	-	-	-	
	<b>Total Expenses</b>	<b>\$ 172,767.49</b>	<b>\$ 151,064.15</b>	<b>\$ 130,726.57</b>	<b>\$ 98,332.69</b>	<b>\$ 178,825.00</b>	<b>\$ 156,000.00</b>	<b>\$ 152,750.00</b>	<b>-14.6%</b>

PUBLIC WORKS-HIGHWAY/STREET ADMINISTRATION: 2012 BUDGET								
	2007	2008	2009	2010	2011	2011	2012	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
53100-001-003 DPW-Admin Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,201.77	\$ 12,600.00	
53100-001-004 DPW-Labor Wage	58,531.77	77,971.42	70,967.54	74,544.79	74,451.85	70,335.70	60,072.55	-19.31%
53100-003-003 DPW-Admin WRS	-	-	-	-	-	1,138.06	743.40	
53100-003-004 DPW-Labor WRS	5,054.14	8,036.70	7,392.87	7,221.59	7,824.41	7,824.41	3,249.28	-58.47%
DPW- Admin								
53100-004-003 FICA/MED	-	-	-	-	-	757.29	963.90	
DPW- Labor								
53100-004-004 FICA/MED	4,109.80	5,626.96	5,527.20	5,556.47	5,695.56	5,380.68	4,595.55	-19.31%
53100-005-003 DPW-Admin Fringe	-	-	-	-	-	859.05	95.09	
53100-005-004 DPW- Labor Fringe	6,441.79	8,847.61	8,026.22	7,452.33	9,299.11	7,825.00	8,937.86	-3.88%
53100-006-000 DPW- Supplies	3,738.58	4,359.75	3,633.53	3,417.46	4,000.00	5,000.00	6,000.00	50.00%
53100-011-000 DPW- Ed/Conf/Trav	310.58	275.00	903.96	784.75	3,100.00	2,375.00	3,100.00	0.00%
53100-016-000 DPW- Fuel	9,660.24	14,543.57	8,225.15	9,542.24	11,000.00	13,750.00	14,000.00	27.27%
53101-021-000 DPW-Vehicle Maint	3,981.20	4,527.06	9,871.81	5,679.23	5,500.00	8,275.00	7,500.00	36.36%
53100-030-000 DPW-Liability Ins	-	-	-	-	-	357.00	1,485.37	0.00%
53100-031-000 DPW-Property Ins	-	-	-	-	-	1,154.00	915.23	0.00%
53100-032-000 DPW-Auto Ins	-	-	-	-	-	3,381.00	3,397.00	0.00%
<b>Total Expenses</b>	<b>\$ 91,828.10</b>	<b>\$ 124,188.07</b>	<b>\$ 114,548.28</b>	<b>\$ 114,198.86</b>	<b>\$ 120,870.93</b>	<b>\$ 138,613.96</b>	<b>\$ 127,655.23</b>	<b>5.61%</b>

Division of Public Works			
2012 Strategic Goals	Objectives	Specifics	Completion Goal
<b>Continue Cross Training efforts to obtain basic understanding of all job functions within the Department.</b>	<ul style="list-style-type: none"> <li>Identify and create list of various duties;</li> <li>Create matrix of personnel, skills, areas to pursue cross training;</li> <li>Develop a program/schedule for cross training;</li> <li>Implement the program/schedule;</li> <li>Evaluate Progress</li> <li>Create Policy/Procedure statements for identified duties.</li> </ul>		<ul style="list-style-type: none"> <li>1/2012</li> <li>1/2012</li> <li>2/2012</li> <li>6/2012; 11/2012</li> </ul>
<b>Continue Efforts to create/improve Safety Program.</b>	<ul style="list-style-type: none"> <li>Accept 2012 consultant proposal;</li> <li>Schedule and Implement training with scheduled units.</li> <li>Create copies of Safety Program binders, keep</li> </ul>		<ul style="list-style-type: none"> <li>12/2011</li> <li>2/2012</li> <li>2/2012</li> </ul>

	<ul style="list-style-type: none"> <li>copies in identified locations;</li> <li>• Create and implement safety procedures recordkeeping</li> <li>• Perform Inventory, obtain MSDS sheets, update binders, index and tab binder;</li> <li>• Identify, plan and secure improvements and safety equipment, facilities needed.</li> </ul>		<ul style="list-style-type: none"> <li>• 2/2012</li> <li>• 1/2012</li> <li>• 3/2012 obtain equipment presently identified.</li> </ul>
<p><b>Attend all relevant training opportunities and stay current on continuing education credits.</b></p>	<ul style="list-style-type: none"> <li>• Include team members in relevant training opportunities as an element of cross training;</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Water Information Exchange Group Seminars;</li> <li>• Wisconsin Rural Water Association Seminars;</li> <li>• Brown County Public Works Association meetings;</li> <li>• North East Wisconsin Storm Water Consortium Meetings;</li> <li>• UW Exchange seminars.</li> </ul>	<ul style="list-style-type: none"> <li>• Commence immediately.</li> </ul>
<p><b>Examine &amp; Implement ways to increase, improve efficiency &amp; cost effectiveness of various Division Service Programs.</b></p>	<ul style="list-style-type: none"> <li>• Evaluate present programs, investigate identified options/areas for improvements, implement as appropriate;</li> <li>• Water – review meter change program. Identify plan options to expedite replacement of aged, outdated technology meters, present to Administrator for evaluation</li> <li>• Hydrants – identify plan options for repainting hydrants for inclusion in 2013 budget</li> <li>• Sewer Cleaning &amp; Televising: evaluate rotating plan, modify as determined, prepare 2012 RFQ</li> <li>• Street Signs – Review</li> </ul>		<ul style="list-style-type: none"> <li>• 2/2012</li> <li>• 5/2012</li> <li>• 2/2012</li> <li>• 2/2012</li> <li>• 3/2012</li> <li>• 6/2012</li> </ul>

	<p>status of sign replacements (regulatory, street name) identify 2012 replacement, improvement program, implement;</p> <ul style="list-style-type: none"> <li>• Prepare 2012 RFQ's (insect spraying, weed spraying, road repair, road crack fill, storm water improvements, brush/tree cutting;</li> <li>• Roads – evaluate, analyze Paser ratings, identify trends, prepare report on findings, concerns, recommendations;</li> <li>• Create and implement Staff Performance Reviews;</li> <li>• Review/Solicit quotes for Uniform Contract vs. uniform stipend;</li> <li>• Develop Vehicle, Equipment, Utility, Building and Grounds Maintenance Assessments to provide for Planned/Scheduled Maintenance;</li> <li>• Research Yard Waste Disposal Options, Logistics and Costs. Prepare report for Village Board consideration;</li> <li>• Evaluate and implement identified improvements to Web Site;</li> <li>• Seek collaborative input at regularly scheduled staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Research, select Performance Review format, implement.</li> <li>• Review previous quotes, select option, implement.</li> <li>• Research, select, implement assessment methods, checklists.</li> <li>• Research other Communities' sites, Develop outline, proceed assembling improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• 4/2012</li> <li>• 1/2012</li> <li>• 5/2012</li> <li>• 5/2012</li> <li>• 11/2012</li> </ul>
<p><b>Increase efficiency of recordkeeping systems, track performance measures, establish benchmarks.</b></p>	<ul style="list-style-type: none"> <li>• Continue with efforts to improve inventory tracking, establish periodic inventory reviews;</li> <li>• Examine alternatives for moving away from paper to electronic copies of all records, wherever feasible;</li> <li>• Devise and implement Performance Tracking</li> </ul>	<ul style="list-style-type: none"> <li>• Perform equipment and materials inventory, create electronic inventory lists, indentify/evaluate methods to use lists to keep current status;</li> <li>• Evaluate duties, determine</li> </ul>	<ul style="list-style-type: none"> <li>• Winter months</li> <li>• 2/2012</li> </ul>

	methods, including review /modification of employee duty charts and time sheets	performance tracking measures, determine how to track, measure;	
<b>Develop Capital Equipment Program, Capital Improvement Programs for infrastructure and Village Facilities.</b>	<ul style="list-style-type: none"> <li>• Identify existing equipment, infrastructure, facilities;</li> <li>• Identify routine &amp; planned maintenance needs;</li> <li>• Identify improvement needs;</li> <li>• Identify replacement/maintenance schedules and projected costs;</li> <li>• Develop annual costing to maintain Capital Programs to provide improved short and long range planning and funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop outline for completing this goal</li> <li>• Methodically complete the steps in the outline and</li> </ul>	<ul style="list-style-type: none"> <li>• 1/2012</li> <li>• Desired completion prior to August, 2012.</li> </ul>

**DEPARTMENT/SERVICE: REFUSE & RECYCLING COLLECTION**

**GOAL:**

To remove all residential refuse and recycling materials at the lowest cost achievable to taxpayers; to promote recycling to reduce landfill tonnage and tipping fees.

**GENERAL OBJECTIVES:**

- Remove residential refuse and recycling in a timely and cost-effective manner;
- Provide responsive customer service when the need arises;
- Promote single stream recycling program throughout the Village.

**PROGRAM DESCRIPTION:**

The Village contracts for residential trash and recycling services with Harter’s Fox Valley Disposal.

2012 garbage and recycling charges were reduced 6.50% from the 2011 charges. Service rates, fuel surcharges and the cost of County tipping fees are all factors in establishing what rates the Village needs to collect from each user to “break-even.” Garbage and recycling charges appear as a separate fee on the property tax bills. The 2012 charges are as follows:

**2012 Charges**

Container Size	2011 Charges	2012 Charges	Annual Savings to Hobart Taxpayers
95 Gal.	\$159.26	\$148.91	\$10.35
65 Gal.	\$157.18	\$146.96	\$10.22
32 Gal.	\$146.78	\$137.24	\$9.54

2012 REFUSE/RECYCLING COLLECTION PROGRAM									
	2007	2008	2009	2010	2011			2012	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 YTD	2011 est.	BUDGET	% Change
Garbage & Recycling									
53100-095 Collection	\$ 167,329.55	\$ 195,086.95	\$ 229,630.95	\$ 216,205.79	\$ 332,493.00	\$ 143,223.78	\$ 215,950.00	\$ 285,528.20	-14.1%
<b>Total Expenses</b>	<b>\$167,329.55</b>	<b>\$195,086.95</b>	<b>\$229,630.95</b>	<b>\$ 216,205.79</b>	<b>\$ 332,493.00</b>	<b>\$143,223.78</b>	<b>\$215,950.00</b>	<b>\$285,528.20</b>	<b>-14.1%</b>

**DEPARTMENT/SERVICE: VILLAGE STREET LIGHTING**

**GOAL:**

To provide adequate street lighting to ensure public safety without disrupting the rural character of the Village.

**GENERAL OBJECTIVES:**

- Maintain a policy for proper placement of street lighting when requested by private citizens;
- Maintain streetlights in accordance with policies/agreements with Wisconsin Public Service (WPS).

**PROGRAM DESCRIPTION:**

The “street lighting” program consists of the electric utility charges to power the lights in private developments. The Village, in various developers’ agreements, ensures that properties utilizing the streetlights are properties that pay for them. You will see street lighting as revenue as well. The Village initially pays for the monthly electric charges, but is then wholly reimbursed by charges back to the residents of a subdivision. Other lights in the Village, not connected to a particular subdivision are funded through the general tax levy.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE.**

2012 STREET LIGHTING									
		2007	2008	2009	2010	2011	2011 est.	2012	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
01-53420-00	Street Lights	\$ 9,207.97	\$ 9,430.18	\$ 26,387.81	\$ 8,914.28	\$ 9,804.86	\$ 9,658.19	\$ 15,160.71	54.62%
01-53421-00	Polo Point	5,256.92	5,485.21	5,493.89	5,131.80	5,658.72	4,191.50	5,858.33	3.53%
01-53422-00	Indian Trails I&II	6,278.36	6,501.02	6,511.28	6,082.13	6,706.62	4,967.70	7,461.90	11.26%
01-53423-00	S.E.Ind Pk	12,063.51	12,432.74	12,577.65	11,632.29	12,849.92	9,482.51	13,513.35	5.16%
01-53424-00	Thornberry Crk	24,844.09	25,611.19	26,434.19	24,806.09	27,019.22	20,197.22	29,065.17	7.57%
01-53425-00	Barnard Woods	1,534.81	1,625.28	1,627.82	1,520.54	1,676.65	1,241.93	1,735.80	3.53%
01-53426-00	Golden Pond	1,743.97	1,828.49	1,831.30	1,710.61	1,886.24	1,397.16	1,952.77	3.53%
01-53427-00	Fonda Fields	393.42	406.30	406.95	380.12	419.17	310.47	433.96	3.53%
01-53428-00	Brookwood Cir	169.92	863.86	924.12	861.69	951.84	702.47	1,008.95	6.00%
01-53429-00	Stone Gable			1,016.86	1,140.39	1,152.44	931.43	1,221.59	
	Cobblestone	-	-	-	-	-	-	1,112.91	
<b>TOTAL EXPENSES</b>		<b>\$ 61,492.97</b>	<b>\$64,184.27</b>	<b>\$83,211.87</b>	<b>\$ 62,179.94</b>	<b>\$ 68,125.68</b>	<b>\$ 53,080.55</b>	<b>\$ 78,525.44</b>	<b>15.27%</b>

## 6.0 DEBT SERVICE FUND

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## **DEPARTMENT: DEBT SERVICE FUND**

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### **GOAL:**

To ensure that adequate funds are maintained to retire outstanding principal and interest payments and to maintain the Village's AA- bond rating.

### **GENERAL OBJECTIVES:**

- Incur debt only when debt-financing is determined to be the optimal means of financing a project;
- Aggressively pay down debt that is incurred- meet debt service payments every year;
- Maintain, and if possible, improve the Village's bond rating;
- Take advantage of refinancing opportunities to save on interest costs.

### **PROGRAM DESCRIPTION:**

The Debt Service Fund of the Village is used to account for the payment of principal and interest on all debt obligations of the Village, whether general obligation debts or debts backed by revenues of various utilities. The Village is required by constitution and statute to provide for the payment of its debt by the levy of taxes sufficient to pay the principal and interest on the debt. One can see the total "debt" levy in the budget summary located on page 27.

Certain costs are incurred by the Village that reflects a long-term investment in the future of the Village. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments, special assessments, or any combination of these. The Village has the power to incur indebtedness for Village purposes specified by statute in an aggregate amount, not to exceed five percent of the equalized value of taxable property in the Village, as last determined by the State of Wisconsin Department of Revenue. In general, such indebtedness may be in the form of bonds and promissory notes for various public purposes.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012:** A reduction of \$46,281 in required levy for debt service resulted from debt downsizing and refinancing in May 2011.

VILLAGE OF HOBART 2012 DEBT SERVICE BUDGET							
			PRINCIPAL		INTEREST		TOTAL
<b>GENERAL FUND OBLIGATIONS</b>							
7/15/2003	\$1,125,000	REFUNDING BONDS	005-58108-010	\$ 100,000.00	005-58108-012	\$ 17,620.00	
12/15/2003	\$1,340,000	REFUNDING BONDS	005-58109-010	\$ 175,000.00	005-58109-012	\$ 27,950.00	
4/1/2007	\$420,000	GO NOTES (DPW BLDG)	005-58111-010	\$ 90,000.00	005-58111-012	\$ 15,562.50	
12/15/2009	\$6,450,000	GO REFUNDING BONDS	005-58216-010		005-58216-012	\$ 241,875.00	
11/22/10	\$1,300,000	GO REFUNDING BONDS	005-58219-010	\$ 156,750.00	005-58219-012	\$ 14,562.63	
6/24/2011	\$1,123,268	SAFE DRINKING WATER	005-58222-010	\$ 45,316.47	005-58222-012	\$ 24,213.42	
				<b>\$ 567,066.47</b>		<b>\$ 341,783.55</b>	\$ 908,850.02
						Spec Assessments	(35,310.74)
						<b>LEVY AMOUNT</b>	<b>\$ 873,539.28</b>
<b>WATER FUND</b>							
6/7/2011	\$2,900,000	GO REFUNDING BONDS	002-23200	\$ 99,649.00	002-58221-012	\$ 91,756.35	
				<b>\$ 99,649.00</b>		<b>\$ 91,756.35</b>	<b>\$ 191,405.35</b>
<b>SEWER FUND</b>							
1992		SANI DIST #1 GBMSD	003-22400	\$ 4,673.95			
1999		ASHWAUBENON CR INTERCEPTOR	003-22400	\$ 76,725.46	003-58303-012	\$ 41,330.22	
2005		DUCK CREEK INTERCEPTOR	003-22400	\$ 89,129.08	003-58304-012	\$ 71,564.96	
11/22/10	\$1,300,000	GO REFUNDING BONDS	003-23001	\$ 128,250.00	003-58219-012	\$ 11,914.88	
6/7/2011	\$2,900,000	GO REFUNDING BONDS	003-23001	\$ 10,351.00	003-58221-012	\$ 9,531.15	
				<b>\$ 309,129.49</b>		<b>\$ 134,341.21</b>	<b>\$ 443,470.70</b>
<b>TIF DEVELOPMENT</b>							
8/3/2009	\$5,000,000	TAN	008-58215-010	\$ 5,000,000.00	008-58215-012	\$ 150,000.00	
11/22/10	\$1,895,000	GO REFUNDING BONDS	008-58220-010	\$ 100,000.00	008-58220-012	\$65,295.00	
				<b>\$ 5,100,000.00</b>		<b>\$ 215,295.00</b>	<b>\$ 5,315,295.00</b>
			<b>TOTAL</b>	<b>\$ 6,075,844.96</b>		<b>\$ 783,176.11</b>	<b>\$ 6,859,021.07</b>

# 7.0 CAPITAL IMPROVEMENT FUND

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## **CAPITAL IMPROVEMENT FUND**

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### **GOAL:**

To ensure that funds are available to meet the short and long-term capital needs of the Village including fleet and equipment, infrastructure and buildings & grounds.

### **GENERAL OBJECTIVES:**

- Provide advance forecasting for replacement of capital items;
- Stabilize the tax levy for capital expenditures versus seeing high and low levy requirements when capital items need to be addressed;
- Plan ahead to avoid issuing debt for smaller capital items;
- Accommodate capital items on a life-cycle costing approach.

### **PROGRAM DESCRIPTION:**

Capital expenditures are fixed assets such as land purchases, infrastructure, vehicles, buildings, computers or a large piece of equipment that is held or used for more than one year and usually for many used ("fixed asset"). Different municipalities have various thresholds for what is a capital item, but a general rule is any item costing the Village over \$1,000, with a useful asset life of greater than 5 years. Larger organizations may set different thresholds. Numerous reasons exist as to why capital items are treated and budgeted differently than regular general fund expenditures. Some reasons include the fact that they are often financed through debt, spending varies year- to- year and the stakes are high due to high costs. It is important that capital budgets are evaluated well into the future to ensure proper financial planning, especially regarding infrastructure planning.

**SIGNIFICANT FUNDING CHANGES FOR 2012:** The 2012 capital budget increased \$69,800 due mostly to increased funding (+\$49,500) for road repaving/repair. Other attributable factors for the increase are the costs in the Police and Fire capital equipment budgets related to the Brown County Radio Project. Additionally, more monies were budget for the DPW equipment line item, which increased \$17,500 from 2011.

## 2012 CAPITAL IMPROVEMENT BUDGET (CIB) EXPENDITURES

		2008	2009	2010	2011	2012
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>GENERAL GOVERNMENT</b>						
51530-014	Property Revaluation	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
51420-015	Office Equipment	4,111.66	9,888.77	36,408.00	\$ 12,000.00	\$ 12,000.00
<b>Total General Government</b>		<b>\$ 4,111.66</b>	<b>\$ 9,888.77</b>	<b>\$ 36,408.00</b>	<b>\$ 13,500.00</b>	<b>\$ 13,500.00</b>
<b>FIRE DEPARTMENT</b>						
52200-015	Fire Dept. New Equipment	\$ (254.47)	\$ 151,869.66	\$ 9,367.12	\$ 102,000.00	\$ 57,000.00
<b>Total Fire Department</b>		<b>\$ (254.47)</b>	<b>\$ 151,869.66</b>	<b>\$ 9,367.12</b>	<b>\$ 102,000.00</b>	<b>\$ 57,000.00</b>
<b>POLICE DEPARTMENT</b>						
52100-017	Police / New Vehicles	\$ 14,721.49	\$ 10,064.25	\$ 21,752.75	\$ 24,000.00	\$ 24,000.00
52100-015	Police / New Equipment:	8,162.31	6,374.83	7,690.62	\$ 25,000.00	\$ 70,000.00
51200-042	Court Software-TRIPPS				\$ 4,200.00	\$ -
<b>Total Police Department</b>		<b>\$ 22,883.80</b>	<b>\$ 16,439.08</b>	<b>\$ 29,443.37</b>	<b>\$ 53,200.00</b>	<b>\$ 94,000.00</b>
<b>PUBLIC WORKS AND ROAD CONSTRUCTION</b>						
53100-015	Public Works New Equip	\$ 2,000.00	\$ 28,762.50	\$ 123,395.87	\$ 20,000.00	\$ 37,500.00
53100-078	Engineering	3,992.67	27,278.21	23,352.76	\$ 12,000.00	\$ 21,000.00
53100-077	Road Construc. Paving	306,103.62	370,602.96	193,408.40	\$ 195,000.00	\$ 244,500.00
	Public Works New Bldg	15,134.75	-	-	\$ -	\$ -
53100-079	Village Building	-	-	-	\$ 7,000.00	\$ 5,000.00
<b>Total Public Works/Road</b>		<b>\$ 327,231.04</b>	<b>\$ 426,643.67</b>	<b>\$ 340,157.03</b>	<b>\$ 234,000.00</b>	<b>\$ 308,000.00</b>
<b>PLANNING</b>						
	Land Acquisition Expenses	\$ 6,007,651.30	\$ -	\$ -	\$ -	\$ -
	Debt Issuance Costs	-	-	-	-	-
55300-042	GIS Mapping/Website Upgrade	-	7,784.00	9,571.81	\$ 7,500.00	\$ 7,500.00
<b>Total Planning</b>		<b>\$ 6,007,651.30</b>	<b>\$ 7,784.00</b>	<b>\$ 9,571.81</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>
<b>PARKS</b>						
55200-015	Park New Equipment	\$ 700.00	\$ -	\$ 4,746.75	\$ 1,000.00	\$ 1,000.00
55200-029	Park Urban Forestry	3,600.00	1,963.43	4,692.00	\$ 3,000.00	\$ 3,000.00
<b>Total Parks</b>		<b>\$ 4,300.00</b>	<b>\$ 1,963.43</b>	<b>\$ 9,438.75</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>

Capital Budget Summary	2008	2009	2010	2011	2012
	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
General Government	\$ 4,111.66	\$ 9,888.77	\$ 36,408.00	\$ 13,500.00	\$ 13,500.00
Fire Department	\$ (254.47)	\$ 151,869.66	\$ 9,367.12	\$ 102,000.00	\$ 57,000.00
Police Department	\$ 22,883.80	\$ 16,439.08	\$ 29,443.37	\$ 53,200.00	\$ 94,000.00
Public Works and Road Constructing	\$ 327,231.04	\$ 426,643.67	\$ 340,157.03	\$ 234,000.00	\$ 308,000.00
Planning	\$ 6,007,651.30	\$ 7,784.00	\$ 9,571.81	\$ 7,500.00	\$ 7,500.00
Parks	\$ 4,300.00	\$ 1,963.43	\$ 9,438.75	\$ 4,000.00	\$ 4,000.00
<b>Total Expenditures</b>	<b>\$ 6,365,923.33</b>	<b>\$ 614,588.61</b>	<b>\$ 434,386.08</b>	<b>\$ 414,200.00</b>	<b>\$ 484,000.00</b>

## 8.0 VILLAGE ENTERPRISE FUNDS

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WATER UTILITY

SANITARY SEWER UTILITY

STORMWATER MANAGEMENT UTILITY

## **ENTERPRISE FUND "02": VILLAGE WATER UTILITY**

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### **GOAL:**

To provide a safe, reliable and potable water supply at the lowest achievable rate.

### **GENERAL OBJECTIVES:**

- Remain in compliance with all applicable law, standards and guidelines expected of public water supply and conveyance systems;
- Frequently engage in comparability studies and water rate applications to maintain competitive yet financially viable utility operations.

### **PROGRAM DESCRIPTION:**

As of May 2011, northern Hobart water utility customers receive public water from the Green Bay Water Utility (GBWU). In August 2009, the Village Board selected the GBWU as its long-term source of potable water for the northern service area. The DNR mandated the Village to select an alternative long-term water supply to the municipal well, which will continue to serve as the back-up to the connection to GBWU. Construction of a booster and metering station at the corner of Riverdale (CTY J) and Hillcrest Drive began in fall 2010, and was completed in May 2011, allowing the transition to GBWU to be complete. The water customers should anticipate purchasing water from the GBWU beginning in May 2011, when the booster station construction is complete and the meter/booster is "online".

Southern Hobart residents have three areas serviced with public water from wells owned by the Village of Ashwaubenon. One of the wells is located in Hobart for which we have an intergovernmental agreement with Ashwaubenon, dated October 4, 1996 for safe potable water.

The Village of Hobart purchases water from the Village of Ashwaubenon at the Village's approved rates. A water tower located in the Village of Ashwaubenon is used for pressure. A metering station in southern Hobart monitors water quality and quantity from Ashwaubenon.

The Village of Hobart has 35.18 miles of water main within its border. The PVC pipes range in size from 6" to 16" with approximately 92% of the distribution system having mains which are 8" or larger in diameter. There are 375+ hydrants and two pressure-reducing valves within the system.

The water (and sewer) system has radio-controlled signals allowing activation by a control panel located within the Hobart Village Office. An alarm system alerts staff to changes in performance levels of the water or sewer system occurring outside of predetermined ranges. On-call status employees provide weekend inspections or emergency services. All facilities are inspected daily and require daily inspection reports.

### **2010 PHASE 1 WATER RATE INCREASE**

In 2010, the Village commenced its first water rate study with the Public Service Commission in over 10 years. The last increase to water rates took place in 1999. The public hearing for the rate study took place in August of 2010. Because the Village's booster station was not yet operable, the PSC broke Hobart's water rate increase into two phases. Phase 1 placed the fixed bill charge per quarter at \$27.00 and the volume charge of \$3.90/1,000. The phase 1 rate increase was implemented on the 3<sup>rd</sup> quarter, 2010 billing.

### **2011 ADOPTED PHASE 2 WATER RATE REDUCTION STRATEGY**

At its April 12<sup>th</sup>, 2011 meeting, the Village Board accepted the recommendation of the Village Water & Sewer Advisory Committee to reduce phase 2 water rates. The strategy 1) reduced the PILOT (payment in lieu of taxes) *from* the water utility *to* the general fund by \$118,000 and 2) used general levy tax dollars to fund the new booster station near Riverdale and FF (see below). With this strategy, the Village was able to reduce the water *volume* rate from the originally proposed \$5.78/1,000 gallons to \$4.35/1,000 gallons for water customers, while at the same time remaining tax-levy neutral to the general Hobart taxpayer by eliminating general subsidies to the water and sewer utility. Fixed charges for an average residential meter size increased \$3.00, from \$27.00 to \$30.00 per quarter. The strategy moved Hobart to just above the average costs of other Brown County water utilities. For more information, please visit the homepage and click "Take Me to Water Information." Residents can view the rate reduction strategies presented to the Committee and Board and view Brown County comparables.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2012: NONE**

2012 WATER UTILITY REVENUES									
	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 est.	2012 BUDGET		% Change
<b>OPERATING REV.-SALES OF WATER</b>									
002-46101	Metered-Sales-Residential	\$ 329,270.57	\$ 309,524.17	\$ 345,724.78	\$ 304,788.63	\$ 364,000.00	\$ 308,833.00	\$ 384,020.00	5.50%
002-46102	Metered-Sales-Commercial	18,552.51	31,195.17	25,455.97	\$ 28,137.34	\$ 29,000.00	26,441.00	30,595.00	5.50%
002-46103	Metered Sales-Industrial	-	-	-	\$ 1,272.77	\$ 2,550.00	1,700.00	2,690.25	5.50%
002-46104	Metered Services-Public Auth	661.68	2,482.83	1,699.65	\$ 1,726.05	\$ 1,643.00	1,643.00	1,733.37	5.50%
002-46105	Public Fire Protection Service	206,514.00	208,754.00	212,945.00	\$ 212,954.00	\$ 252,915.00	252,915.00	252,915.00	0.00%
002-46200	Private Fire Protection Service	5,858.00	7,392.00	7,515.12	\$ 9,792.05	\$ 9,499.00	9,499.00	10,021.45	5.50%
<b>Total of All Sales of Water</b>		<b>\$560,856.76</b>	<b>\$559,348.17</b>	<b>\$593,340.52</b>	<b>\$558,670.84</b>	<b>\$659,607.00</b>	<b>\$601,031.00</b>	<b>\$695,885.39</b>	<b>5.50%</b>
<b>OTHER OPERATING REVENUES</b>									
002-47001	Forefeited Discounts (late payment penalty)	\$ 5,610.71	\$ 5,904.20	\$ 6,474.63	\$ 2,581.36	\$ 3,300.00	\$ 3,000.00	\$ 3,300.00	0.00%
002-47400	Other Water Revenues	5,108.72	4,048.77	3,814.47	\$ 2,240.00	\$ 1,000.00	1,500.00	\$ 2,500.00	150.00%
002-47401	Water Testing - Residents	488.83	50.00	54.00	\$ 112.00	\$ -	\$ -	\$ -	
002-47402	Water Inspections Fees Collect	1,125.67	755.00	2,967.00	\$ 2,961.00	\$ 1,750.00	7,600.00	\$ 1,750.00	0.00%
002-47403	Well Operation Permits	600.00	5,775.00	17,690.00	\$ 3,525.00	\$ 2,500.00	17,000.00	\$ 2,500.00	0.00%
002-47405	Valve for Meter	394.00	224.50	249.50	\$ 105.00	\$ 300.00	200.00	\$ 300.00	0.00%
002-48110	Interest on Accounts	775.53	669.67	3,743.23	\$ 50.92	\$ 100.00	2,800.00	\$ 100.00	0.00%
<b>Total Other Operating Rev.</b>		<b>\$ 14,103.46</b>	<b>\$ 17,427.14</b>	<b>\$ 34,992.83</b>	<b>\$ 11,575.28</b>	<b>\$ 8,950.00</b>	<b>\$ 32,100.00</b>	<b>\$ 10,450.00</b>	<b>16.76%</b>
<b>TOTAL OPERATING REVENUES</b>		<b>\$574,960.22</b>	<b>\$576,775.31</b>	<b>\$628,333.35</b>	<b>\$570,246.12</b>	<b>\$668,557.00</b>	<b>\$633,131.00</b>	<b>\$706,335.39</b>	<b>5.65%</b>

2012 WATER UTILITY EXPENSES									
		2007	2008	2009	2010	2011	2011 est.	2012	% Change
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	
<b>PLANT OPERATION AND MAINTENANCE</b>									
60000-001-004	Water-Labor Wage	\$ 54,516.55	\$ 53,337.23	\$ 37,670.89	\$ 48,872.46	\$ 46,438.33	\$ 46,872.46	\$ 48,549.64	4.55%
60000-003-004	Water-Labor WRS	5,633.95	10,753.32	3,917.77	5,064.76	5,386.85	5,386.85	2,864.43	-46.83%
60000-004-004	Water-Labor FICA/Med	3,779.11	4,080.30	2,881.82	3,545.92	3,552.53	3,552.53	3,714.05	4.55%
60000-005-004	Water-Labor Fringe	11,035.42	11,617.71	9,749.61	9,227.03	9,768.92	7,260.00	8,388.06	-14.14%
60000-006	Supplies	16,090.43	19,248.43	11,499.72	9,322.17	22,300.00	17,475.00	22,300.00	0.00%
60000-011	ED/Conf/Trav	1,709.84	26,485.22	3,990.00	10,768.11	5,740.00	4,850.00	5,740.00	0.00%
60000-015	New Meters & Equipment	5,396.46	212.50	1,300.65	28,355.66	27,500.00	30,000.00	27,500.00	0.00%
60000-040	B & G Utilities	4,319.56	5,185.55	6,169.77	-	5,000.00	-	-	-100.00%
02-53302-00	Water Sys Maintenance Parts	2,900.11	5,713.20	2,381.43	2,348.66	5,000.00	5,000.00	5,000.00	0.00%
60000-016	Water-Fuel	2,129.77	3,000.00	2,093.69	3,130.92	3,000.00	6,200.00	3,800.00	26.67%
60000-043	Power for Pumping	31,798.36	30,500.00	31,858.40	27,031.79	28,000.00	20,215.00	24,000.00	-14.29%
60000-078	Water Engineering	38,833.89	25,000.00	1,635.70	94,699.87	25,000.00	12,500.00	25,000.00	0.00%
60000-061-005	Purchased Water-ASH	50,686.32	48,733.66	49,962.86	32,382.85	50,000.00	36,575.19	50,000.00	0.00%
60000-061-006	Purchased Water-GBWU	-	-	-	-	96,000.00	85,800.00	168,750.00	75.78%
	Meter Service Charge	-	1,000.00	-	-	-	-	-	-
60000-062	Chemicals	10,752.84	7,500.00	7,799.29	8,491.41	10,000.00	9,275.00	10,000.00	0.00%
60000-025	Tools and Equipment	-	2,500.00	833.22	-	2,000.00	2,000.00	2,000.00	0.00%
60000-051	Repairs to Water Plant /Hydra	3,027.46	20,000.00	260,617.89	(317.26)	9,200.00	9,000.00	9,200.00	-
<b>Total Plant Oper/Maint. Exp</b>		<b>\$ 242,610.07</b>	<b>\$ 274,867.12</b>	<b>\$ 434,362.71</b>	<b>\$ 282,924.35</b>	<b>\$ 353,886.63</b>	<b>\$ 301,962.03</b>	<b>\$ 416,806.18</b>	<b>17.78%</b>
<b>GENERAL OPERATING EXPENSES</b>									
		2007	2008	2009	2010	2011	2011 est.	2012	
<b>ADMIN/GENERAL</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>		<b>BUDGET</b>	
60000-001-003	Water-Admin Salary	\$ 26,601.19	\$ 26,777.64	\$ 26,070.45	\$ 33,703.94	\$ 30,810.96	\$ 30,810.96	\$ 31,871.52	3.44%
60000-003-003	Water-Admin WRS	2,806.52	2,840.55	2,703.02	3,701.22	3,574.07	3,574.07	1,880.42	-47.39%
60000-004-003	Water-Admin FICA/Med	1,878.66	2,048.49	1,852.39	2,404.65	2,375.04	2,375.04	2,438.17	2.66%
60000-005-003	Water-Admin Fringe	5,822.67	5,478.03	5,100.72	6,143.82	6,177.01	8,770.00	8,176.80	32.37%
60000-009	Audit	5,270.00	4,200.00	4,975.00	5,150.00	5,280.00	5,150.00	5,945.00	12.59%
60000-039	Building Maintenance	-	-	38.47	-	500.00	500.00	500.00	0.00%
60000-014	Water-Outside Services	15,387.91	21,083.33	102,359.83	11,297.05	8,500.00	11,075.00	8,500.00	0.00%
60000-034	Insurance Expense	-	6,160.00	2,000.00	4,956.74	5,000.00	4,956.74	3,338.20	-33.24%
60000-089	Regulatory Commission Exp	595.21	1,000.00	488.80	5,649.40	3,000.00	4,549.02	3,000.00	0.00%
60000-099	Bond Issuance Costs	-	-	-	-	-	13,500.00	-	-
60000-033	Health Reimbursement	5,744.71	-	7,135.53	5,242.94	7,500.00	6,990.00	11,225.00	49.67%
<b>Total General Expenses</b>		<b>\$ 64,106.87</b>	<b>\$ 69,588.04</b>	<b>\$ 152,724.21</b>	<b>\$ 78,249.76</b>	<b>\$ 72,717.08</b>	<b>\$ 92,250.83</b>	<b>\$ 76,875.11</b>	<b>5.72%</b>
<b>Total O&amp;M Expenses</b>		<b>\$ 306,716.94</b>	<b>\$ 344,455.16</b>	<b>\$ 587,086.92</b>	<b>\$ 361,174.11</b>	<b>\$ 426,603.71</b>	<b>\$ 394,212.86</b>	<b>\$ 493,681.29</b>	<b>15.72%</b>
60000-024	Depreciation Expense	\$ 63,154.00	\$ 64,202.00	\$ 67,221.00	\$ 67,811.26	\$ 165,000.00	\$ 45,207.52	\$ 107,760.00	-34.69%
60000-048	Depreciation Exp - Contributions	86,392.00	87,530.00	88,542.00	92,450.74	-	61,633.84	88,542.00	-
60000-035	Payment in Lieu of Taxes	106,880.74	104,412.00	111,828.00	111,827.96	117,000.00	73,500.00	8,500.00	-92.74%
<b>Total Expense</b>		<b>\$ 256,426.74</b>	<b>\$ 256,144.00</b>	<b>\$ 267,591.00</b>	<b>\$ 272,089.96</b>	<b>\$ 282,000.00</b>	<b>\$ 180,341.36</b>	<b>\$ 204,802.00</b>	<b>-27.38%</b>
<b>TOTAL OPERATING EXPENSE</b>		<b>\$ (563,143.68)</b>	<b>\$ (600,599.16)</b>	<b>\$ (854,677.92)</b>	<b>\$ (633,264.07)</b>	<b>\$ (708,603.71)</b>	<b>\$ (574,554.22)</b>	<b>\$ (698,483.29)</b>	<b>-1.43%</b>
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 574,960.22</b>	<b>\$ 576,775.31</b>	<b>\$ 628,333.35</b>	<b>\$ 570,246.12</b>	<b>\$ 668,557.00</b>	<b>\$ 633,131.00</b>	<b>\$ 706,335.39</b>	<b>5.65%</b>
<b>NET OPERATING INCOME(+)/LOSS(-)</b>		<b>\$ 11,816.54</b>	<b>\$ (23,823.85)</b>	<b>\$ (226,344.57)</b>	<b>\$ (63,017.95)</b>	<b>\$ (40,046.71)</b>	<b>\$ 58,576.78</b>	<b>\$ 7,852.10</b>	<b>-119.61%</b>

Nonoperating Revenues (Expenses)		2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 est.	2012 BUDGET	
588221-012	Interest Paid on Debt (\$2.9M Refunding Bond)	\$ (165,766.26)	\$ (159,367.12)	\$ (169,659.00)	\$ (179,133.55)	\$ (167,953.86)	\$ (167,953.86)	\$ (99,649.00)	-40.67%
42800-000	Amortization of Debt Issue Cost	(7,404.96)	(5,500.00)	(25,742.00)	(25,742.00)	-	(21,700.00)	-	
23200	Principal Paid on Debt (\$2.9M Refunding Bond)	(235,889.55)	(237,103.63)	(256,166.00)	-	-	-	(91,756.35)	
41110-000	Tax Levy for future water	60,200.38	60,200.38	60,200.38	30,000.00	52,370.30	52,372.29	-	-100.00%
42305-000	Interest on Special Assesments	37,966.95	145,745.49	11,340.52	4,190.92	500.00	-	-	-100.00%
	Customer Contributions	9,289.00	-	-	-	-	-	-	
<b>Total Nonoperating Revenues (Expenses)</b>		<b>\$ (301,604.44)</b>	<b>\$ (196,024.88)</b>	<b>\$ (380,026.10)</b>	<b>\$ (170,684.63)</b>	<b>\$ (115,083.56)</b>	<b>\$ (137,281.57)</b>	<b>\$ (191,405.35)</b>	<b>66.32%</b>
<b>WATER CAPITAL EXPENSES</b>									
02-13400's	Meters, Mains, Hydrants	\$ 15,149.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
02-13140-00	Emergency Water Backup Const	-	47,500.00	-	-	-	-	-	
02-13140-00	Well Construction Engineering	-	10,000.00	-	-	-	-	-	
<b>Total Capital</b>		<b>\$ 15,149.00</b>	<b>\$ 57,500.00</b>	<b>\$ -</b>					
<b>Net Income (Loss)</b>		<b>\$ (304,936.90)</b>	<b>\$ (277,348.73)</b>	<b>\$ (606,370.67)</b>	<b>\$ (233,702.58)</b>	<b>\$ (155,130.27)</b>	<b>\$ (78,704.79)</b>	<b>\$ (183,553.25)</b>	<b>18.32%</b>

## **ENTERPRISE FUND "03": VILLAGE SANITARY SEWER UTILITY**

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### **GOAL:**

To provide a safe and reliable sanitary sewerage conveyance system at the lowest achievable rate.

### **GENERAL OBJECTIVES:**

- Provide for annual maintenance of sanitary infrastructure;
- Provide ongoing inspections of sub-stations, pumps, mains and laterals to ensure system is operable and to proactively identify problem areas;
- Provide prompt, thorough and professional customer service to sewer customers;
- Control inflow and infiltration with a proactive inspection program.

### **PROGRAM DESCRIPTION:**

The Hobart Sewer System is a wastewater collection system consisting of 28 miles of sewer mains and 550+ manholes. Five lift stations pump sewage (from areas that lie outside of gravity flow) into four sewer interceptors that feed into the Green Bay Metropolitan Sewerage District ("GBMSD"). All of the Village's wastewater treatment services are provided by GBMSD.

The Village has entered into three sewer agreements with GBMSD for interceptor construction. The Village makes annual payments to GBMSD under these agreements as follows:

1980 Agreement	-	\$6,257 annually through 2011
1992 Agreement	-	\$4,674 annually through 2020
1999 Agreement	-	\$128,991 annually through 2019

**SIGNIFICANT FUNDING CHANGES FOR 2012:** For 2012, GBMSD user charges for treatment of sewerage increased over 41% to \$268, 160. GBMSD increased its rates for treatment charges by 7.0% for 2012, and the Village is anticipating that the GBMSD rate increase plus the new users coming online in Village development areas justify this budget increase. Unfortunately, the rate increase is the second of many successive years anticipated double-digit rate increases that GBMSD will pass onto its community customers. The GBMSD increases are due in large part to a capital facilities overhaul presently being designed and planned. The Village, and all of GBMSD's municipal customers, will need to closely examine this spending as GBMSD's rate increases will be passed on to Hobart's sewer customers.

Current rates for Village sewer customers are approximately \$104 per quarter for average residential sewer usage. A sewer rate study started in 2011 will be finalized in early 2012. The rate adjustment will accommodate, among other things, the GBMSD rate increases discussed above, and increased debt service to the sewer utility as a result of the May 2011 refinancing.

VILLAGE SANITARY SEWER UTILITY: 2012 REVENUES and EXPENSES									
		2007	2008	2009	2010	2011	2012		
CHARGES FOR SERVICES		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2011 est.	BUDGET	% Change
003-46101	Metered Sales Residential	330,804.12	259,193.06	259,785.85	183,979.33	189,000.00	390,344.00	189,000.00	0.00%
003-46102	Metered Sales Commercial	16,082.06	27,093.33	15,838.39	21,157.48	22,000.00	50,000.00	22,000.00	0.00%
003-46104	Public Authority Sewer	626.84	1,829.59	928.34	901.74	1,140.00	4,850.00	1,140.00	0.00%
003-46101	Res. Sewer Service	(3,468.57)	145,406.63	123,144.66	202,919.23	209,344.00		209,344.00	0.00%
003-46102	Comm. Sewer Service	8,762.45	27,484.41	24,817.43	28,890.53	30,000.00		30,000.00	0.00%
003-46101	Metered Sales Industrial	-	112,536.35	106,462.99	55,834.50	106,900.00	92,500.00	106,900.00	0.00%
003-46104	Public Authority Sewer	610.22	3,893.79	3,922.34	3,848.69	4,000.00		4,000.00	0.00%
<b>Total Charges for Services</b>		<b>\$ 353,417.12</b>	<b>\$ 577,437.16</b>	<b>\$ 534,900.00</b>	<b>\$ 497,531.50</b>	<b>\$ 562,384.00</b>	<b>\$ 537,694.00</b>	<b>\$ 562,384.00</b>	<b>0.00%</b>
OPERATING REVENUES									
003-47001	Forfeited Discounts	\$ 5,195.18	\$ 6,479.73	\$ 2,105.10	\$ 1,507.15	\$ 3,000.00	\$ 3,200.00	\$ 3,000.00	0.00%
003-47404	Other Sewer Revenues	87,201.13	-	-	-	750.00	2,200.00	750.00	0.00%
003-47401	Sewer Hookup Fees	4,400.00	2,800.00	3,200.00	20,000.00	10,000.00	16,800.00	10,000.00	0.00%
003-47402	Sewer Inspection Fees	1,000.00	990.00	3,317.00	5,153.00	3,250.00	4,500.00	3,250.00	0.00%
003-48110	Interest on Accounts	52.03	100.00	3,917.34	109.17	100.00	2,145.86	100.00	0.00%
Customer Contributions		8,387.00	103,614.00	1,792,478.00	-	-	-	-	0.00%
<b>Total Other Operating Rev</b>		<b>\$ 106,235.34</b>	<b>\$ 113,983.73</b>	<b>\$ 1,805,017.44</b>	<b>\$ 26,769.32</b>	<b>\$ 17,100.00</b>	<b>\$ 28,845.86</b>	<b>\$ 17,100.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 459,652.46</b>	<b>\$ 691,420.89</b>	<b>\$ 2,339,917.44</b>	<b>\$ 524,300.82</b>	<b>\$ 579,484.00</b>	<b>\$ 566,539.86</b>	<b>\$ 579,484.00</b>	<b>0.00%</b>
SYSTEM Operation & Maint EXPENSE									
62000-001-004	Sew-Labor Wage	\$ 39,184.56	\$ 42,307.04	\$ 43,597.10	\$ 46,075.98	\$ 40,143.63	\$ 40,143.63	\$ 42,707.53	6.39%
62000-003-004	Sew-Labor WRS	3,644.27	4,350.90	4,534.10	4,807.85	4,656.66	4,656.66	2,519.74	-45.89%
62000-004-004	Sew-Labor FICA/Med	2,716.54	2,936.91	3,335.18	3,357.54	3,070.99	3,070.99	3,267.13	6.39%
62000-005-004	Sew-Labor Fringe	6,960.06	7,929.26	7,053.29	7,788.25	7,952.97	7,952.97	5,462.52	-31.31%
62000-039	Facilities Maint	13,163.16	490.59	5,185.75	36,184.31	20,500.00	18,000.00	20,500.00	0.00%
62000-043	PW Power for Pumping	4,142.05	4,565.88	3,055.03	4,379.83	4,500.00	4,925.00	7,750.00	72.22%
62000-011	Sew-Ed/Conf/Trav	-	-	80.02	320.00	950.00	950.00	950.00	0.00%
62000-080	Treatment Charges-GBMSD	148,750.92	161,730.65	168,985.45	159,710.09	190,000.00	230,850.00	268,160.00	41.14%
53803&4-012	Interceptor Payment Paid-Interest (DC and Ash Interceptor Payments)	115,359.79	137,784.87	131,939.89	130,524.19	119,505.58	119,505.58	112,895.18	-5.53%
62000-007	Lift Station Phones	1,306.10	1,434.00	1,050.00	605.72	1,050.00	1,050.00	1,150.00	9.52%
62000-040	Sew-Utilities	2,159.78	2,592.77	3,084.49	290.32	2,750.00			-100.00%
03 53301-15	CMAR Replacement Fund/New Equip	-	-	8,000.00	15,000.00	12,000.00	12,000.00	12,000.00	0.00%
62000-006	DPW Supply/Exp	11,604.40	6,159.81	4,634.06	5,353.67	6,500.00	4,950.00	5,500.00	-15.38%
62000-016	Sew- Fuel	280.57	1,000.00	2,200.00	2,867.69	2,200.00	7,025.00	6,500.00	195.45%
62000-078	Sewer Engineering	5,654.51	-	12,500.00	3,635.33	9,750.00	4,850.00	8,750.00	-10.26%
62000-014	Outside Services & Televising	29,029.66	20,000.00	14,325.00	30,699.25	20,000.00	28,400.00	30,500.00	52.50%
<b>Total Operation/Maintenance Expense</b>		<b>\$ 383,956.37</b>	<b>\$ 393,282.68</b>	<b>\$ 413,559.36</b>	<b>\$ 451,600.02</b>	<b>\$ 445,529.83</b>	<b>\$ 488,329.83</b>	<b>\$ 528,612.10</b>	<b>18.65%</b>
GENERAL OPERATING EXPENSES									
62000-001-003	Sew-Admin Salary	\$ 19,342.89	\$ 18,356.14	\$ 24,983.15	\$ 28,069.66	\$ 23,917.20	\$ 23,917.20	\$ 25,045.78	4.72%
62000-003-003	Sew-AdminWRS	1,939.06	1,930.49	2,456.72	2,909.16	2,774.40	2,774.40	1,477.70	-46.74%
62000-004-003	Sew-Admin FICA/Med	1,383.75	1,309.48	1,728.77	1,979.94	1,829.67	1,829.67	1,916.00	4.72%
62000-005-003	Sew-Admin Fringe	3,628.67	3,413.26	3,325.81	4,173.78	4,189.35	6,750.00	5,544.17	32.34%
62000-009	Audit	2,840.00	3,000.00	3,100.00	3,210.00	3,275.00	3,275.00	3,895.00	18.93%
62000-034	Insurance Expense	-	1,918.00	1,000.00	2,000.00	2,000.00	2,069.00	1,864.88	-6.76%
62000-009	Admin Mediburse	6,169.91	5,744.71	7,199.38	5,665.76	7,500.00	7,500.00	11,225.00	49.67%
<b>Total General Expenses</b>		<b>\$ 35,304.28</b>	<b>\$ 35,672.08</b>	<b>\$ 43,793.83</b>	<b>\$ 48,008.30</b>	<b>\$ 45,485.62</b>	<b>\$ 48,115.27</b>	<b>\$ 50,968.53</b>	<b>39.53%</b>
<b>Total Oper.&amp; Maint.</b>		<b>\$ 419,260.65</b>	<b>\$ 428,954.76</b>	<b>\$ 457,353.19</b>	<b>\$ 499,608.32</b>	<b>\$ 491,015.45</b>	<b>\$ 536,445.10</b>	<b>\$ 579,580.64</b>	<b>-100.00%</b>
OTHER EXPENSES									
62000-009	Depreciation Expense	\$ 160,841.00	\$ 162,541.00	\$ 157,000.00	\$ 173,951.00	\$ 188,000.00	\$ 188,000.00	\$ 205,547.00	9.33%
03-40801-00	Tax Expense	\$ 969.00	983.00	1,021.00	\$ -	\$ 1,075.00		\$ 1,500.00	39.53%
03-42800-00	Amort of Debt Issue Costs	2,342.76	2,342.70	2,342.76	4,247.70	4,248.00	-	-	-100.00%
<b>Total Other Expenses</b>		<b>\$ 164,152.76</b>	<b>\$ 165,866.70</b>	<b>\$ 160,363.76</b>	<b>\$ 178,198.70</b>	<b>\$ 193,323.00</b>	<b>\$ 188,000.00</b>	<b>\$ 207,047.00</b>	<b>7.10%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 583,413.41</b>	<b>\$ 594,821.46</b>	<b>\$ 617,716.95</b>	<b>\$ 677,807.02</b>	<b>\$ 684,338.45</b>	<b>\$ 724,445.10</b>	<b>\$ 786,627.64</b>	<b>14.95%</b>
<b>NET OPERATING INCOME (LOSS)</b>		<b>\$ (123,760.95)</b>	<b>\$ 96,599.43</b>	<b>\$ 1,722,200.49</b>	<b>\$ (153,506.20)</b>	<b>\$ (104,854.45)</b>	<b>\$ (157,905.24)</b>	<b>\$ (207,143.64)</b>	<b>97.55%</b>
EXPENSES									
NONOPERATING REVENUES (EXPENSES)									
58219 & 21-012	Interest Paid on Debt	\$ (57,135.96)	\$ (79,526.66)	\$ (45,213.29)	\$ (45,727.99)	\$ (45,187.72)	\$ (8,723.07)	\$ (21,446.03)	-52.54%
Tax Levy for future capacity		264,027.73	264,027.73	264,027.73	264,027.73	136,045.91	136,045.91	-	-100.00%
03-42305-00	Interest on Special Assessments	10,640.11	15,291.49	2,878.56	3,557.69	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Nonoperating Revenues (Expenses)</b>		<b>\$ 217,531.88</b>	<b>\$ 199,792.56</b>	<b>\$ 221,693.00</b>	<b>\$ 221,857.43</b>	<b>\$ 92,358.19</b>	<b>\$ 128,822.84</b>	<b>\$ (19,946.03)</b>	<b>-121.60%</b>
<b>NET INCOME (LOSS)</b>		<b>\$ 93,770.93</b>	<b>\$ 296,391.99</b>	<b>\$ 1,943,893.49</b>	<b>\$ 68,351.23</b>	<b>\$ (12,496.26)</b>	<b>\$ (29,082.40)</b>	<b>\$ (227,089.67)</b>	<b>1717.26%</b>
<b>Principal paid on debt (see Debt Service Page)</b>		<b>\$ (209,800.40)</b>	<b>\$ (117,194.55)</b>	<b>\$ (191,027.59)</b>	<b>\$ (175,048.68)</b>	<b>\$ (181,933.61)</b>	<b>\$ (175,048.68)</b>	<b>\$ (309,129.49)</b>	<b>69.91%</b>

## **ENTERPRISE FUND "07": VILLAGE STORMWATER MANAGEMENT UTILITY**

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### **GOAL:**

To provide a cost-efficient utility that effectively conveys and discharges storm water and associated run-off in an environmentally-sound manner.

### **GENERAL OBJECTIVES:**

- Provide annual maintenance of the system and compliance reporting, where appropriate;
- Reduce flooding tendencies and limit damage to flood-prone areas;
- Through a 5-year CIP, proactively engage storm water best management practices.

### **PROGRAM DESCRIPTION:**

Hobart's storm water utility is a system of ditches, culverts, retention/detention ponds and curb and gutter. The system is designed to effectively allow storm water to infiltrate into the water table or to channel the water to local natural bodies of water, such as streams and rivers. The curb and gutter system is currently only located in *Centennial Centre at Hobart*, and the Thornberry Creek and Polo Point subdivisions. These developments also have retention ponds to properly control storm run-off specific to that area. *Centennial Centre at Hobart* has a vast regional storm water collection system.

The majority of Hobart's storm water is managed by a ditch and culvert system and two large detention ponds located in the Southeast Industrial Park. New regulations from the Environmental Protection Agency (EPA) and Department of Natural Resources (DNR) are forcing municipalities to further restrict pollutants from reaching natural waterways. The Clean Water Act originally called for certain metrics to be in place by 2008 and further restrictions by 2011. The EPA and DNR are now regulating the benchmarks set by the Clean Water Act. Hobart will experience costly infrastructure improvements in the coming few years to ensure we are in compliance with all federal and state regulations. By having a storm water ordinance, and subsequent storm water assessment to residents, the Village will be better able to fund such projects and further the objectives of having clean and safe waterways.

The storm water utility ordinance has been in effect since July 2007. The health of the utility is very good with a stable fund balance. These accruing funds will be used for large capital projects in the coming years. Other municipalities in Wisconsin are finding it difficult to meet storm water compliance measures because they did not begin reserving funds to accommodate strict regulations. The Village Board chooses to be proactive by reserving funds from assessments on an annual basis to lessen the financial burden local governments are anticipating as new EPA and DNR storm water quality mandates are enforced.

### **SIGNIFICANT FUNDING CHANGES FOR 2012:NONE**

2012 STORM WATER UTILITY REVENUES AND EXPENSES								
REVENUE - STORMWATER	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 est.	2012 BUDGET	% Change
007-00-46101 Revenue;Storm Water Fees	\$ 126,455.40	\$ 456,001.42	\$ 457,177.40	\$ 456,927.40	\$ 456,000.00	\$ 463,621.68	\$ 446,085.20	-2.17%
Customer Contributions	48,302.00	-	165,285.00	25.00	-	-	-	
<b>Total Revenue</b>	<b>\$ 174,757.40</b>	<b>\$ 456,001.42</b>	<b>\$ 622,462.40</b>	<b>\$ 456,952.40</b>	<b>\$ 456,000.00</b>	<b>\$ 463,621.68</b>	<b>\$ 446,085.20</b>	<b>-2.17%</b>
EXPENSES - STORMWATER O & M	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 est.	2012 BUDGET	
64000-001-003 SW Admin Salary/Wage	\$ -	\$ 10,440.61	\$ 23,455.86	\$ 49,898.74	\$ 59,169.59	\$ 59,169.59	\$ 64,010.52	8.18%
64000-001-004 SW Labor Salary/Wage	-	10,981.37	30,978.46	26,434.75	22,837.39	22,837.39	30,563.45	33.83%
64000-003-003 SW Admin WRS	-	1,044.99	2,209.32	4,836.18	6,863.67	6,863.67	3,776.62	-44.98%
64000-003-004 SW Labor WRS	-	1,071.13	3,066.96	2,650.27	2,649.14	2,649.14	1,379.03	-47.94%
64000-004-003 SW Admin FICA/MED	-	726.81	1,794.37	3,429.03	4,526.47	4,526.47	4,896.80	8.18%
64000-004-004 SW Labor FICA/MED	-	723.13	2,191.58	1,957.73	1,747.06	1,747.06	2,338.10	33.83%
64000-005-003 SW Admin Fringe	-	1,846.22	3,623.57	7,381.07	8,374.05	7,304.39	7,810.12	-6.73%
64000-005-004 SW Labor Fringe	-	1,744.36	4,473.51	3,442.32	3,651.95	3,452.34	3,155.44	-13.60%
64000-006 SW Supplies	-	1,187.39	161.21	1,931.89	4,000.00	3,000.00	4,000.00	0.00%
64000-009 SW Audit	-	-	1,300.00	1,865.00	1,915.00	1,865.00	1,920.00	0.26%
64000-011 SW Ed/Conf/Travel	-	200.00	1,595.02	2,357.75	3,100.00	2,650.00	3,100.00	0.00%
64000-014 SW Outside Services	-	662.50	-	6,529.12	12,000.00	9,940.00	11,000.00	-8.33%
64000-015 SW New Equipment	1,634.32	-	-	1,958.58	8,500.00	4,800.00	8,500.00	0.00%
64000-021 SW Vehicle & Equip Maint	-	3,419.78	1,435.04	2,716.61	7,500.00	2,775.00	7,500.00	0.00%
64000-044 SW Equipment Rental	-	2,065.00	3,295.42	8,520.58	10,500.00	8,800.00	9,500.00	-9.52%
64000-022 SW Facilities Maintenance	17,100.00	26,143.55	52,404.58	2,800.00	38,000.00	35,000.00	35,000.00	-7.89%
64000-024 SW Depreciation	604.00	1,208.00	1,791.00	2,372.00	2,400.00	15,750.00	17,593.00	633.04%
64000-033 SW Health Reimbursement	-	-	-	5,847.82	7,500.00	7,771.28	11,225.00	49.67%
64000-059 SW Legal Expenses	396.50	-	3,140.32	38,277.93	33,500.00	43,500.00	22,500.00	-32.84%
64000-078 SW Engineering	49,064.50	8,162.34	10,146.90	6,971.91	28,000.00	28,000.00	23,500.00	-16.07%
64000-082 SW Planning/Engineering	-	-	-	-	2,500.00	6,400.00	2,500.00	0.00%
64000-083 SW Culvert Replacement	29,733.44	58,692.64	155,397.85	49,323.08	85,000.00	35,000.00	78,450.00	-7.71%
64000-087 SW Permit/Design	-	64.00	3,720.00	5,678.34	8,000.00	6,000.00	6,500.00	-18.75%
SW Grasscutting	4,162.54	-	-	779.96	3,600.00	-	-	-100.00%
Storm Mgmt Fees	748.00	-	-	-	-	-	-	
64000-0XX Ponds Operation & Mainten	-	-	300.00	-	1,000.00	-	3,500.00	250.00%
64000-0XX Storm Catch Basin Maint	-	-	2,500.02	-	7,500.00	-	6,800.00	-9.33%
64000-0XX Storm Street Sweeping	-	2,065.00	95.42	5,000.00	2,000.00	-	5,000.00	150.00%
Storm Enforc/Control Salary	-	-	107.50	6,910.56	-	-	-	
Enforc/Control Medicare	-	-	113.20	100.20	-	-	-	
Enforc/Control Social Security	-	-	484.05	428.45	-	-	-	
Enforcement/Control WRS	-	-	811.93	760.16	-	-	-	
<b>Total Maint &amp; Constr</b>	<b>\$ 103,443.30</b>	<b>\$ 132,448.82</b>	<b>\$ 310,593.09</b>	<b>\$ 251,160.04</b>	<b>\$ 376,334.32</b>	<b>\$ 319,801.33</b>	<b>\$ 376,018.08</b>	<b>-0.08%</b>
64000-047 SW Capital Outlay	\$ -	\$ 20,000.00	\$ 115,500.00	\$ 110,500.00	\$ 75,000.00	\$ 22,500.00	\$ 68,500.00	-8.67%
Expenses	\$ 103,443.30	\$ 152,448.82	\$ 426,093.09	\$ 361,660.04	\$ 451,334.32	\$ 342,301.33	\$ 444,518.08	-1.51%
Less Revenue from User Fee Charges	\$(174,757.40)	\$(456,001.42)	\$(622,462.40)	\$(456,952.40)	\$(456,000.00)	\$(463,621.68)	\$(446,085.20)	-2.17%
<b>Net Income (Loss)</b>	<b>\$ 71,314.10</b>	<b>\$ 303,552.60</b>	<b>\$ 196,369.31</b>	<b>\$ 95,292.36</b>	<b>\$ 4,665.68</b>	<b>\$ 121,320.35</b>	<b>\$ 1,567.12</b>	<b>-66.41%</b>
<b>Capital Expense Detail: Combination of 2012 Budget and Funds on Hand</b>								
BayRidge Court (\$17,775), Berkshire Drive/Surrey Trail/Seminole Trail (\$200,000), Touchstone Drive/Nakoma Trail (\$30,000), BainBrook (\$35,000), Equipment Purchase/Reserve (\$35,000)								
<b>Other Notes:</b>								
SW Labor includes 1 summer-seasonal funded at \$7,200, other summer-seasonal funded in parks								

## 9.0 Tax Increment District #1

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## **TAX INCREMENT DISTRICT #1- CENTENNIAL CENTRE at HOBART**

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### **GOAL:**

To utilize tax increment finance laws to spur economic development with the intent of expanding and diversifying Hobart's property tax base.

### **PROGRAM DESCRIPTION:**

In 2009, the Village established its first tax increment district (TID) for the "*Centennial Centre at Hobart*". The following description is designed to give a general overview of tax increment finance (TIF) and how it will work for this and perhaps other developments.

The use of tax increment finance has become a widely used economic development tool that Wisconsin municipalities can utilize to increase property tax base since 1975, when TIF enabling legislation became Wisconsin law. The TIF law was an attempt to counteract the economic downturn by allowing cities and villages to work with the private sector to stimulate economic growth through redevelopment efforts. A more general reason for the state's TIF law was a legislative determination that all the overlying taxing jurisdictions benefiting from economic redevelopment should share in its cost. Public infrastructure improvements to this point, although expanding tax base for all taxing jurisdictions to enjoy, was historically the sole burden of the city or village undertaking development projects.

### **Understanding Tax "Increment"**

Once TIF boundaries are drawn and the municipality has created a TID, a *base value* of all properties contained in the boundary lines is established. The base value is the market value of all the properties within the district and is determined by the Department of Revenue (DOR). The base value includes the equalized value of all taxable property, but does not include municipally owned property, which is tax-exempt. As property is developed or improved, the "tax increment" equals the general property taxes levied on the district in excess of its base value. Tax increment financing carves out the value increment and reserves it for the exclusive use of development purposes while the base assessed value remains in the local government tax base. Thus, only the value increment is utilized for development incentives. The effectiveness of economic development expenditures depends on the opportunities, incentives and planning skills that are essential to each municipality and project.

Since 2009, the Village has experienced great success in TID #1. The Village has executed development agreements for over \$59M in guaranteed tax base, with almost \$20M of the guarantees already satisfied by the end of 2011.

For more information regarding TID #1 specifically, or tax increment financing in general, please contact the Village Office. A full TID #1 project plan is available for public viewing.

2012 TAX INCREMENT DISTRICT (TID) #1 REVENUES AND EXPENSES							
REVENUE - TID #1		2011			2012		% Change
		BUDGET	9/1 YTD	2011 est.	PROPOSED		
008-00-41110	Revenue, Gen Property Tax	\$ -	\$ -	\$ -	\$ -		
008-00-41111	Tax Increment	16,608.36	16,608.36	16,608.36	370,000.00		est.
<b>Total Revenue</b>		<b>\$ 16,608.36</b>	<b>\$ 16,608.36</b>	<b>\$ 16,608.36</b>	<b>\$ 370,000.00</b>		<b>2127.79%</b>
DEBT SERVICE EXPENSES - TID #1		2011			2012		
		BUDGET	9/1 YTD	2011 est.	BUDGET		
008-58215-010	8/3/2008 \$5,000,000 NAN Principal				\$ 5,000,000.00		
008-58215-012	8/3/2008 \$5,000,000 NAN Interest				\$150,000		
008-58220-010	11/22/2010 \$1,895,000 Refunding Bond (B) Principal				100,000.00		
008-58220-012	11/22/2010 \$1,895,000 Refunding Bond (B) Interest				65,295.00		
	Audit				1,065.00		
<b>TOTAL DEBT SERVICE EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>5,315,295.00</b>		
OTHER EXPENSES - TID #1		2011			2012		
		BUDGET	9/1 YTD	2011 est.	BUDGET		
	Developer "PAYGO" Obligations				tbd		
<b>TOTAL OTHER EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>			
<b>TOTAL EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,315,295.00</b>		
<b>LESS REVENUE FROM INCREMENT</b>		<b>\$ (16,608.36)</b>	<b>\$ (16,608.36)</b>	<b>\$ (16,608.36)</b>	<b>\$ 4,945,295.00</b>		
<b>NET INCOME (LOSS)</b>		<b>\$ 16,608.36</b>	<b>\$ 16,608.36</b>	<b>\$ 16,608.36</b>	<b>TBD</b>		

**SUMMARY OF 2012 BUDGET:** In 2012, the Village will need to refinance a balloon payment for the initial \$5,000,000 infrastructure investment in Centennial Centre at Hobart. That refinancing will take place in May/June 2012. After the refinance, subsequent TID budgets will have the amortized debt service (principle and interest) and the \$5,000,000 balloon payment outlined in the table above will not appear and will be replaced with the repayment schedule.

## Glossary of Wisconsin Government Finance Terms

**Account.** A classification established for the purpose of recording revenues and expenditures. (The various classifications used are likely to be drawn from a "chart of accounts" developed or adopted by the unit of government.)

**Accrual Basis of Accounting.** The basis in which revenues are recorded when earned (whether or not actual payment is received at that time) and expenditures are recorded when goods and services are received (whether or not payment is made at that time).

**Accountability.** The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry -- to justify the raising of public resources and the purposes for which they are used.

**Activity.** A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., police is an activity within the public safety function).

**Ad Valorem Tax.** A tax based on value (e.g., a property tax).

**Adopted Budget.** The governing body shall adopt by a majority vote financial plan for the ensuing fiscal year. It shall contain; a general summary, detailed estimates of all anticipated revenue, all expenditures, and a compensation schedule.

**Allocation.** Most often refers to the division of tax proceeds among local agencies.

**Allotment.** A part of an appropriation that may be encumbered or expended during a given period.

**Amended Budget.** Legal alterations to the Adopted Budget as provided by Wisconsin Statutes that require a two-thirds vote of the governing body

**Appropriation.** A legal authorization granted by the governing body which permits public officials to incur obligations and make expenditures up to the amount of money allocated and within time limits set by the governing body does not mean it will be fully expended.

**Assessed Valuation.** A dollar value placed upon real estate or personal property by the local assessor, as a basis for levying property taxes.

**Audit.** A careful examination, using generally accepted accounting principles and practices, giving the independent auditor's opinion whether or not revenues and expenditures are fairly reported.

**Basis of Accounting.** A term used to refer to when revenues, expenditures, expenses, and transfers - and the related assets and liabilities -- are recognized in the accounts and reported in the financial statements (Accrual, Modified Accrual, or Cash).

**Balance Sheet.** A statement which discloses the financial condition of an entity by assets, liabilities, reserves, and equities of a fund or account group at a specific date to exhibit financial position.

**Balanced Budget.** A budget in which revenues and expenditures are equal.

**Bill.** A term used to denote a law or statute passed by the State legislative bodies, which is listed by the body in which introduced it. AB indicates it was first introduced in the Assembly, SB represents the Senate.

**Bond.** A City may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Bond Rating.** A level of risk assigned to general obligation debt assessed by a rating agency, such as Moody's, S & P, Fitch, etc. The higher the rating, the less risky the bonds are.

**Budget.** A financial and program operation plan to provide services and capital assets which lists appropriations and the means of financing them for a given time period.

**Budget Message.** The opening section of the budget prepared by the Chief Administrative or Executive Officer which provides the governing body and the public with a general summary of the most important aspects of budget policy, including changes from the current and previous fiscal years.

**Budgetary Control.** The control or management of a government or enterprise in accordance with an adopted budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

**Capital Improvements.** Physical improvements which typically cost over \$5,000 and will have a useful life of a year or more and involve the construction or reconstruction of a physical asset. Examples are street reconstruction, storm drain construction, recreational and other facility construction, etc. Also known as capital assets or fixed assets.

**Capital Improvement Plan.** A plan listing priorities for major capital improvement projects anticipated over a fixed number of years (usually three to seven years), their costs, and methods of financing the expenditures.

**Capital Outlay.** A budget category which accounts for all furniture and equipment having a unit cost of \$1,000 or more and a useful life of more than one year.

**Cash Basis of Accounting.** The basis in which revenues are recorded when received in cash and expenditures are recorded when payment is made in cash.

**Contingency Funds.** Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

**Debt.** An obligation resulting from the borrowing of money or purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt Limit.** The maximum amount of debt legally permitted. In Wisconsin General Obligation debt is limited to 5% of the equalized value.

**Debt Service.** The amount of money required to pay principal and interest on outstanding debt.

**Defeasance.** Defeasance occurs with the refunding of an outstanding bond issue before the final payment, or a provision for future payment, of principal and interest on a prior issue.

**Deficit.** The excess of expenditures/uses over revenues/resources.

**Department.** An organizational unit comprised of programs and sub-programs. Each department is managed by a single director.

**Depreciation.** The portion of the total expended to acquire a capital asset charged as an expense during a particular period of time. Depreciation is usually estimated in a straight line calculation in which the original value is decreased each year as a percentage of full value over the expected life of the asset.

**Designated for Subsequent Year.** A portion of this year's unreserved fund balance to provide for the excess of expenditures and other financing uses over revenues and other financing sources budgeted in the next year.

**Division.** A unit within a Department that contains the necessary administrative services to function as a self-contained program or service.

**Eminent Domain.** The power of a government to acquire private property for public purposes. It is used frequently to obtain real property that cannot be purchased from owners in a voluntary transaction. When the power of eminent domain is exercised, owners normally are compensated by the government in an amount determined by an independent appraisal of the property.

**Employee Benefits.** Compensation in addition to regular salary or wages provided to an employee. This includes health insurance, life insurance, dental insurance, Social Security, Wisconsin Retirement, and salary continuance (disability insurance).

**Encumbrances.** Financial commitments related to unperformed services or contracts for goods for which part of an appropriation has been reserved,

**Endowment.** Funds or property that are donated with either a temporary or permanent restriction as to the use of principal.

**Enterprise Fund.** A type of fund established to account for the total costs of those governmental facilities and services which are operated in a manner similar to a private business.

**Equalized Valuation.** The statutory full market value of all taxable property within each jurisdiction (except agricultural land is valued based on income). The State Department of

Revenue analyzes market sales statewide to estimate the full market (or equalized) value for each jurisdiction. Equalized values provide a means of comparing different jurisdictions, even if they are assessed at different percentages of market value. Equalized values are used to apportion the levies of overlying districts (for example, schools and counties) to the municipalities within them. Also, they are used in distribution formulas for certain types of state aid to local governments. The state values are needed because municipalities assess property at varying percentages of market value.

**Expenditures.** Expenditures include current operating expenses which require the current or future use of net current assets, service and capital outlays.

**Expenses.** Decreases in net total assets. Expenses represent total cost of operations during a period regardless of the timing of related expenditures.

**Fines and Forfeitures.** The automatic loss of cash or other property as a penalty for not complying with legal provisions and as compensation for the resulting damages or losses. This term should not be confused with confiscation. The latter term designates the actual taking over of the forfeited property by the government. Even after property has been forfeited, it cannot be said to be confiscated until the government claims it.

**Fiscal Year.** A twelve-month period of time used for budgeting, accounting or tax collection purposes which may differ from a calendar year. Wisconsin municipal entities operate on a calendar basis from January 1 to December 31.

**Fixed Budget.** A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

**Franchise.** A special privilege granted by a government permitting the continuing use of public property, such as City streets, and usually involving the elements of monopoly and regulation.

**Full Time Equivalent (FTE).** A term used to compare the hours budgeted for regular full-time and regular part-time, temporary part-time and overtime based on 2,080 hours annually of a full time position.

**Function.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund.** An independent fiscal and accounting term used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance.** The fund equity of governmental funds and trust funds consisting of the excess of assets over liabilities. Two type of Fund Balance are:

**Reserved Fund Balance** -A portion of fund balance, which is not available for other expenditures and is legally segregated for a specific use.

**Unreserved Fund Balance.**

- **Designated** -A portion of fund balance established to indicate tentative plans for financial resource utilization in a future period. Such plans are subject to change and may never be legally authorized or result in expenditures such as designations for operations and for subsequently budgeted expenditures.

- **Undesignated** - The remainder of fund balance which is neither reserved nor designated.

**Governmental Fund Types.** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities -- except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources.

**Grant.** Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

**Impact Fees.** Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

**Infrastructure.** Facilities on which the continuance and growth of a community depend on such as roads, water lines, sewers, public buildings, parks and so forth.

**In-Lieu Tax.** Tax levied in place of another tax or taxes. The State of California provides in-lieu motor vehicle fees to local governments to compensate for local personal property, not subject to property tax.

**Interfund Transfers.** Transfers are classified into residual equity transfers and operating transfers. Residual equity transfers are non-recurring or non-routine transfers of equity between funds. Operating transfers reflect ongoing operating subsidies between funds. An example of operating transfer is when the General Fund would report its annual subsidy to fund capital improvements in the Capital Projects Fund.

**Levy.** To impose taxes, special assessments or service charges for the support of governmental activities.

**Liquidity.** The ability to convert an investment (of idle funds) quickly in order to meet obligations with minimum loss of earning power.

**Line-item.** The classification of expenditures on the basis of categories called objects-ofexpenditure and within each category more detailed line-items (salaries, travel, telephone expense, etc.). (This type of budget, traditionally used among local units of government, focuses attention on how much money is spent and for what purpose rather than the activity affected or its outcomes.)

**Management letter.** A letter from the independent auditors that is usually a series of findings or recommendations on ways the financial management policies and practices may be improved.

**Maintenance and Operations.** A budget category which accounts for all the supplies, goods, and services required to support a program or activity.

**Mission:** A statement defining the major reasons for the existence of the department including its purpose.

**Modified Accrual Basis.** The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available to finance expenditures of the current period."

"Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**Municipal.** Any county, city, village, town, technical college district, special purpose district or board or commission, and any public or quasi-public corporation or board or commission created pursuant to statute, ordinance or resolution, but does not include the state, a state agency, or corporation chartered by the state or a school district. In its broadest sense, an adjective denoting the state and all subordinate units of government. In a more restricted sense, an adjective denoting a city or village as opposed to other local governments.

**Objectives.** Departmental statements describing significant activities to be accomplished during the fiscal year.

**Objects of Expenditures.** The individual expenditure accounts used to record each type of expenditure are categorized into groups of similar types of expenditure. City operations may incur, For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are:

**Personnel Services.** Salaries and fringe benefits paid to City employees. Includes items such as health/dental insurance, retirement contributions, educational and other benefits.

**Maintenance and Operations.** Supplies and other materials/services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts, vehicle use charges, advertising, travel and utilities.

**Capital Outlay.** A budget category which budgets all equipment having a unit cost of more than \$1,000 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other types of fixed assets.

**Obligations.** Amounts a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

**Operating Budget.** A financial, programmatic, and organization plan, for furthering the goals of the governing body for the current year.

**Operating Transfers.** All interfund (between fund) and intrafund (within funds) appropriation transfers other than residual equity transfers, (Fund Balance), e.g. legally authorized, to the appropriation unit of the fund through which the resources are to be expended.

**Ordinance.** A formal legislative enactment by the City Council. An Ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State Statute or constitutional provision. An Ordinance has a higher legal standing than a Resolution.

**Performance Budget.** A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other bases of expenditure classification, such as character and object class, but these are secondary to activity performance.

**Performance Measures.** Indicators that allow the assessment of program accomplishments.

**Personnel Costs.** Budget category used to denote salaries and wages as well as all associated benefits such as employer paid pension cost, social security, health life, dental, and disability insurances, vacation, holidays and sick leave.

**Principal.** In the context of bonds, the face value or par value of a bond or issue of bonds payable on stated dates of maturity.

**Program.** A division of a department that specifies a particular group of activities.

**Program budget.** The classification of expenditures on the basis of programs, significant problems or policy issues each attempts to deal with, and alternatives for dealing with them. (This type of budget focuses attention on the kinds of problems and policy issues chief executives and governing bodies are expected to resolve and, in a summary fashion, the resources needed to resolve them.)

**Property Tax.** Taxes levied and revenue received based on both real and personal property assessed valuation and the tax rate.

**Proprietary Fund Types.** Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal revenue funds), All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds.

**Reappropriation.** The amount of money budgeted for a project in a prior year, but not spent, or encumbered, and which needs to be appropriated again in the current year.

**Reimbursements.** Payments remitted on behalf of another party, department, or fund, These amounts are recorded as expenditures, or expenses, in the reimbursing fund, and as reductions of the expenditure, or expense, in the fund that is reimbursed.

**Reserve.** An account used to earmark a portion of the fund balance as legally segregated, for a specific use.

**Restricted assets.** An account set up to control monies or other resources, the use of which is restricted by legal or contractual requirements.

**Resolution.** A special order of the governing body, which requires less legal formality than an Ordinance, in terms of public notice, and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance.

**Revenues.** Amount received for taxes, fees, permits, licenses, interest, use of property, and intergovernmental sources during the fiscal year.

**Special Assessment.** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Funds.** This fund is separately administered because revenues are restricted by the City Council, the State of California, the Federal Government, or other governmental agencies as to how the City may spend them.

**State Aid.** Funds made available by the State of Wisconsin for distribution to local governments based on a prescribed formula of distribution to offset some expenditures.

**Statute.** A written law enacted by the State of Wisconsin Legislature.

**Sub-Program.** A division of the program unit. Sub-programs are used to further define a program to assist management and citizenry in better assessing the costs of providing an identifiable service.

**Tax Levy.** The total amount of revenues to be raised by property taxes. Property taxes are levied in the current year for the following year appropriations.

**Tax Levy Rate (Mill Rate).** The amount of taxes levied for each \$1,000 (mill) of assessed property valuation. For example, a tax levy budget of \$2.5 million (total property tax assessment) with a property tax base of \$1 billion (value of all taxable property) would generate a levy rate of \$2.50 per \$1,000 of assessed value. On a house value at \$100,000, the property tax would equal \$250 ( $\$100 \times \$2.50$ ).

**Tax Increment Districts.** TID Districts designated as areas of redevelopment, within a Municipality. Financing is made available for projects that stimulate development or Redevelopment that would not otherwise occur. To finance the cost of improvements, property taxes levied on any increased property value within the TTD district are diverted from the overlying taxing jurisdictions (municipal, school district, vocational district and county) and, instead, are placed in a special account. The money in the account is used to pay the project and /or debt service costs.

**Transfer of funds.** An approved movement of monies from one separate fund to another fund. Often budgets call for Transfers In to the General Fund to pay for centralized expenditures such as utilities, insurance, or fringe benefits. Transfers Out from the General Fund may be required to subsidize new special activity funds or those with insufficient or unreliable revenue sources.

# APPENDIX A

## WAGE/SALARY COST TOTALS AND ALLOCATIONS BY POSITION

<b>2012 WAGE RATES/SALARY SCHEDULE (effective January 1, 2012)</b>	
<b>POSITION ( # of Employees in Position)</b>	<b>SALARY / WAGE</b>
VILLAGE ADMINISTRATOR (1) *	\$70,000.00
DIRECTOR OF DEVELOPMENT & TRIBAL AFFAIRS (1)	\$75,000.00
DIRECTOR OF NEIGHBORHOOD SERVICES (1)	\$66,787.50
PUBLIC WORKS & UTILITIES COORDINATOR (1)	\$52,275.00
CHIEF OF POLICE (1)**	\$56,283.33
CLERK / TREASURER (1)	\$55,614.88
DEPUTY CLERK - TREASURER / UTILITY CLERK (1)	\$21.07
POLICE CLERK / ADMINISTRATIVE CLERK (1)	\$17.14
COURT CLERK / ADMINISTRATIVE CLERK (1)	\$15.97
POLICE OFFICER - FULL TIME (3)	\$27.22
POLICE OFFICER - FULL TIME (1)	\$26.28 THRU 10/8/2012, \$27.22 THRU 12/31/2012
POLICE OFFICER - PART TIME (2)	\$20.44
WATER WORKS OPERATOR (1)	\$19.36
STREET LABORER I (2)	\$18.82
* Does not include a \$500/month housing allowance	
** Contract being re-negotiated at time of this writing	

# APPENDIX B

## WAGE/SALARY COST TOTALS AND ALLOCATIONS BY ACCOUNT

<b>2012 WAGE AND SALARY ACCOUNT ALLOCATIONS</b>			
<b>FUND</b>	<b>POSITION/PROGRAM</b>	<b>ACCT #</b>	<b>AMOUNT</b>
G	ADMIN	51410-001	\$ 45,500.00
G	ED/TA	51415-001	\$ 52,500.00
G	CLERK	51420-001	\$ 59,686.74
G	TREAS	51520-001	\$ 13,314.26
G	COURT CLERK	51200-001	\$ 19,930.56
G	POLICE OFFICERS/CLERK	52100-001	\$ 376,390.74
G	NEIGH SERVICES	52400-001	\$ 40,740.38
G	DPW-LABOR	53100-001-004	\$ 55,072.55
G	DPW-ADMIN	53100-001-003	\$ 12,600.00
W	DPW-LABOR	60000-001-004	\$ 48,549.64
W	WAT ADMIN	60000-001-003	\$ 31,871.52
S	DPW-LABOR	62000-001-004	\$ 42,707.53
S	SEW ADMIN	62000-001-003	\$ 25,045.78
ST	ST DPW-LABOR	64000-001-004	\$ 23,363.45
ST	ST ADMIN	64000-001-003	\$ 64,010.52
<b>TOTAL</b>			<b>\$ 911,283.66</b>
<b>2012 BREAKDOWN BY FUND</b>			
<b>FUND</b>	<b>TOTAL</b>	<b>%</b>	
G	\$675,735.22	74.15%	
W	\$80,421.16	8.83%	
S	\$67,753.31	7.43%	
ST	\$87,373.97	9.59%	

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility

# APPENDIX C

## DENTAL AND HEALTH INSURANCE TOTAL COSTS AND ALLOCATION

2011 DENTAL AND HEALTH INSURANCE ALLOCATIONS					
FUND	POSITION/PROGRAM	HEALTH ACCT #	AMOUNT	DENTAL ACCOUNT #	AMOUNT
G	ADMIN	01-51410-30	\$ 2,127.62	01-51410-32	\$ 116.45
G	ED/TA	01-51415-30	\$ 2,291.28	01-51415-32	\$ 125.41
G	CLERK	01-51420-30	\$ 13,548.42	01-51420-32	\$ 613.72
G	DEP CLERK	01-51421-30	\$ -	01-51421-32	\$ -
G	SEC	01-51430-30	\$ -	01-51430-32	\$ -
G	TREAS	01-51520-30	\$ 2,502.32	01-51520-32	\$ 101.78
G	DEP TREAS	01-51521-30	\$ -	01-51521-32	\$ -
G	COURT CLERK	01-51210-30	\$ 8,453.48	01-51210-32	\$ 454.41
G	POL CLERK	01-52130-30	\$ 9,580.61	01-52130-32	\$ 515.00
G	POLICE OFFICERS	01-52100-30	\$ 19,513.54	01-52100-32	\$ 894.90
G	NEIGH SERVICES	01-52400-30	\$ 5,913.19	01-52400-32	\$ 218.03
G	DPW	01-53100-30	\$ 8,109.11	01-53100-32	\$ 439.43
W	DPW	02-60002-30	\$ 8,871.90	02-60002-32	\$ 477.86
W	WAT ADMIN	02-68005-30	\$ 5,628.54	02-68005-32	\$ 303.10
S	DPW	03-60002-30	\$ 40,143.63	03-60002-32	\$ 386.98
S	SEW ADMIN	03-68005-30	\$ 3,793.50	03-68005-32	\$ 196.22
ST	ST DPW	07-60002-30	\$ 3,236.24	07-60002-32	\$ 174.92
ST	ST ADMIN	07-68005-30	\$ 7,599.69	07-68005-32	\$ 337.56
		<b>TOTAL</b>	<b>\$ 141,313.08</b>	<b>TOTAL</b>	<b>\$ 5,355.78</b>

**NOTE: Health Insurance premiums are an estimate at the time of the writing.**

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility