

# 2016



# Operating Budget

Adopted December 1, 2015



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Hobart  
Wisconsin**

For the Fiscal Year Beginning

**January 1, 2015**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Village of Hobart, Wisconsin** for its annual budget for the fiscal year beginning **January 1, 2015**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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## 2016 Operating Budget Letter of Transmittal

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

**January 1, 2016**

Dear Honorable President, Trustees, and Citizenry of Hobart:

Herein transmitted is the comprehensive 2016 Operating Budget and related department and narratives for the Village of Hobart. The Village Board and staff worked at length on a rather difficult budget outlook to achieve its budget priorities, and to move the Village further toward its stated mission, which is 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.***

The following budget document articulates to our taxpayers not only “how much” is being collected or spent, but “what” goods and services Village taxpayers receive for their tax contribution. We are proud of the progress made in financial transparency and feel this budget document serves effectively as a public education tool.

As much as this budget document is designed to be a plan for the coming year, it’s important to recap the year leading up to this budget’s approval. Below are just a few of the big projects, policies, and issues of 2015.

### **LOOKING BACK AT 2015**

#### **2035 COMPREHENSIVE PLAN CREATION**

Throughout 2015, the staff and the Comprehensive Planning Committee placed a yeoman’s effort into a re-write of the Village’s Comprehensive Plan. State law requires a Comprehensive Plan, and requires that it be updated every 10 years. The Plan re-write was also a Strategic Plan Initiative for 2015. The Village Board and staff were joined by approximately 15 other residents, many who serve on various committees and commissions, to help vision the next chapter for the Village. Items such as future land uses, open space, housing density and type, and myriad other community planning elements were vetted. The new “Comp Plan” is expected to be formally adopted in January 2016; however, the critical objectives and policy implementation stemming from the plan will be an ongoing process.

#### **TRANSITION TO ADVANCED DISPOSAL SERVICES FOR REFUSE/RECYCLING COLLECTION**

In August and September, the Village transitioned collection service from Harter’s to Advanced Disposal Services. The Village competitively bid this service throughout 2014 and early 2015 and Advanced was low bidder. We dealt with some logistics in delivering new bins to residents, but most were happy to have the news bins, with new logo, and most importantly: weekly recycling collection! The Village entered into a 10 year agreement with Advanced, and early indications point to excellent service delivery by this new firm.

## **DEPARTMENT OF TRIBAL AFFAIRS TRANSITION**

In June, Tribal Affairs Director, Elaine Willman, announced that she was leaving the Village's employment to re-establish a private consulting firm. The new firm is headquartered in Montana, and Elaine and her family took residence there. Luckily, Elaine and the Village will enjoy a continued relationship as Elaine will be a contracted Tribal Affairs Consultant to Hobart. Elaine left a great legacy of accomplishments, chief among them was an era of 7+ years wherein the Village did not lose a single Oneida Tribal parcel to federal trust, and thus, off the tax rolls. That run of success on fee-to-trust continues today. Elaine will continue advising the Village, and educating the Hobart public, in her consulting role.

## **VILLAGE EMERGENCY MEDICAL SERVICE (EMS) ANALYSIS**

As a 2015 Strategic Initiative, the staff completed an analysis of Emergency Medical Services provided via a third party contract with County Rescue Services, Inc. Among other things, the report confirmed an excellent cost-benefit for this service/contract to our taxpayers, but with a need for continued monitoring of key performance measures as the Village continues to grow. Growing and cementing our First Responder team was also a key objective stemming from the report.

## **IAN WOS PARK**

Village completed a new park, Jan Wos Park, which opened to the public in June. The park is seeing heavy use, as suspected, given its uniqueness as a local "pocket-park". The 1.2 acre park features a playground set, open space playing field, benches, and tetherball. A shelter feature with seating area will be completed in 2016.

## **NEW COMMUNITY LOGO AND SLOGAN IMPLEMENTED**

Continuing a team effort that began in 2014, the staff formally implemented the new "logo" (see cover page) and tagline: "Greatness is Growing." This re-branding effort is part of a larger marketing strategy. The first phase of new community and gateway signage was launched; of course, featuring the new logo/tagline. Staff is planning for additional signage and placemaking strategies to be implemented in 2016 and 2017.

## **[WWW.BUILDINHOBART.COM](http://www.buildinhobart.com) ECONOMIC DEVELOPMENT WEBSITE**

Assistant to the Administrator, Michael Bablick, led the charge on creating a new economic development website at [www.buildinhobart.com](http://www.buildinhobart.com). The Village worked with DMI Studios, Green Bay, to provide the new website, which is geared toward economic development efforts in TID 1 and TID 2. We have a very aesthetically-pleasing and user-friendly website tool to market developable property.

## **"NET NEW CONSTRUCTION" IN THE VILLAGE: TAX INCREMENT DISTRICTS**

In August, the Wisconsin Department of Revenue (DOR) released 2015 equalized value (EV) figures for each city, village, town, and county. Hobart again showed exceptional growth from 1/1/14 to 12/31/14. Here is a brief overview of Hobart's new valuation figures as of January 1, 2015:

- Overall, equalized value (EV) increased 3.74% (+\$26,472,500) due to net new construction. \$21,984,100, or 83%, of the Village growth occurred in TIDs, *providing little benefit to the general fund budget or tax rate as we prepared this 2016 budget*. Total Village EV is \$751,542,900;
- TID 1 *total* is \$101,162,100. Increment (equalized) value over base value (i.e. value increment) is \$80,170,200. TID 1 value grew by 17%;
- TID 2 *total* is \$35,667,300. Increment (equalized) value over base value (i.e. value increment) is \$32,381,800. TID 2 value grew by 26%.

The Village processed approximately 45 new single-family home permits, 5 multi-family permits (133 total

dwelling units), and a number of industrial expansion permits in 2015. These figures will be reflected in the next annual Statement of Changes in Equalized Value per the DOR.

### **ENCORE PROJECT**

The Village executed a development agreement with Lexington Homes for high-end apartments in *Centennial Centre*. The *Encore* project is a 96-unit development featuring a “town home” style living community with a projected assessed value of \$7.2M. Construction on the first three, 16-unit buildings is underway.

### **HOBART CROSSING PROJECT, FOUNDERS TERRACE CONSTRUCTED**

Speaking of high-end, the Village also negotiated a development agreement for the first development in Hobart’s new downtown, the *MarketPlace District*, in *Centennial Centre*. The *Hobart Crossing* luxury apartments feature aesthetics and amenities unique to the rental market in northeast Wisconsin. The project calls for approximately 178 units over the next 3 years, with a guaranteed assessed value of \$18M. The unique styling, underground parking, in-unit materials, and outdoor pool and community area that is *Hobart Crossing* makes for a very attractive development. The first building and clubhouse are completed; the second building is already underway. As part of this development agreement, a new north-south roadway leading to the heart of the *MarketPlace District* was constructed. *Founders Terrace* not only provides access to the “walk-up units” of *Hobart Crossing*, but also begins the placemaking for the newly-minted *MarketPlace District*.

### **LAND PURCHASES IN TID #2**

The Village finalized two large land purchases in TID 2 this past year. The property lies along Packerland Drive in the Southeast Hobart Business Park. The Village purchased a total of 36 acres for approximately \$1,985,000. The debt for these purchases will be funded by TID #2, which is in a very healthy financial position. The property will ensure that Hobart has a land inventory it can use to attract manufacturing and industrial uses desired for that area.

### **DISTINGUISHED FINANCIAL DOCUMENTS**

In 2015, Government Finance Officers’ Association (GFOA) acknowledged the Village’s commitment to financial transparency through three financial award programs. For the third time, the Village received the *Distinguished Budget Presentation Award* for its 2015 comprehensive annual operating budget, and the *Certificate of Achievement in Comprehensive Financial Reporting* (CAFR) for fiscal year ending 12/31/14. To round out the credentialing programs through GFOA, the Village submitted and received for the second time, the certificate for its *Popular Annual Financial Report* (PAFR) for 2014 financial information. These documents and subsequent certificates, symbolize the commitment of Hobart’s elected officials to provide transparent financial administration of public funds. Only a small handful of Wisconsin Cities and Villages receive credentialing through these programs.

## **MOVING FORWARD: 2016 CORE BUDGETARY ISSUES AND PRIORITIES**

Although tax base growth in the Village is among the highest in the state, significant challenges and priorities existed on the outlook of the 2016 budget. Major issues and priorities to address included, but were not limited to:

- Additional full-time patrol and administrative position for HLPD as requested by the Police Chief;
- An increase of levy-funded debt service of \$227,500;
- Accommodating Strategic Plan Initiatives slated for 2016;
- Continue reserve funding for large future capital outlays, increasing where possible;
- Change of status of Assistant to the Administrator position to full-time;
- A minimum wage adjustment of 2.0% for all employees, plus additional discretionary wage/salary adjustments for certain management staff.

## **OVERCOMING BUDGET ISSUES/ADDRESSING BUDGET PRIORITIES:**

Hobart is experiencing a tremendous growth in tax base, but much of the growth is contained within the two Tax Increment Districts. This provides relatively little general tax base support to mitigate tax rate increases to accommodate the array of budgetary challenges outlined above. The 2016 Operating Budget includes the following financial highlights that are funded by various sources:

- The addition of a full-time Lieutenant/Investigator position and full-time patrol “power” car at a gross cost of approximately \$155,000 (1/3 to be funded by the Town of Lawrence);
- A multi-year plan to gradually accommodate the \$227,500 spike in debt service which includes pre-payment of old debt on the books to decrease the levy impact in 2016 and 2017;
- 2016 Strategic Plan initiatives funded:
  - Zoning Ordinance re-write and Subdivision Ordinance creation: \$24,550;
  - Facilities/Building Space Needs Assessment: \$8,600;
  - Village welcome signage/positioning initiative: \$25,000;
  - Economic Development Marketing/branding efforts: \$33,000;
- Increased Fire Dept equipment reserve (+ \$7,500 over 2015, now totals \$30,000) and Village Building reserve (+\$2,500 over 2015, now totals \$7,500), maintained Technology/Equipment (\$2,000) and DPW Plow/Equipment Reserve (\$5,000) at 2015 funding levels;
- Assistant to the Administrator position to full-time status June 2019: ~+\$20,900 over 2015 budget amount;
- Provided \$100,000 for the purchase of a used fire tender vehicle.

## **SUMMARY OF ADOPTED LEVY AND TAX RATE PAYABLE 2016**

### **PAYABLE 2016 TAX CALCULATIONS**

The 2016 operating budget has a total levy for Village operations equaling \$2,769,541.62. 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** increased \$108,332.85, or 4.07%, from 2015. The total Village levy, including the levy required to capture TID #1 & #2 revenue, which is not related to village operations, increased \$137,907, or 6.75%, from 2015. 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. This is the key figure shown on property tax bills each December.

#### **2016 Tax Rate Calculation**

\$2,963,152.44 Expenditures

-\$1,407,253.70 Revenues =

\$ 1,555,898.74 (general fund tax levy)

+ \$420,753.88 (debt service tax levy)

+ \$792,889.00 (capital expenditures levy)

**Equals: \$2,769,541.62 (total tax levy village operations)**

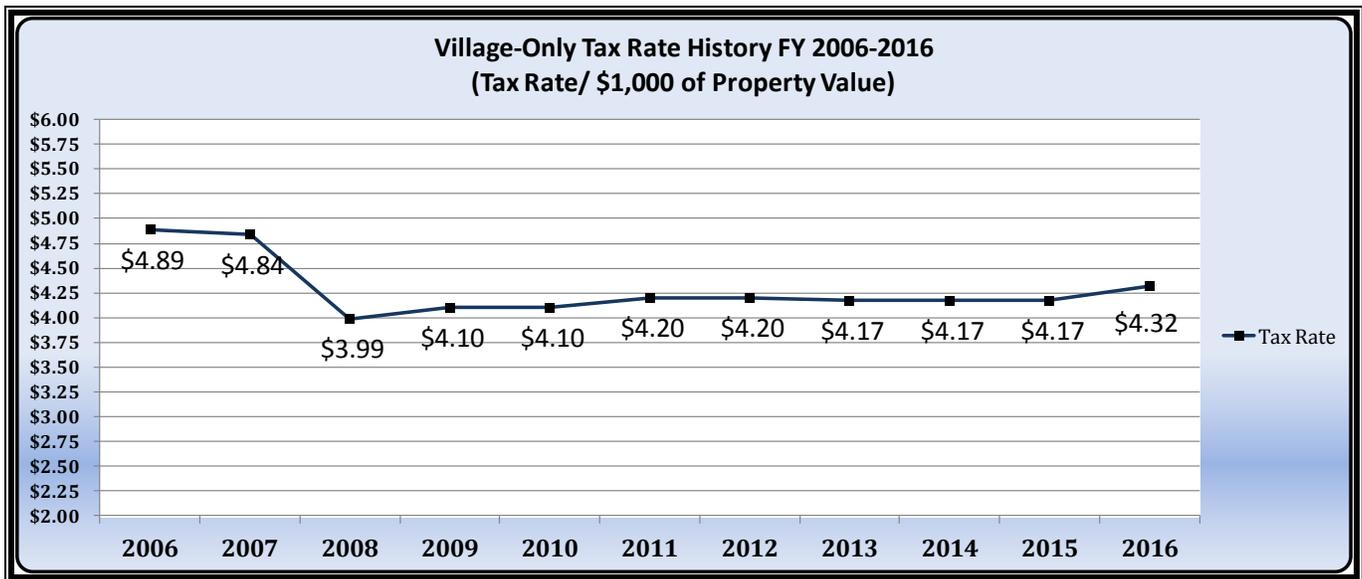
+ \$487,827.68 (tax increment levy)

**Equals: \$3,257,369.30 (total tax levy)**

\$3,257,369.30 (total tax levy) / \$753,905,200 (assessed value)

= .0043206 (mill rate) X 1,000 = **\$4.32/\$1,000 (tax rate)**

Hobart's 2016 tax rate shows the first tax rate increase in 5 years. Below, the taxpayer can see the historical trends of Village-only tax rates since 2006. Remember, 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 remains highly competitive with other Brown County communities. The Village has the 4<sup>th</sup> lowest tax rate among other cities and villages in Brown County as depicted below.

City/Village	Payable 2014 Tax Rate	Payable 2015 Tax Rate	Payable 2016 Tax Rate
Bellevue	\$2.78	\$2.78	\$2.78
Howard	\$3.33	\$3.79	\$3.72
Denmark	\$3.61	\$3.61	*
<b>Hobart</b>	<b>\$4.17</b>	<b>\$4.17</b>	<b>\$4.32</b>
Suamico	\$4.21	\$4.29	\$4.38
Ashwaubenon	\$4.95	\$5.35	\$5.43
Wrightstown	\$6.27	\$6.81	\$7.33
De Pere	\$6.35	\$6.53	\$6.67
Allouez	\$7.08	\$7.17	\$7.22
Pulaski	\$8.45	\$8.82	*
Green Bay	\$8.86	\$8.86	\$8.86

\* Tax Rate not yet available or unknown

### **Where Do Your Property Tax Dollars Go?**

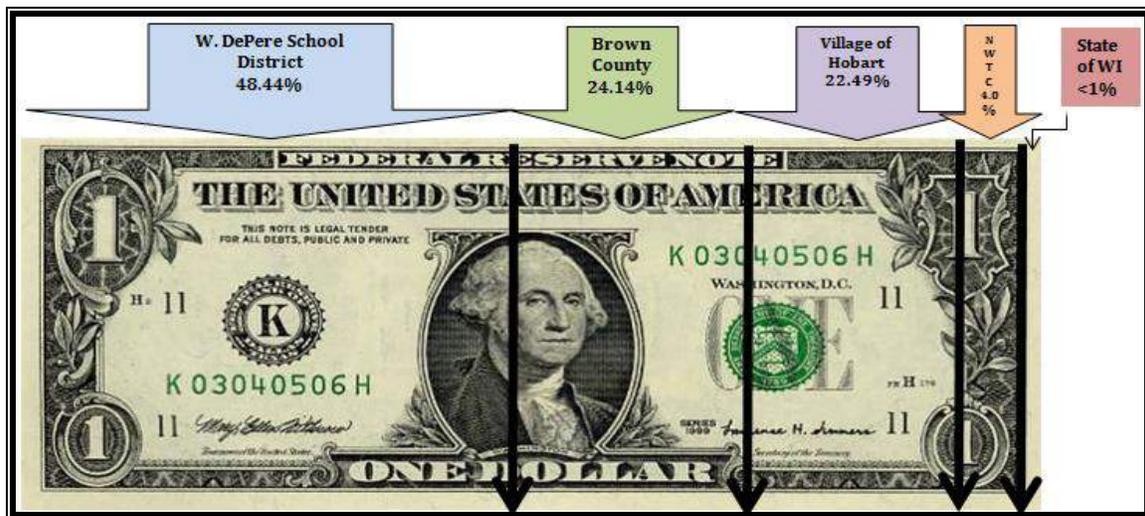
The Village of Hobart is only one of several taxing jurisdictions that share your annual property tax payment. Although the Village collects your entire tax payment, it only retains 22-25% (depending on which school district you reside in) for Village of Hobart operations. Other entities, such as school districts, Brown County, NWTC and the State of Wisconsin also retain a portion of your annual 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 properties within the Pulaski Community School District; the second is for properties within the West De Pere School District.

### PULASKI COMMUNITY SCHOOL DISTRICT



### WEST DE PERE SCHOOL DISTRICT



The dollar bill graphics above show that only 22.49% (West DePere) and 25.17% (Pulaski) of the funds coming from Hobart taxpayers are used to **operate the Village of Hobart**. The remaining 75-78% of your annual property tax payment goes to other taxing jurisdictions that make their own financial and policy decisions.

**For example:** a Hobart resident in the Pulaski Community School District with a property valued at \$150,000 would pay a total tax bill (real estate only) of \$2,575 based on the combined tax rate from all taxing jurisdictions. The Village of Hobart's share of that total for Village finances is 25.17%, **or about \$648**. The other \$1,927 goes to fund the operations of the school district, Brown County, NWTC, and State of Wisconsin. 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.

Continuing with the example, the \$648 that is retained by the Village for its finances is split among three different funds that make up your total property tax levy: the General Fund, the Capital Fund, and the Debt Service Fund.

The *General Fund* is the largest of the funds and contains all general government activity like police, fire, finance, elections, rescue services, public works, administration, etc. Of the \$648 retained by the Village, about \$363 (56%) goes to the *General Fund*.

The second fund is the *Capital Fund*, which is for large expenses like road projects, vehicles, and equipment. Of the \$648 retained by the Village, about \$188 (29%) goes to the *Capital Fund*. The last fund making up the property tax levy is the *Debt Service Fund*. This fund is made up of the principal and interest payments the Village must make in that year for its general obligation debt. Of the \$648 retained by the Village, about \$97 (15%) goes to the *Debt Service Fund*.

### **2016 FEES & USER CHARGES**

Fees and User Charges are not paid for by general property taxes like the above funds, but through either a special charge on the property tax bill (garbage/recycling and storm water utility) or through the water and sewer utility bills based on consumption per 1,000 gallons used.

#### **2016 REFUSE AND RECYCLING USER CHARGES**

For 2016, the special charges for Refuse & Recycling Collection Services remained unchanged for those with 65 gallon bins. A surcharge of \$30 was instituted for 95 gallon refuse bin holders for the first time in 2016. The charges that will appear on your property tax bill (depending on the size of refuse cart you have) are as follows:

<b>Container Size</b>	<b>2014 Charges</b>	<b>2015 Charges</b>	<b>2016 Charges</b>
95 Gal.	\$145.19	\$145.19	\$173.29
65 Gal.	\$143.29	\$143.29	\$143.29
32 Gal.*	\$133.81	\$133.81	*n/a

**\*35 gallon carts for refuse are no longer distributed or used.**

#### **2016 UTILITY FEES: STORM WATER UTILITY RATES**

The Storm Water Utility user charges were unchanged from 2015 rates. Charges are based on a calculation called an "Equivalent Runoff Unit" (ERU). An average residential home is 1 "ERU." The 2016 charge per ERU is \$71.43.

#### **2016 UTILITY FEES: SEWER UTILITY RATES**

For 2016, sewer treatment rates passed on to Hobart from GBMSD will increase \$.18 per 1,000 gallons. The 2015 GBMSD customer municipal rate was \$2.89 per 1,000 gallons; the 2016 rate is \$3.07 for an increase of 6.2%. The Village will accommodate this GBMSD increase into its local rates, which will yield an increase to sewer users beginning with the first quarter billings in 2016. That local rate increase will likely be in the 4-8% range, but is dependent on actual sewer volumes through the full calendar year 2015. The current sewer rate is \$5.11/1,000 gallons.

#### **2016 UTILITY FEES: WATER UTILITY RATES**

Water utility rates also remain unchanged from 2015. The current 2015 water rate is \$4.35/1,000 gallons. Staff continues to monitor the need for a water rate increase; the last rate increase was in 2011.

## **ORGANIZATION OF BUDGET DOCUMENT**

The following budget document is designed in a manner that gives the public an easy-to-read “snapshot” of the Village’s financial direction in 2016. The following financial documents accounts for every revenue and expenditure anticipated by the Village in 2016. The individual department and program budgets are complete with a description of the service area, personnel associated with that program, recent accomplishments, and brief overview of 2016 management initiatives, including Strategic Plan initiatives that Department will “champion.” The staff has placed a great emphasis on continuing a performance measurement program. As you will see, each department has “indicators & outcomes.” Our performance measurement program is a continual work in progress. With a fast-growing and evolving community like Hobart, it is important to gather and track measurements to guide future financial and service delivery decisions.

The information contained herein intends to continue the credentialing criteria for the GFOA Distinguished Budget Presentation award. In order to receive this award, a governmental unit such as the Village of Hobart must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. Staff believes the information presented in this document again meets these criteria and will again submit the budget for Distinguished Budget Presentation award.

### **CLOSING**

We are blessed to have an excellent group of public service professionals on our staff. The Village Board of Trustees continues to create a positive work culture wherein the Board and staff together can flourish in providing service to the taxpayers. I’d be remiss not to recognize Mary Smith, Clerk-Treasurer, and Michael Bablick, Assistant to the Administrator, for all of their efforts preparing this budget document, and for maintaining accounting duties as the budget is implemented.

This budget furthers a general Village approach of “incrementalism” in terms of gradual enhancement of tax-funded resources to keep pace with not only inflationary costs, but perhaps more importantly, the increasing service demands of a growing community. The increase in full-time police personnel was a cornerstone of the 2016 Budget plan, necessitating additional tax dollars, and is a positive sign in that there is acknowledgement that *maintaining* Hobart’s quality of life and safe neighborhoods is a lot less expensive than trying to someday regain it. It remains an honor for me to serve as Village Administrator, and to help move the needle of this community forward in a positive, responsible and creative way.

Ever Forward,



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

# ELECTED OFFICIALS

2016

## VILLAGE BOARD

### Term Expires

#### **VILLAGE PRESIDENT**

Richard R. Heidel

April 2017

#### **VILLAGE TRUSTEES**

Dave Dillenburg

April 2017

Ed Kazik

April 2016

Debbie Schumacher

April 2016

Tim Carpenter

April 2017

# **VOLUNTEER COMMITTEE MEMBERS & COMMISSIONERS**

The Village greatly benefits from the selfless dedication of the following individuals and respective committees/commissions. The Board and staff would like to personally thank each of them for making Village decision-making processes efficient and responsive for our stakeholders, partners, and residents. The importance of the effort and knowledge offered by these volunteer-citizens cannot be overstated.

## **PLANNING AND ZONING COMMISSION:**

Richard Heidel  
Dave Dillenburg  
Tom Dennee  
Peter Burkel  
David Johnson  
Jeff Ambrosius  
Bob Ross

## **ETHICS BOARD:**

Fran Junio  
Greg Jerlinga  
vacant  
Jim Goral  
Jeff Johnson

## **PUBLIC WORKS & UTILITIES ADVISORY COMMITTEE:**

Keith Sowinski  
Ed Kazik  
Tim Carpenter  
Dave Baranczyk  
Dan Deruyter  
David Smith  
Richard Happel  
Don Dahlstrom (alternate)

## **SITE REVIEW COMMITTEE:**

Dave Dillenburg  
Debbie Schumacher  
Mike Ambrosius  
Dave Baranczyk  
Rick Nuetzel  
Tom Tengowski  
Merlin Zimmer  
Rick Baye (alternate)  
Allyn Dannhoff (ex-officio)

## **FIRE COMMISSION:**

Karen Dorau  
Tim Garvey  
Gary Pieschek  
Bob Vandehey  
Tom Dennee

## **POLICE COMMISSION:**

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

## **COMMUNITY DEVELOPMENT AUTHORITY:**

Bart Schultz  
Kate Sterckx  
Dave Landwehr  
Bob Ross  
Terri Sullivan  
Ed Kazik  
Debbie Schumacher  
Dennis Reim (technical liaison)  
Andrew Vickers (ex-officio)

# **VOLUNTEER COMMITTEE MEMBERS & COMMISSIONERS (cont'd)**

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## **BOARD OF REVIEW:**

Richard Heidel  
Tim Carpenter  
Dave Dillenburg  
Ed Kazik  
Debbie Schumacher  
Mary Smith (ex-officio)

## **BOARD OF APPEALS:**

Richard Happel  
David Bertler  
Chris Iglar  
Jeff Johnson  
John Rehn

## **FINANCE COMMITTEE:**

Richard Heidel  
Tim Carpenter  
John Rather

## **HALO COMMITTEE:**

Ed Kazik  
Debbie Schumacher  
Andrew Vickers

## **WEAPONS DISCHARGE:**

Jim Daniels  
Bill Higgens  
Patrick Williams  
John Berggren  
Todd Dunn

# VILLAGE STAFF AND CONSULTANTS

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## **Administration & Finance**

Andrew Vickers, Village Administrator  
Michael Bablick, Assistant to the Administrator

## **Clerk's Office**

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

## **Police Department**

Randall Bani, Chief of Police  
Daniel VanLanen, Lieutenant  
Angel Vandenheuvel, Officer  
Jeff Kola, Officer  
Randy Radloff, Officer  
Chris Tremel, Officer  
Matthew Prokash, Part-Time Officer  
Sam Schroeder, Part-Time Officer

## **Public Works**

Jerry Lancelle, Public Works & Utilities  
Coordinator  
Steve Reynen, Waterworks Operator  
Paul Gehrke, PW/Utility Crew Member  
Brian Tilque, PW/Utility Crew Member  
Logan Johnson, PW/Utility Crew Member

## **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/Municipal Attorney  
Brian Ruechel, Accounting Consultant  
Tom Karman, Schenck Business Solutions, Auditor  
Mike S. Hallmann, Lantern Associates, Financial/Bond Consultant  
Mike Denor, Fair Market Assessments, Assessor  
Elaine Willman, Willman-Davis Intergovernmental Resource Services, Tribal Affairs Consultant



## 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.*

V I L L A G E O F  
**HOBART**



GREATNESS IS GROWING

## 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 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) showed increases of 18.9%, 44.2% and 21.1% respectively. Below is a comparison of the 2000 and 2010 census statistics for a variety of census data. \*Note – in 2015, the Wisconsin Department of Administration estimated the Village of Hobart population to be 7,958.

	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).

Our Village is served by a Village President and four (4) Trustees elected *at-large* (not according to districts or wards). The Trustees serve two (2) year overlapping terms, and the Village President serves a three (3) year term. 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.”

## **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 De Pere School District (south). In addition, numerous parochial schools serve within the boundaries of these two school districts. Post-secondary education is conveniently available at nearby Northeast Wisconsin Technical College, the University of Wisconsin-Green Bay, and St. Norbert College in De Pere.

## **ECONOMIC PROFILE**

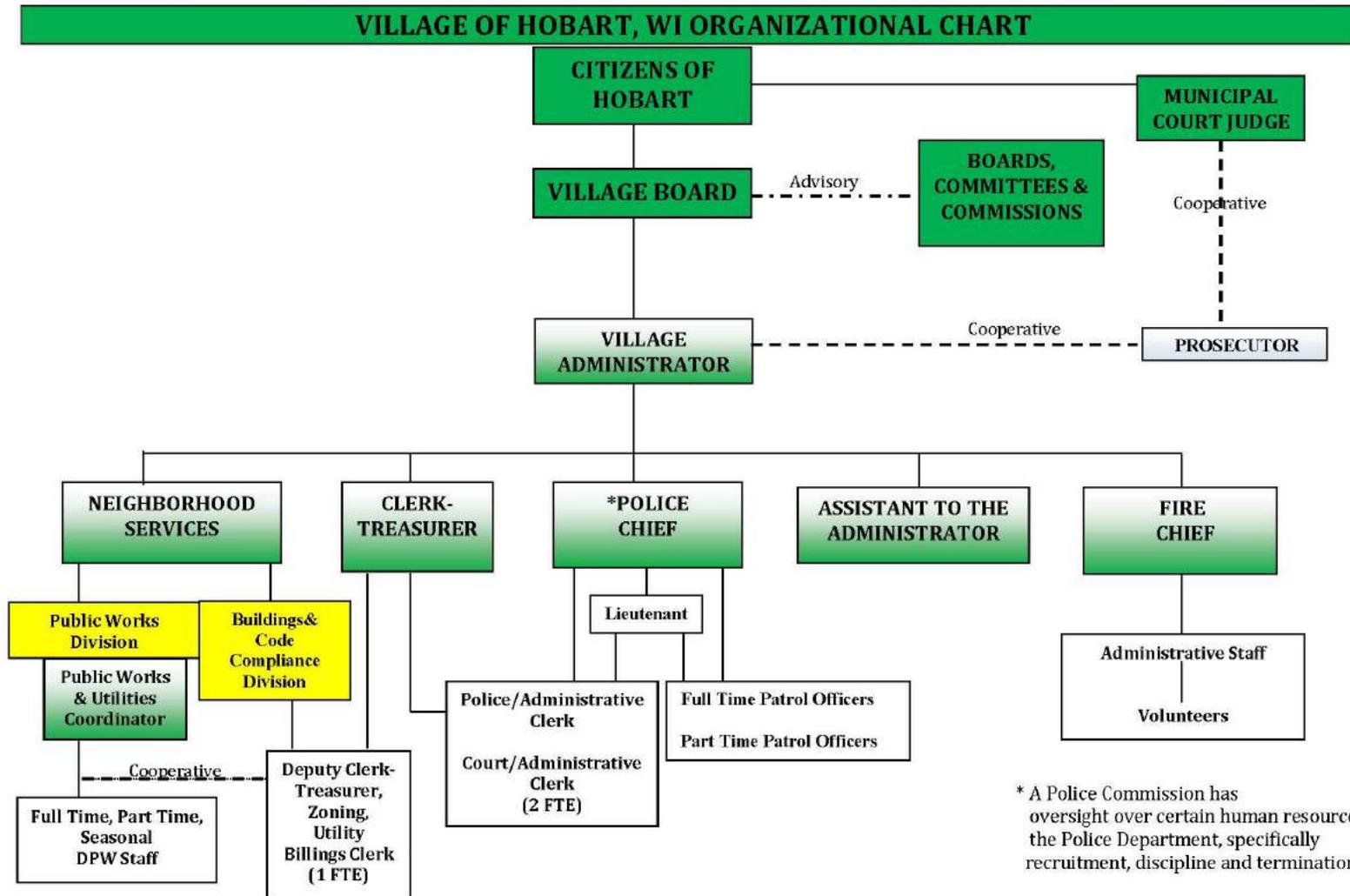
### **Taxes**

Hobart sales tax rate is consistent with the state sales tax at 5.0%, there is not an additional county sales tax. Income tax is consistent with deductions from the state and federal government. The payable 2016 Village-only assessed tax rate is \$4.32/\$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.

# Village of Hobart Organizational Chart- January 1, 2016



NOTE: Yellow highlight denotes 2 separate Divisions of the Department of Neighborhood Services.

## **VILLAGE PERSONNEL**

The majority of Village employees 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/Administrative Clerk (32 hrs), the Police Chief (35 hrs), and additionally, the Village utilizes part-time police officers to cover vacations, municipal court bailiff duties, and for other time throughout the year where full-time officers are unavailable. The Village also employs 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 summer, and for the snowplowing operation in winter.

Personnel are paid on a wage or a salary basis depending on their job duties. Generally, the Village 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. Residents can find this line-item detail and total compensation of personnel in the details of the departments or in the budget appendices.

## Full Time Equivalent Employees (FTEs)

The Village utilizes a full time equivalent (FTE) count to determine total number of employees in the Village's employ. An FTE is the amount of regular hours worked in comparison to a 40 hour work week. For instance, an employee working a 40 hour work week is 1.0 FTE. An employee working 10 hours per week is a .25 FTE, etc.

The following chart includes only part-time and full-time employees in each Department. It does not include elected officials, fire department volunteers, seasonal workers or any other volunteer positions. For 2016, the Village added a full-time Lieutenant/Investigator position and a 40 hr/week power patrol car in the Hobart-Lawrence Police Department. Additionally, the Village moved the position of Assistant to the Village Administrator position from a part time to full time position beginning in June 2016.

FUNCTION	TITLE/POSITION	2006 FTEs	2007 FTEs	2008 FTEs	2009 FTEs	2010 FTEs	2011 FTEs	2012 FTEs	2013 FTEs	2014 FTEs	2015 FTEs	2016 FTEs	
<b>ADMINISTRATION</b>													<b>2016 FTEs by Dept.</b>
	Village Administrator	1.00	1.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	<b>Dept.Total 2.00</b>
	Intern/ Executive or Management Assistant	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.375	0.50	0.70	1.00	
<b>CLERK/TREASURER &amp; VILLAGE OFFICE</b>													
	Clerk/Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	<b>Dept.Total 2.35</b>
	Deputy Clerk/Treasurer, Utility Billing Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Municipal Court/Administrative Clerk	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	
	Police/Administrative Clerk	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	
<b>MUNICIPAL COURT</b>													<b>Dept.Total</b>
	Municipal Court/Administrative Clerk	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	<b>0.60</b>
<b>HOBART/LAWRENCE POLICE DEPARTMENT</b>													
	Police Chief	0.65	0.65	0.65	0.65	0.875	0.875	0.875	0.875	0.875	0.875	0.875	<b>Dept.Total 8.85</b>
	Patrol Officers*	1.50	3.50	4.00	5.00	5.00	5.00	5.00	5.375	5.875	6.925	7.125	
	Police/Administrative Clerk	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	
<b>DEPARTMENT OF NEIGHBORHOOD SERVICES</b>													
	Director of Neighborhood Services	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	<b>Dept.Total 6.00</b>
	Building Inspector/Zoning Administrator	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Public Works & Utilities Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Water/Sewer Operator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
	Public Works/Utilities Crew	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.80	2.90	3.00	3.00	
<b>DEPARTMENT OF COMMUNITY DEVELOPMENT</b>													<b>Dept.Total</b>
	Director of Community Development	0.00	0.00	0.00	0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	<b>0.50</b>
<b>DEPARTMENT OF TRIBAL AFFAIRS</b>													<b>Dept.Total</b>
	Director of Tribal Affairs	0.00	0.00	0.00	0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	<b>0.50</b>
<b>TOTAL FTEs ALL DEPARTMENTS</b>		<b>12.45</b>	<b>14.45</b>	<b>15.45</b>	<b>16.45</b>	<b>16.68</b>	<b>16.68</b>	<b>16.68</b>	<b>18.23</b>	<b>18.95</b>	<b>20.30</b>	<b>20.80</b>	

\*2016 = 6 full-time patrol officers and a combined 45 hours/week part time officers)

Winter/summer seasonals, volunteer firefighters, and elected officials not included in FTE count.

# **2016 BUDGET CREATION AND ADOPTION SCHEDULE**

Although the administration of the current year budget is a constant process, the preparation of the following year's budget begins each July with the establishment of internal (staff) and external (Village Board and Public) budget timelines. Budget priorities and fiscal challenges are also discussed with the management staff and board at a public meeting in July. ***All dates indicating a Village Board meeting or Budget Workshop are open to the public and advertised using local media.*** The Village used the following schedule for adopting this budget:

## ***Tuesday, August 4, 2015 (public meeting)***

- Village Board and Management discussion on goals, expectations and parameters for the 2016 executive budget;
- Discussion on 2016 personnel compensation.

## ***Monday, August 9, 2015 Internal Memo to Department Directors***

- Internal schedule for Dept. Budget meeting Administrators;
- Communicate priorities of the Village Board; communicate overall 2016 budget outlook;
- Discuss Administrator's budget parameters and instructions and procedures for departmental draft budgets;
- Discuss internal meeting schedule to avoid meeting conflicts.

***August 9- October 6, 2015-*** Department Directors create internal budget requests and fill out Proposed Funding Requests on provided request forms.

## ***Tuesday, August 18, 2015 (public meeting)***

- Administrator receives Village Board direction on 2016 Personnel Compensation Plan.

## ***September 9- October 6, 2015***

- Dept Director "one-on-one" with Administrator to review/revise Departmental Line Item Budget Information/Account Requests sheets.

## ***Tuesday, October 13, 2015 (public meeting)***

- Presentation of Draft Executive Budget document and budget workshop #1 (budget overview, general fund revenues, utility revenues, debt, and capital budget).

## ***Tuesday, October 20, 2015 (public meeting)***

- Budget workshop #2 (general fund expenditures, utility expenditures, and capital budget).

## ***Tuesday, November 3, 2015 (public meeting)***

- Budget workshop #3 (utility expenditures, finalize special charges, recap all general fund changes, TID expenditures, finalize budget for hearing notice).

***Tuesday, December 1, 2015 (public hearing & adoption)***

- Budget workshop #4 (public presentation and 2016 budget adoption).

***Friday, December 4 and Friday, December 12, 2015***

- Formal Press Release to public with general overview of revenue, expenditures and breakdown of property tax bill allocation.

***Mid-December, 2015***

- Brown County mails property tax bill to Hobart residents.

***January-February, 2016***

- Finalize and submit 2016 comprehensive budget document for GFOA Distinguished Budget Presentation Award.



**RESOLUTION 2015-19**

**A RESOLUTION ADOPTING THE 2016 VILLAGE OPERATING BUDGET AND THE PROPERTY TAX LEVY, REFUSE AND RECYCLING SPECIAL CHARGES, AND STORM WATER MANAGEMENT UTILITY SPECIAL CHARGES CONTAINED THEREIN**

**WHEREAS**, the Village Board has reviewed the proposed operating budget for the Village of Hobart for the calendar year 2016; and

**WHEREAS**, a Summary of the Budget and a Notice of Public Hearing was published on November 13th, 2015; and

**WHEREAS**, the Village Board held a public hearing on its proposed 2015 budget on December 1, 2015; and

**WHEREAS**, the Village Board has examined the budgets for the General Fund, Water Utility, Sanitary Sewer Utility, Capital Improvement Fund, Debt Service Fund, Storm Water Management Utility, TID 1, and TID 2, and the various line items therein, and finds the budget as presented for this Resolution to represent the revenue anticipated and the expenditures for the various departments/programs by major category as set forth therein; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of the Village of Hobart, Brown County, Wisconsin does approve the following:

**2016 Village Operating Budget Adopted.**

Hereby adopted is the 2016 Budget for the Village of Hobart and appropriated out of the receipts of the Village of Hobart for the year 2016, including monies received from the general property tax levy, special assessments, fee schedules and other sources of revenue as therein provided, for the various purposes therein specified. The said budget is presented in an exhibit attached hereto.

**Tax Levy Adopted.**

Hereby adopted, and certified to the Village Clerk / Treasurer, is a general property tax levy in the amount of \$2,769,541.62 for Village operations, and an overall levy of \$3,257,369.30 including tax increment districts, on all of the taxable property within the Village of Hobart for the year 2015 for the uses and purposes set forth in the 2016 Budget hereby adopted. The Village Clerk/Treasurer is hereby authorized and directed to spread the tax levied on the 2015 tax roll of the Village of Hobart.

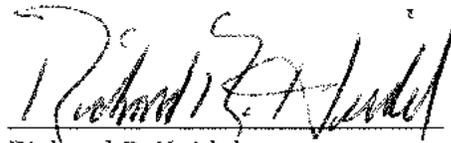
**Refuse and Recycling Special Charges.**

Hereby adopted, and certified to the Village Clerk/Treasurer, is a separate special charge for Refuse and Recycling services of \$173.29 for a 96 gallon refuse bin and \$143.29 for a 65 gallon refuse bin per residential unit as set forth in and governed by Village Code Section 163-35, and all applicable state statutes.

**Storm Water Management Utility Special Charges.**

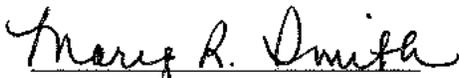
Hereby adopted, and certified to the Village Clerk/Treasurer, is a storm water utility special charge of \$71.43 / Equivalent Residential Unit ("ERU") as set forth in and governed by Village Code Section 150-32, and all applicable state statutes, to be used in accordance with the budget approved for the Storm Water Management Utility, Village fund 07.

Dated in Hobart, Wisconsin, this 1<sup>st</sup> day of December, 2015.

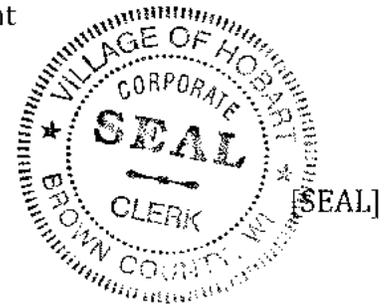


Richard R. Heidel  
Village President

Attest:



Mary R. Smith  
Village Clerk-Treasurer



Vote: Aye	<u>5</u>
Nay	<u>0</u>
Abstain	<u>0</u>
Absent	<u>0</u>

## **3.0** VILLAGE FUNDS, FINANCIAL POLICIES, AND FUND BALANCE

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# **VILLAGE FUNDS: BASIS FOR BUDGETING, FUND STRUCTURE, AND FUND DESCRIPTION**

The basis of budgeting and accounting refers to the timing of revenue and expenditure recognition. The Village's governmental funds as described below use the modified accrual basis of budgeting and accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available, and expenditures generally when the related liability is incurred. The Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The budgetary level of control is at the department level.

The Village's proprietary funds as described below use the accrual basis of budgeting and accounting. Revenues are recognized when they are earned rather than when the cash is received, and expenses are recognized when they are incurred rather than when they are paid.

The Village of Hobart, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Village can be divided into two categories: governmental funds and proprietary funds.

Functions of the Village are principally supported by taxes and inter-governmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Village include: general government, public safety, public works, culture and recreation, and conservation and development.

The Village's 2016 fund structure contains the following "governmental" and "proprietary" funds:

1. General Fund- "01"
2. Water Utility Fund- "02"
3. Sanitary Sewer Utility Fund- "03"
4. Capital Projects Fund- "04"
5. Debt Service Fund- "05"
6. Storm water utility Fund- "07"
7. Tax Increment District #1 Fund- "08"
8. Tax Increment District #2 Fund- "09"

**GOVERNMENTAL FUNDS** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Village's near-term financing requirements. Such information is useful in assessing the Village's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Village's net resources available for spending at the end of the fiscal year.

The Village maintains five (5) individual governmental funds: general fund, debt service fund, tax increment district #1 fund, tax increment district #2 fund, and capital projects fund which are all considered to be "major funds."

1. **General Fund** – The General Fund is the chief operating fund of the Village. This fund accounts for the normal activities of the Village (i.e. police, public works, municipal court, general government, etc.). The major revenue sources for this fund are tax levy, inter-governmental revenues, licenses and permits, fines and forfeitures, interest income, and charges for services. The major expenditures for this fund are public safety, public works, building inspections, and general government.
2. **Debt Service Fund**- The Debt Service fund accounts for the current fiscal year’s principal and interest payments due on debt previously issued. The major revenue sources for this fund include the property tax levy and special assessments outstanding.
3. **Capital Projects Fund** –The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital expenditures in each department other than those financed by proprietary funds. The major revenue for this fund is the property tax levy.
4. **Tax Increment District Funds**- The Tax Increment District Funds are special financing funds from special taxing districts established in the Village in accordance with Wisconsin Statutes. Major sources of revenue in these funds are from the property tax revenue derived within the district boundary(s).

**PROPRIETARY FUNDS** The Village maintains a single type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The business-type activities of the Village include water, sewer, and storm water utilities. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

1. **Water Utility Fund** –Used to account for activities that are financed and operated in a manner similar to that found in the private sector. The principal revenues for the fund are generated through user fees. In the enterprise fund, the accrual basis of accounting is used.
2. **Sanitary Sewer Utility Fund** – Used to account for activities that are financed and operated in a manner similar to that found in the private sector. The principal revenues for the fund are generated through user fees. In the enterprise fund, the accrual basis of accounting is used.
3. **Storm Water Utility Fund** – Used to account for activities that are financed and operated in a manner similar to that found in the private sector. The principal revenues for the fund are generated through a standardized fee called an “ERU.” In the enterprise fund, the accrual basis of accounting is used.

The annual operating budget serves as the foundation for the Village of Hobart’s financial planning and control. The operating budget includes proposed expenditures and the means of financing them, and is legally enacted by the Village Board. The budget includes total expenditures at the organization level. An organization can be a department, division, program, outside service, fund, or other activity. The general fund, debt service fund, and capital projects fund each have legally adopted budgets.

The State of Wisconsin requires that municipalities adopt “balanced budgets” on an annual or bi-annual basis. The Village passes its budget on an annual basis and defines a “balanced budget” as a budget that contains revenues that are equal to expenditures in all governmental funds. During the fiscal year, the Village Board can adopt budget amendments in the event individual expenditure line items have grossly exceeded budgeted expectations, to address pending negative variances expected at year-end, or to re-prioritize spending due to changes in project or department priorities. The budget is amended by Resolution of the Village Board, and requires a majority of the five (5) Village Board members to become effective. The Resolution will state the reasons for the amendment and, if necessary, the revenue and expenditure line items to be amended.

# **VILLAGE FINANCIAL POLICIES**

## **POLICY #1: CASH MANAGEMENT POLICY**

The Village of Hobart's Cash Management Policy is the practice of safeguarding and maximizing the income earned on cash assets. Cash, liquidity, and investment management activities shall be conducted prudently.

The Village shall maintain adequate management procedures, controls, and policies for the Village's liquid assets.

Cash receipts will be processed as expediently as is reasonably possible to provide secure handling of incoming cash and to move these monies into interest earning accounts and investments. As far as practicable, all incoming funds will be deposited daily should a significant account(s) receivable warrant it; however, cash will be deposited not less frequently than once per week. Deposits will be made in such a manner as to receive credit for that day's interest.

The Village's objective is to retain monies for investment for the longest appropriate period of time. Disbursements will be made shortly in advance of or on the agreed-upon contractual date of payment unless earlier payment provides a greater economic benefit to the Village.

For all Village checks, two (2) signatures will be required. Normally, the checks will be signed by the Village President and the Village Clerk/Treasurer or Deputy Clerk/Treasurer. In the absence of the Village President, an alternative Village Board Trustee may be authorized to sign checks.

Subject to review by the Village Administrator, the Clerk/Treasurer shall determine the amount of public funds that will be necessary to provide an adequate cash flow to cover anticipated warrants and checks and other expenditure obligations as well as to provide a reasonable balance to cover unanticipated expenditures or emergencies.

The Village shall maintain cash and investment accounts that are restricted by Wisconsin Statutes to the following:

- Time deposits;
- Re-purchase agreements;
- Securities issued by federal, state, and local governmental entities;
- Statutory authorized commercial paper and corporate securities;
- Wisconsin local government investment pool.

The Village Administrator shall designate one or more eligible depositories for the Village's active deposits. In making such a designation, the Administrator shall consider the following:

- The convenience provided by the location of the depository's offices;
- The rate or rates of interest, if any, that the depository will pay on the active deposits;
- The service charges, if any, that will be made for the services of the depository;
- Any other terms or conditions with respect to the depository's acceptance of the active deposits.

The Village shall require the institution designated as the depository for active funds to deposit or pledge eligible securities to cover the amount of the public funds that are in excess of the insurance provided by

the Federal Deposit Insurance Corporation, or by any other agency or instrumentality of the Federal government or the State of Wisconsin.

The Village Clerk/Treasurer shall be responsible for the “safe-keeping” of all securities, obligations, or certificates of deposit.

**POLICY #2: DEBT MANAGEMENT POLICY**

The Village of Hobart shall, as a matter of policy, conduct its finances so that the amount of direct, non self-supporting, unlimited tax general obligation debt outstanding, plus general obligation anticipation debt outstanding at any time that is subject to approval by the Village Board, does not exceed 90% of the Village's legal debt margin capacity which is calculated at 5% of the Village's total equalized valuation.

The Village will seek the best financing types, debt structure, and time frame for each financing need based on project needs, timing, tax or rate payer equity, and lowest true interest cost.

The Village's general obligation public improvement debt should be structured such that the debt life is not greater than 20 years. Generally, the Village will structure each general obligation debt issue on an equal annual principal basis unless the anticipated future debt service required from the general levy would make it beneficial for the Village to structure its debt in a manner other than an equal principal basis.

When the Village finances capital projects by issuing debt, it will pay back the related debt within a period not to exceed the expected useful life of the projects.

The Village should periodically review all outstanding debt to determine if savings can be achieved through refunding. The net present value savings for proposed refunding should total a minimum of two (2) percent of refunded principal, including issuance costs.

The Village will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure. The Village shall strive to achieve and maintain the highest long term credit/bond rating available through known sources and indices.

The Village will regularly evaluate its adherence to the debt management policy.

**Legal Debt Margin**

Village of Hobart 2015 Equalized Valuation		<u>\$751,542,900</u>	
5% Statutory Limitation		<u>\$37,577,145</u>	
Village's 12/31/15 General Obligation Debt:			
Bonds/Notes	\$23,900,100		
Safe Drinking Water	<u>\$911,134</u>	<u>\$24,811,234</u>	66.03%
<i>Legal Debt Margin for New Debt</i>		<u>\$12,765,911</u>	33.97%
Village Board Policy is 90% of <i>Legal Debt Margin</i>		\$11,489,319.90	

## **POLICY #3: CREDIT CARD POLICY**

The Village of Hobart establishes procedures under which departments will control use of credit cards assigned to and utilized by Village employees. These procedures are intended to accomplish the following:

- Ensure that procurement with credit cards is accomplished in accordance with this policy and any other policies and procedures established by the Village.
- Enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
- Ensure appropriate internal controls are established within each department procuring with credit cards so that they are used only for authorized purposes.
- Ensure that the Village bears no legal liability from the inappropriate use of credit cards.
- Ensure prompt payment to vendors enhances the Village's relationships with suppliers.

The Village Administrator will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use. However, no individual card or credit limit shall exceed \$5,000. The Clerk/Treasurer shall maintain a listing of all authorized credit card users as well as the names of the applicable credit card companies and the numbers of the credit cards those persons are authorized to use.

The credit card is to be used for Village purchases only. The credit card will not be used for personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Village is prohibited.

When using the credit card, the cardholder should:

- Ensure that the goods or services to be purchased are budgeted and allowable.
- Understand that, generally, Village credit cards may only be used for purchases up to \$1,000.00.
- Determine if the intended purchase is within the cardholder's credit card limits.
- Tell the supplier/merchant that the purchase will be made using the Village Credit Card and is tax exempt, and produce the tax exempt certification upon request.
- Retrieve the receipt for the credit card purchase within one (1) business day and provide the Clerk-Treasurer with a copy of the receipt as soon thereafter as possible.
- Denote what was purchased and the departmental account category the purchase falls under for those receipts
- Be responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise.
- Obtain a customer copy of the charge slip, which will become the accountable document.
  - Charge slip should contain the description of the transaction and the appropriate account number to be posted to the accounting system.

Random audits may be conducted for card activity and receipt retention in addition to monthly statement review by the Village Administrator and Clerk-Treasurer. The Clerk/Treasurer shall reconcile all credit card statements on a monthly basis and once reconciliation has taken place, attach original receipts to the appropriate statements and code the expenses for payment in a timely fashion.

This policy applies to all departments and personnel of the Village of Hobart. Violations of this policy will result in discipline up to and including termination.

## **POLICY #4: GENERAL FUND BALANCE POLICY**

The Village of Hobart finds that this policy is essential to maintain an adequate level of fund balance within the General Fund in order to:

- Adapt to revenue shortfalls and/or unanticipated expenditures;
- Help ensure stable tax rates;
- Provide for adequate cash liquidity for normal operations;
- Maintain positive factors with the municipal bond market's assessment of the Village's credit quality.

The Village's fund balance within the General Fund shall be maintained at a level of 25-30% of annual General Fund budgeted expenditures.

Any amount above 30% of annual General Fund budgeted expenditures and otherwise not encumbered in any way, shall be considered as the Village's unassigned fund balance. During the preparation of the budget for the subsequent year, the Village Administrator shall recommend to the Village Board a plan for usage of this unassigned fund balance. The Village's fund balance shall be assigned by the Village Board and administered by the Village Administrator. The usage shall, in order of consideration, be limited to:

1. Covering revenue shortfalls or negative budget variances of the current fiscal year;
2. Transferring unassigned fund balance to the Village's Capital Improvement fund to offset anticipated purchases or projects and/or to reduce principal borrowed for an expected capital outlay;
3. Downsizing or retiring outstanding, levy-funded debt obligations;
4. Reducing the general fund tax levy.

If the fund balance within the General Fund falls below 25% of annual General Fund budget expenditure level, the subsequent two operating budgets shall be designed to ensure the fund balance within the General Fund is replenished to an amount representing the 25% funding level.

## **POLICY #5: GBMSD LOCAL ANNUAL ADJUSTMENT POLICY**

### **INTRODUCTION/BACKGROUND:**

The Village of Hobart, along with most Brown County cities and villages, is a municipal customer of the Green Bay Metropolitan Sewerage District (GBMSD). Through a series of sewer interceptors, Village sewage flows to, and is treated by, GBMSD facilities. Further, the GBMSD establishes rates for its various customers including their municipal customers. The GBMSD charges quarterly for treatment based on volume of flow (per 1,000 g), and the Village pays for the sewer treatment charges from its sanitary sewer utility through the fixed and volume charges established therefore. The Village of Hobart has no control over treatment charges that are "passed through" by GBMSD to its customers; they are established by an independent GBMSD governing board on an annual basis.

### **PURPOSE:**

The purpose of this policy is to ensure that the Hobart Sanitary Sewer Utility has established rates that keep pace with GBMSD pass through charges. The GBMSD treatment charges are by and large the most significant portion of operating costs for the Village utility. The Village's auditors and financial consultants have strongly encouraged the establishment of this policy to ensure financial solvency of the Village sewer utility.

## **APPLICABILITY:**

The rate changes established by the annual calculation and implementation of this policy shall apply to all classes of customers comprising the Village sewer utility. Adjustment methods proscribed by this policy only apply to volume rates per 1,000 gallons, not to quarterly “fixed” charges associated with meter size.

## **POLICY GOALS:**

The goals of this policy include, but are not limited to:

- Ensuring adequate coverage of GBMSD pass through charges with established local utility volume charges;
- Avoiding volatility of local utility charges by looking at smaller, annual adjustments each calendar year;
- Avoiding the need to subsidize the Village sewer utility with other revenue sources, including the general property tax levy;
- Providing adequate cash reserves for future planned utility improvements/extensions and/or unexpected capital outlays associated with infrastructure aging and failure;
- Providing a transparent, public process by which Hobart sewer utility customers are informed of proposed volume rate changes, although such a process is not legally required.

## **METHOD OF CALCULATION:**

In February of each calendar year, the Village shall examine the preceding calendar year’s GBMSD volume billings charged to the Village sewer utility. That financial information, coupled with the GBMSD established rate increase for the current calendar year will be run through an established proforma.

## **POLICY #6: SEWER UTILITY FUND BALANCE POLICY**

### **INTRODUCTION/BACKGROUND:**

The Village of Hobart Board governs a separate sanitary sewer utility known as the Hobart Sanitary Sewer Utility (“Utility”). The Utility provides funding sources through metered sewer user charges and holds these funds for Utility expenses in a separate Utility Fund. The Utility operates as a Village enterprise fund.

### **PURPOSE:**

The purpose of this policy is to ensure that the Hobart Sanitary Sewer Utility has an adequate financial reserve to cover emergency expenditures, large revenue shortfalls, and future capital improvements, among other financial variables.

### **APPLICABILITY:**

This policy shall apply to all classes of customers comprising the Utility as each customer class contributes to the Utility’s enterprise fund.

### **POLICY GOALS:**

The goals of this policy include, but are not limited to:

- Providing adequate cash liquidity for normal operations or unanticipated expenditures;
- Maintain positive factors with the municipal bond market's assessment of the Village's credit quality;
- Help ensure stable Utility rates by having cash on-hand to cover capital expenditures and avoid unnecessary debt issuance for such expenditures to the maximum extent practicable;

- Providing adequate cash reserves for future planned utility improvements/extensions and/or unexpected capital outlays associated with infrastructure aging and failure;
- Avoiding the need to subsidize the Utility with other revenue sources, including the general property tax levy;
- Providing criteria for when a Comprehensive Utility Rate Review shall be undertaken.

### **SEWER UTILITY FUND BALANCE POLICY**

The Utility shall maintain an unrestricted net position equal to one (1) year's operating expenditures less depreciation. Any amount above an excess of one (1) year's operating expenditures less depreciation shall be assigned to an established account known as the Capital Improvement & Replacement Fund.

### **CAPITAL IMPROVEMENT & REPLACEMENT FUND CASH ACCUMULATION:**

The Capital Improvement & Replacement Fund (CIRF) is designed to ensure adequate resources for anticipated and unanticipated improvement, extension, or replacement of Utility assets (infrastructure), among other potential capital outlays and system investments.

### **CRITERIA FOR A COMPREHENSIVE RATE REVIEW:**

The Utility will consider a comprehensive rate review should any one of the following occur:

- Utility Fund Balance remains below one (1) year's operating expenditures less depreciation for three (3) consecutive years;
- Any time the Utility falls below 50% of the above-established Sewer Utility Fund Balance funding requirement;
- CIRF accumulated cash exceeds 10% of accumulated depreciation per the above; however, due consideration will be given to known capital outlays expected in the 5 year capital improvement plan;
- The Utility takes on a significant debt issue, or sees a substantial retirement of debt that may affect the ability to achieve the goals of this policy;
- The Utility acquires a new large user, or, in turn, loses a large user that may affect the ability to achieve the goals of this policy.

The Utility will utilize outside financial and engineering consultation each time a comprehensive rate review is undertaken.

### **APPROVAL PROCESS FOR RATE ESTABLISHMENT:**

Once outside expertise has conducted a comprehensive rate review, such findings shall be presented to the Public Works and Utilities Advisory Committee for initial review and recommendation to the Village Board. The Village Board will review the Committee's recommendation and, prior to any action, will establish a public hearing to be legally noticed (Class I) in the paper of record. The notice will include, at a minimum, the following information:

- Current fixed *and* volume rates for residential customers prior to any rate adjustment;
- The required fixed *and* volume rates recommended to be implemented expressed as a % change and dollar amount for residential customers;
- The estimated quarterly and annual financial impact after new rate implementation, expressed as a dollar amount, for the average residential sewer customer;
- The date (quarter/year) the utility rates will go into effect.

After hearing the public, the Village Board shall consider a Resolution re: Village sewer utility rates; new rates shall only be established by Resolution.

## **FUND BALANCES**

The term “fund balance” is defined as the net assets minus the total liabilities in each reported governmental-type fund. Fund balance has “assigned” and “unassigned” components. Unassigned fund balance can be used by the Village in a manner consistent with the General Fund Balance Policy above. The below illustrates the current un-audited estimate and historic trends in fund balances for the General Fund, Capital Projects Fund, and the Debt Service Fund.

The Village’s General Fund expects no increase in unassigned fund balance heading into 2016. Please note this is a very conservative estimate as the timing for publishing this budget document falls well in advance of full auditing of the fiscal year ending 12/31/15. In short, we expect 2015 revenues vs. expenditures to be break-even.

The Village applied its General Fund Balance Policy (see above) to its 2014 audited unassigned general fund balance. This transaction moved \$90,837 from the General Fund to the Capital Fund in accordance with the second priority of fund balance usage per the General Fund Balance Policy. The transaction, in turn, increased the Capital Improvement Fund Balance. The estimated Capital Fund Balance increased an estimated \$36,237, or 2.7% from 2014 audited figures. The Village continues planning a 5+ year Capital Improvement Plan, for which the funds on-hand will attempt to fund large vehicle/equipment purchases and public works projects in the future by utilizing current funds to offset future borrowing for these types of projects.

## FUND BALANCE – 2015 ESTIMATE & 2016 PROPOSED

	<b>GENERAL FUND BALANCE</b>					
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Proposed
<b>Beginning Fund Balance</b>	\$1,022,258	\$1,120,668	\$1,442,153	\$1,306,236	\$1,032,196	\$1,045,491
<b>Total Revenues</b>	\$2,576,948	\$2,784,373	\$2,930,029	\$2,808,268	\$2,878,683	\$2,963,152
<b>Total Expenditures</b>	\$2,421,970	\$2,492,723	\$2,706,389	\$2,686,724	\$2,774,551	\$2,963,152
<b>Net Change in Fund Balance</b>	\$154,978	\$291,650	\$223,640	\$121,544	\$104,132	\$0
<b>Other Financing Sources/Uses</b>	(\$56,568)	\$29,835	(\$359,557)	(\$395,584)	(\$90,837)	\$0
<b>Net Change in Fund Balance</b>	\$98,410	\$321,485	(\$135,917)	(\$274,040)	\$13,295	\$0
<b>Ending Fund Balance</b>	\$1,120,668	\$1,442,153	\$1,306,236	\$1,032,196	\$1,045,491	\$1,045,491
<b>UNASSIGNED Fund Balance for Fund Balance Policy Decisions</b>	\$885,672	\$1,143,712	\$1,174,527	\$902,824	\$894,152	\$894,152
	<b>CAPITAL PROJECTS FUND BALANCE</b>					
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Proposed
<b>Beginning Fund Balance</b>	\$319,513	\$666,203	\$621,423	\$961,186	\$1,346,484	\$1,382,721
<b>Total Revenues</b>	\$591,654	\$484,000	\$474,615	\$636,575	\$781,714	\$2,596,726
<b>Total Expenditures</b>	\$590,154	\$556,589	\$428,776	\$760,144	\$836,314	\$2,778,426
<b>Net Change in Fund Balance</b>	\$1,500	(\$72,589)	\$45,839	(\$123,569)	(\$54,600)	(\$181,700)
<b>Other Financing Sources/Uses</b>	\$345,190	\$27,809	\$293,924	\$508,867	\$90,837	\$0
<b>Net Change in Fund Balance</b>	\$346,690	(\$44,780)	\$339,763	\$385,298	\$36,237	(\$181,700)
<b>Ending Fund Balance</b>	\$666,203	\$621,423	\$961,186	\$1,346,484	\$1,382,721	\$1,201,021
	<b>DEBT SERVICE FUND BALANCE</b>					
	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Estimate	2016 Proposed
<b>Beginning Fund Balance</b>	\$2,975,086	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$1,120,337	\$843,393	\$799,846	\$616,962	\$403,268	\$603,620
<b>Total Expenditures</b>	\$2,206,743	\$839,320	\$7,366,498	\$616,962	\$403,268	\$603,620
<b>Net Change in Fund Balance</b>	(\$1,086,406)	\$4,073	(\$6,566,652)	\$0	\$0	\$0
<b>Other Financing Sources/Uses</b>	(\$1,888,680)	(\$4,073)	\$6,566,652	\$0	\$0	\$0
<b>Net Change in Fund Balance</b>	(\$2,975,086)	\$0	\$0	\$0	\$0	\$0
<b>Ending Fund Balance</b>	\$0	\$0	\$0	\$0	\$0	\$0

## **4.0 BUDGET SUMMARY**

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# SUMMARY OF 2016 OPERATING BUDGET & TAX LEVY

VILLAGE OF HOBART 2016 OPERATING BUDGET- SUMMARY							
REVENUE	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET	% Change
Taxes (non-Property)	\$ 141,314.48	\$ 48,313.78	\$ 52,768.55	\$ 44,728.77	\$ 55,198.87	\$ 49,360.00	-10.6%
State Shared Revenue	105,503.19	87,769.67	86,853.71	93,612.01	94,666.00	94,160.00	-0.5%
Federal/State Grants	262,145.47	266,755.95	256,358.82	277,167.13	220,234.93	241,512.00	9.7%
Licenses/Permits	198,965.16	214,893.47	329,900.37	257,078.93	181,155.00	171,355.00	-5.4%
Law and Ordinance Violations	50,690.49	59,764.48	50,107.15	45,144.51	52,500.00	52,500.00	0.0%
Public Charges for Services	386,529.96	384,002.39	389,201.61	390,497.03	409,188.42	434,976.72	6.3%
Other Reimbursements/Interest	297,141.46	428,942.93	365,829.19	280,152.45	342,903.36	363,389.98	6.0%
<b>TOTAL REVENUE</b>	<b>\$ 1,442,290.21</b>	<b>\$ 1,490,442.67</b>	<b>\$ 1,531,019.40</b>	<b>\$ 1,388,380.83</b>	<b>\$ 1,355,846.58</b>	<b>\$ 1,407,253.70</b>	<b>3.8%</b>
<b>EXPENSES</b>							<b>% Change</b>
General Government	\$ 827,495.23	\$ 765,950.09	\$ 881,214.03	\$ 794,985.03	\$ 828,652.06	\$ 842,102.39	1.6%
Public Safety	974,661.85	1,053,341.24	1,120,337.62	1,119,838.73	1,213,273.45	1,292,122.53	6.5%
Public Works	537,043.01	598,134.38	636,668.69	698,769.70	735,136.05	741,009.20	0.8%
Conservation and Development	82,770.25	75,297.73	68,169.01	73,130.56	82,155.79	87,918.32	7.0%
<b>TOTAL EXPENSES</b>	<b>\$ 2,421,970.34</b>	<b>\$ 2,492,723.44</b>	<b>\$ 2,706,389.35</b>	<b>\$ 2,686,724.02</b>	<b>\$ 2,859,217.35</b>	<b>\$ 2,963,152.44</b>	<b>3.6%</b>
<b>REVENUES LESS EXPENSES</b>	<b>\$ (979,680.13)</b>	<b>\$ (1,002,280.77)</b>	<b>\$ (1,175,369.95)</b>	<b>\$ (1,298,343.19)</b>	<b>\$ (1,503,370.77)</b>	<b>\$ (1,555,898.74)</b>	<b>3.5%</b>
<b>General Fund Tax Levy</b>	<b>\$ 1,134,657.50</b>	<b>\$ 1,293,930.26</b>	<b>\$ 1,399,010.37</b>	<b>\$ 1,419,887.01</b>	<b>\$ 1,503,370.77</b>	<b>\$ 1,555,898.74</b>	<b>3.5%</b>
<b>Water/Sewer Levy</b>	<b>188,416.20</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>Debt Service Tax Levy</b>	<b>919,820.87</b>	<b>873,539.28</b>	<b>764,011.34</b>	<b>588,358.74</b>	<b>376,124.00</b>	<b>420,753.88</b>	<b>11.9%</b>
<b>Capital Improvement Tax Levy</b>	<b>414,200.00</b>	<b>484,000.00</b>	<b>474,615.00</b>	<b>636,575.00</b>	<b>781,714.00</b>	<b>792,889.00</b>	<b>1.4%</b>
<b>TOTAL TAX LEVY VILLAGE OPERATIONS</b>	<b>\$ 2,657,094.57</b>	<b>\$ 2,651,469.53</b>	<b>\$ 2,637,636.71</b>	<b>\$ 2,644,820.75</b>	<b>\$ 2,661,208.77</b>	<b>\$ 2,769,541.62</b>	<b>4.1%</b>
<b>TOTAL TAX LEVY</b>		<b>\$ 2,730,767.35</b>	<b>\$ 2,781,748.61</b>	<b>\$ 2,913,453.08</b>	<b>\$ 3,051,360.94</b>	<b>\$ 3,257,369.30</b>	<b>6.8%</b>
						<b>Total Assessed Value</b>	<b>\$753,905,200</b>
						<b>Mill Rate</b>	<b>0.0043207</b>
						<b>Tax Rate</b>	<b>\$ 4.3207</b>

## **5.0 GENERAL FUND REVENUES**

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# SUMMARY OF 2016 OPERATING REVENUES

SUMMARY OF VILLAGE GENERAL FUND REVENUES									
TAXES	2011	2012	2013	2014	2015	2015 est.	2016	% Change	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET		
01-41150 Managed Forest Crop	51.56	61.23	51.56	69.33	140.00	60.00	60.00		-57.1%
01-41700 Ag Use Penalty	(146.05)	6,002.99	8,566.37	1,927.68	500.00	500.00	500.00		0.0%
01-41800 Interest on Taxes	7,308.35	11,910.56	4,762.75	4,076.76	6,500.00	6,500.00	6,000.00		-7.7%
01-41900 Pmt in Lieu of Taxes	1,643.62	1,693.00	1,743.87	-	1,743.87	-	-		-100.0%
01-41901 Pilot Payment- Water	132,457.00	28,646.00	37,644.00	38,655.00	46,315.00	40,150.00	42,800.00		-7.6%
<b>Total Taxes</b>	<b>\$ 141,314.48</b>	<b>\$ 48,313.78</b>	<b>\$ 52,768.55</b>	<b>\$ 44,728.77</b>	<b>\$ 55,198.87</b>	<b>\$ 47,210.00</b>	<b>\$ 49,360.00</b>		<b>-10.6%</b>
<b>STATE SHARED REVENUES</b>									
01-43400 State Shared Revenues	\$ 84,080.27	\$ 63,060.20	\$ 61,084.17	\$ 63,060.20	\$ 63,060.00	\$ 63,060.00	\$ 63,060.00		0.0%
01-43420 2% Fire Dues (Ins)	19,856.92	22,811.47	23,726.54	28,445.81	29,500.00	28,077.44	28,500.00		-3.4%
01-43430 Exempt Computer Aid	1,566.00	1,898.00	2,043.00	2,106.00	2,106.00	2,559.00	2,600.00		23.5%
<b>Total Shared Revenues</b>	<b>\$ 105,503.19</b>	<b>\$ 87,769.67</b>	<b>\$ 86,853.71</b>	<b>\$ 93,612.01</b>	<b>\$ 94,666.00</b>	<b>\$ 93,696.44</b>	<b>\$ 94,160.00</b>		<b>-0.5%</b>
<b>FEDERAL/STATE GRANTS</b>									
01-43210 Police Grant	\$ 12,829.35	\$ 45,559.40	\$ 39,150.72	\$ 23,850.17	\$ 10,050.00	\$ 12,000.00	\$ 5,000.00		-50.2%
01-43211 Fire Dept Equip Grant	-	(5,868.94)	11,000.00	1,128.35	-	9,500.00	-		
01-43531 State Transportation Aids	227,445.03	208,702.49	187,832.24	182,945.69	191,684.93	191,684.93	220,012.00		14.8%
01-43545 DNR Recycling Grant	18,327.05	18,363.00	18,375.86	18,368.32	18,500.00	18,387.86	16,500.00		-10.8%
01-43532 State MSIPLT Grant	-	-	-	50,874.60	-	-	-		
01-43581 Gypsy Moth Grant Funds	3,544.04	-	-	-	-	-	-		
<b>Total State Grants</b>	<b>\$ 262,145.47</b>	<b>\$ 266,755.95</b>	<b>\$ 256,358.82</b>	<b>\$ 277,167.13</b>	<b>\$ 220,234.93</b>	<b>\$ 231,572.79</b>	<b>\$ 241,512.00</b>		<b>9.7%</b>

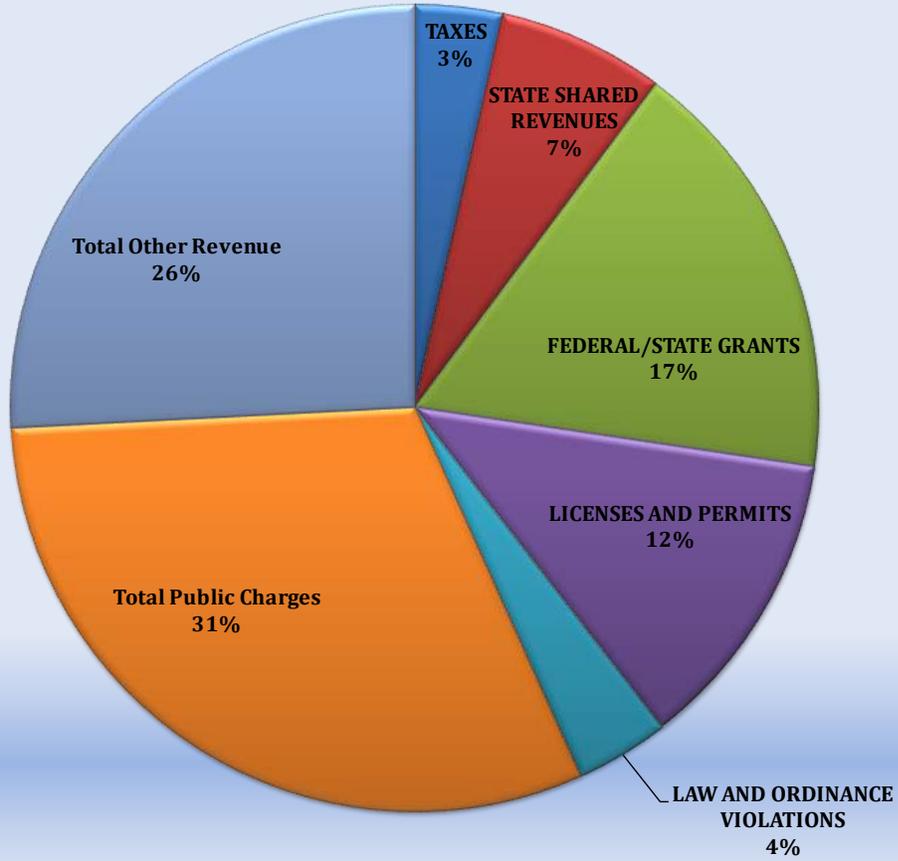
# SUMMARY OF 2016 OPERATING REVENUES (cont'd)

SUMMARY OF VILLAGE GENERAL FUND REVENUES								
LICENSES AND PERMITS	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	
01-44000 Licenses and Permits	255.00	1,840.00	6,221.61	5,250.28	4,250.00	5,900.00	4,250.00	0.0%
01-41110 Liquor Licenses	2,400.00	2,410.00	2,400.00	3,000.00	2,400.00	2,400.00	2,400.00	0.0%
01-44111 Legal Ads for Liquor Lic.	80.00	80.00	80.00	100.00	80.00	80.00	80.00	0.0%
01-44120 Cigarette Licenses	-	100.00	50.00	50.00	50.00	150.00	50.00	0.0%
01-44121 Franchise Fee / Cable TV	39,951.73	44,059.62	46,773.88	48,228.72	48,800.00	48,800.00	48,800.00	0.0%
01-44130 Operators & Background	1,420.00	845.00	1,507.75	1,790.75	1,500.00	2,200.00	1,750.00	16.7%
01-44200 Dog License & Cty Refund	1,200.31	1,753.63	870.78	486.50	1,250.00	2,075.99	1,250.00	0.0%
01-44300 Building Permits	81,263.45	103,768.71	161,663.72	106,990.24	79,000.00	75,000.00	72,000.00	-8.9%
01-44301 State Seals Collected	2,395.00	3,680.00	3,440.00	2,560.00	1,750.00	1,360.00	800.00	-54.3%
01-44302 Admin Fee for Permits	4,050.00	5,700.00	7,050.00	4,050.00	2,500.00	3,000.00	1,500.00	-40.0%
01-44304 Erosion Control Fees	3,850.00	5,350.00	6,018.34	4,305.02	2,500.00	2,450.00	1,500.00	-40.0%
01-44305 Security Deposits -Bldg Permits	4,000.00	2,849.40	3,050.00	2,000.00	-	-	-	
01-44400 Zoning/Cond Use/Variance	1,419.65	1,995.00	1,400.00	950.00	1,200.00	1,650.00	1,200.00	0.0%
01-44402 CSM & Plat Fees	2,100.00	840.00	320.00	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
01-44900 Site Review Permits	300.00	750.00	450.00	900.00	700.00	300.00	450.00	-35.7%
01-44910 Park Fee/Bldg Permits	5,800.00	-	42,400.00	28,200.00	-	-	-	
01-44920 Park/Developer Fees	5,109.14	-	6,459.15	8,318.97	-	-	-	
01-44930 Park Rental/Shelter Area	5,005.00	4,660.00	7,887.00	6,041.00	5,150.00	6,400.00	5,150.00	0.0%
01-44950 Quarry/Other Permits	7,622.33	3,965.00	4,985.00	3,235.00	2,200.00	2,075.00	2,075.00	-5.7%
01-45100 Dog License Late Fees	105.00	70.00	105.00	155.00	100.00	310.00	100.00	0.0%
01-46744 Rent- Land & Tower	30,638.55	30,177.11	26,768.14	29,467.45	26,725.00	27,135.00	27,000.00	1.0%
<b>Total Licenses/Permits</b>	<b>\$ 198,965.16</b>	<b>\$ 214,893.47</b>	<b>\$ 329,900.37</b>	<b>\$ 257,078.93</b>	<b>\$ 181,155.00</b>	<b>\$ 182,285.99</b>	<b>\$ 171,355.00</b>	<b>-5.4%</b>
LAW AND ORDINANCE VIOLATIONS	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2015 BUDGET	% Change
01-46210 Hobart Court Penalties/Costs	\$ 50,690.49	\$ 59,764.48	\$ 50,107.15	\$ 45,144.51	\$ 52,500.00	\$ 56,000.00	\$ 52,500.00	0.0%
<b>Total Law and Ordinance Violations</b>	<b>\$ 50,690.49</b>	<b>\$ 59,764.48</b>	<b>\$ 50,107.15</b>	<b>\$ 45,144.51</b>	<b>\$ 52,500.00</b>	<b>\$ 56,000.00</b>	<b>\$ 52,500.00</b>	<b>0.0%</b>
01-46100 Gen Govt Charge for Service	3,000.00	6,009.56	7,435.00	10,815.00	5,000.00	5,000.00	5,000.00	0.0%
01-46420 Garbage/Recycling Collection	320,705.62	305,752.51	310,896.42	310,475.77	334,415.56	334,592.07	357,013.20	6.8%
01-49020 Street Lighting	57,908.34	66,692.50	67,422.27	65,910.73	66,450.34	65,043.19	69,650.43	4.8%
01-49027 Lighting Admin Fee	2,916.00	3,158.38	3,447.92	3,295.53	3,322.52	3,252.16	3,313.09	-0.3%
<b>Total Public Charges</b>	<b>\$ 386,529.96</b>	<b>\$ 384,002.39</b>	<b>\$ 389,201.61</b>	<b>\$ 390,497.03</b>	<b>\$ 409,188.42</b>	<b>\$ 407,887.42</b>	<b>\$ 434,976.72</b>	<b>6.3%</b>
01-44940 Reimb Paid to Village	-	75,870.03	26,724.89	10,303.72	2,787.37	16,000.00	2,000.00	-28.2%
01-46211 Lawrence Reimburse	239,209.81	313,122.67	304,591.65	238,493.67	303,985.99	303,985.99	327,259.98	7.7%
01-46212 Police Liaison Reimburse	10,749.34	15,353.68	15,155.01	15,810.02	16,130.00	16,130.00	16,130.00	0.0%
01-46220 Fire Call on Roads	4,910.00	3,211.19	187.14	200.00	2,000.00	4,493.68	2,000.00	0.0%
01-48110 Interest	41,815.11	21,210.36	18,676.21	15,295.04	18,000.00	16,000.00	16,000.00	-11.1%
01-49028 Memorial Brick Sale	457.20	175.00	494.29	50.00	-	50.00	-	
<b>Total Other Revenue</b>	<b>\$ 297,141.46</b>	<b>\$ 428,942.93</b>	<b>\$ 365,829.19</b>	<b>\$ 280,152.45</b>	<b>\$ 342,903.36</b>	<b>\$ 356,659.67</b>	<b>\$ 363,389.98</b>	<b>6.0%</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,442,290.21</b>	<b>\$ 1,490,442.67</b>	<b>\$ 1,531,019.40</b>	<b>\$ 1,388,380.83</b>	<b>\$ 1,355,846.58</b>	<b>\$ 1,375,312.31</b>	<b>\$ 1,407,253.70</b>	<b>3.8%</b>

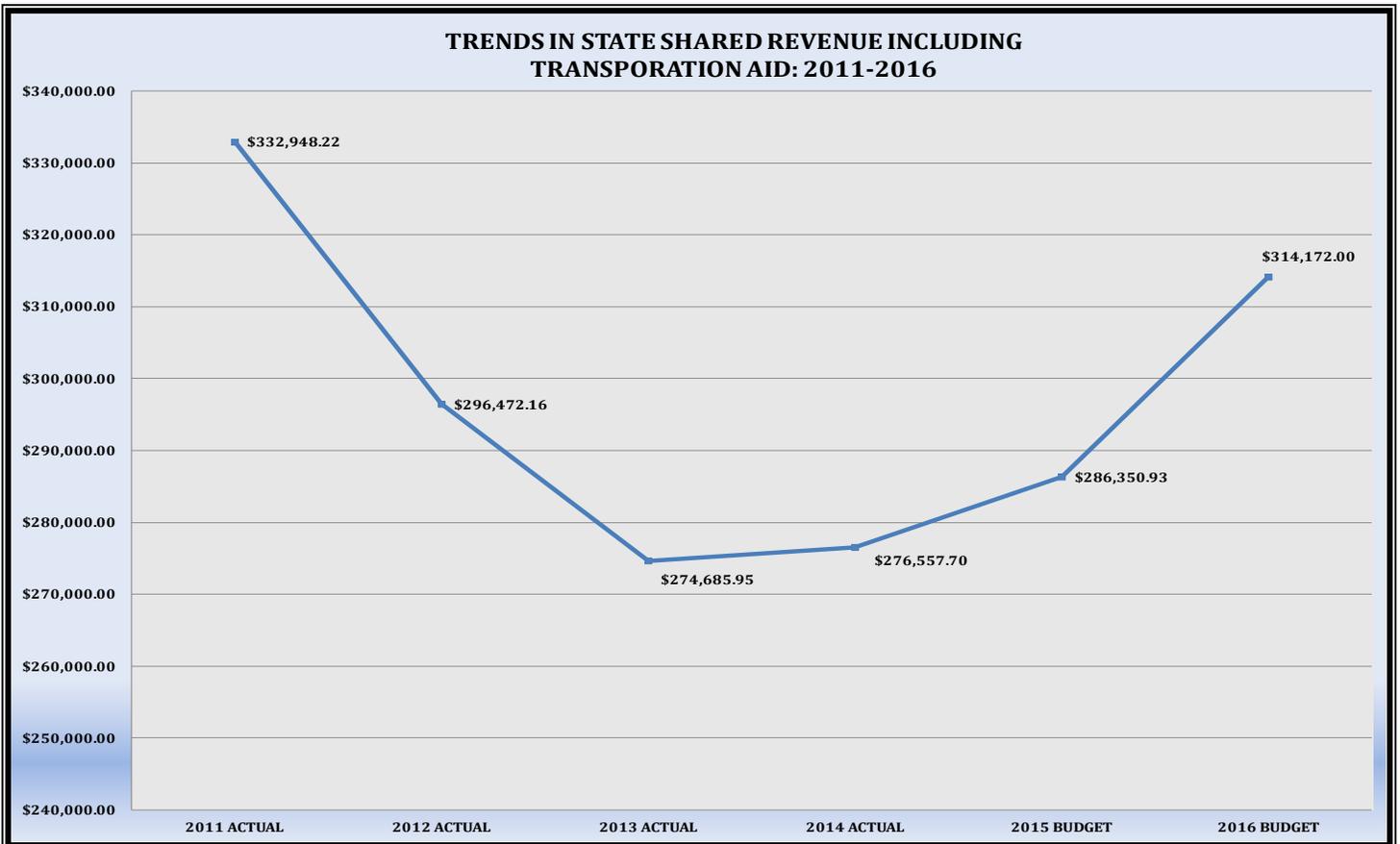
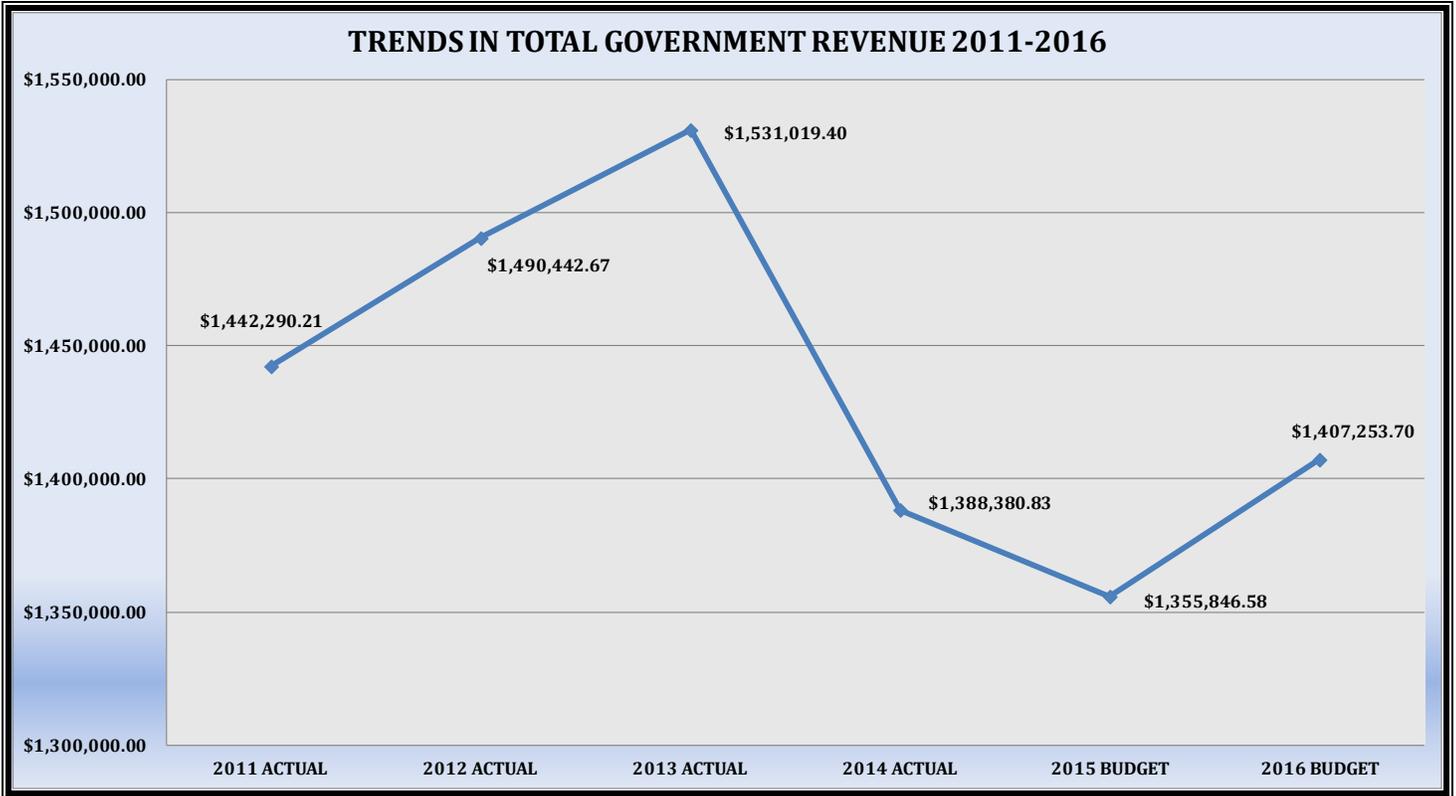
NOTE: Any variations in Police Department expenditures, especially personnel and fuel-related overages in budget years may be explained with offsets by grant-funds or revenues from grant.

# REVENUE GRAPHS

**BREAKDOWN OF 2016 OPERATING REVENUES  
(TOTAL = \$1,407,253.70)**



# REVENUE GRAPHS (cont'd)



## **2016 REVENUE DISCUSSION: BASIS OF ASSUMPTION AND/OR SIGNIFICANT CHANGES**

**Taxes:** The Village's most current calculation on the Water Utility's Payment in lieu of Taxes (see *Pilot Payment-Water* line item) to the General Fund yields an expected decrease by 7.6%, or \$3,515.

**State Shared Revenues:** The 2016 budget predicts status quo on line items comprising shared revenues.

**Federal/State Grants:** The Village decreased by 50%, or \$5,050, expected amounts for Police Grants. These are unexpected and inconsistent revenue sources and the Village would like to move away from relying on them to offset the levy. Also, the Village will experience a 14.8% increase, or +\$27,327, for state shared revenue from the state of Wisconsin in the *State Transportation Aid* line item.

**Licenses/Permits:** A slight downward trend in building activity, particularly single family homes, yields a small collective decrease in the total line for Licenses/Permits. The true revenue impact amounts to a 5.4% decrease, or -\$9,800. The Village still remains ahead of Brown County and Wisconsin at large in terms of building activity.

**Other Revenue:** The Village anticipates an increase of 7.7%, or +\$23,274, due to *Reimbursement from the Town of Lawrence* for joint court and police department operations cost-sharing.

### **DESCRIPTION OF INDIVIDUAL REVENUE LINE ITEMS**

**General Property Taxes:** Property taxes are paid into the Village based on the value of an individual property owner. In 2016, tax payment to the Village-only portion equals \$4.32/\$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 sales and other charges/taxes paid into the state. 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 from the state 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 having a recycling program. Hobart contracts with Brown County Port and Solid Waste for the disposal of recyclables. The Village contracts with Advanced Disposal Services, 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:** Cable TV providers refund a certain percentage of their profits on their subscription accounts from Village residents.

**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.

**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/Variiances:** 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 sub-division 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. These are segregated into a special fund to be used for designated purposes.

**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:** 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 Municipal Court:** 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.

# **6.0 GENERAL FUND EXPENDITURES**

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## **6.1 GENERAL GOVERNMENT**

# SUMMARY OF GENERAL FUND EXPENDITURES

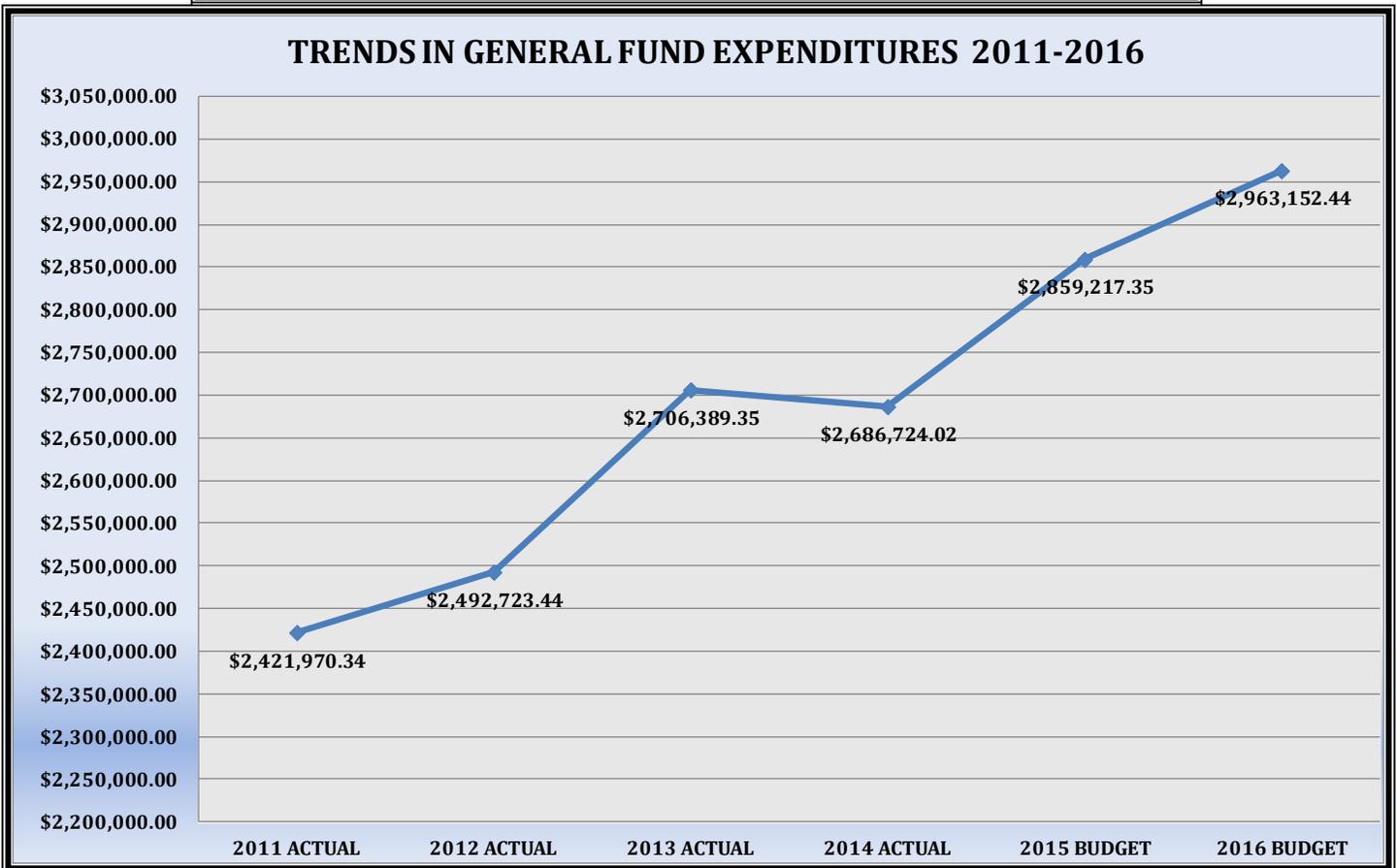
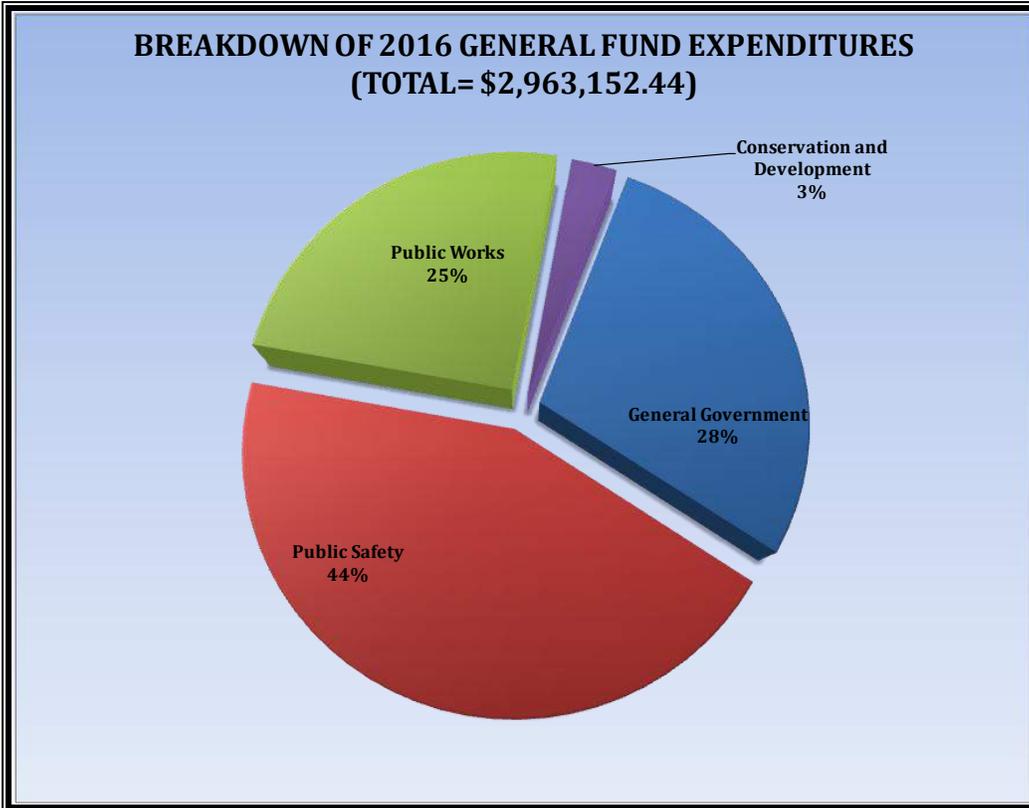
SUMMARY OF VILLAGE EXPENDITURES: GENERAL GOVERNMENT								
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
Village Board	\$ 53,784.95	\$ 56,306.00	\$ 54,788.62	\$ 52,159.27	\$ 52,692.50	\$ 51,342.50	\$ 52,792.50	0.19%
Municipal Court	67,801.79	66,548.43	73,654.49	65,711.95	71,103.12	69,253.12	73,163.14	2.90%
Legal	239,183.08	172,064.40	253,424.59	177,721.45	204,500.00	185,000.00	204,500.00	0.00%
Village Administration	60,396.33	58,854.77	76,810.89	86,808.11	89,700.47	90,816.47	109,303.29	21.85%
Village Clerk	109,168.40	99,782.63	105,515.48	109,747.36	113,964.81	113,689.81	120,926.08	6.11%
Economic Development	103,579.70	96,837.72	99,132.78	94,323.16	34,750.00	33,000.00	46,500.00	33.81%
Tribal Affairs	-	-	-	-	49,735.64	38,261.93	13,500.00	-72.86%
Elections	8,840.09	11,844.65	5,282.20	5,772.32	8,181.63	4,853.00	12,272.45	50.00%
Audit	4133.75	5347.5	5282	5189.56	5112.42	5112.42	5788.75	13.23%
Treasurer	29,175.79	33,550.73	34,628.19	35,856.97	38,024.16	36,058.01	38,954.02	2.45%
Property Assessment	29,976.34	28,460.00	31,050.00	33,001.24	32,550.00	32,550.00	33,280.00	2.24%
Buildings and Grounds	50,148.85	56,331.94	66,790.82	51,688.74	51,170.92	57,073.99	52,135.01	1.88%
General Office	43,667.02	57,427.74	53,313.55	51,344.91	50,225.00	49,975.00	50,625.00	0.80%
General Insurance	27,639.14	22,593.58	21,540.42	25,659.99	26,941.39	24,303.66	28,362.15	5.27%
<b>Total Expenses</b>	<b>\$ 827,495.23</b>	<b>\$ 765,950.09</b>	<b>\$ 881,214.03</b>	<b>\$ 794,985.03</b>	<b>\$ 828,652.06</b>	<b>\$ 791,289.91</b>	<b>\$ 842,102.39</b>	<b>1.62%</b>

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

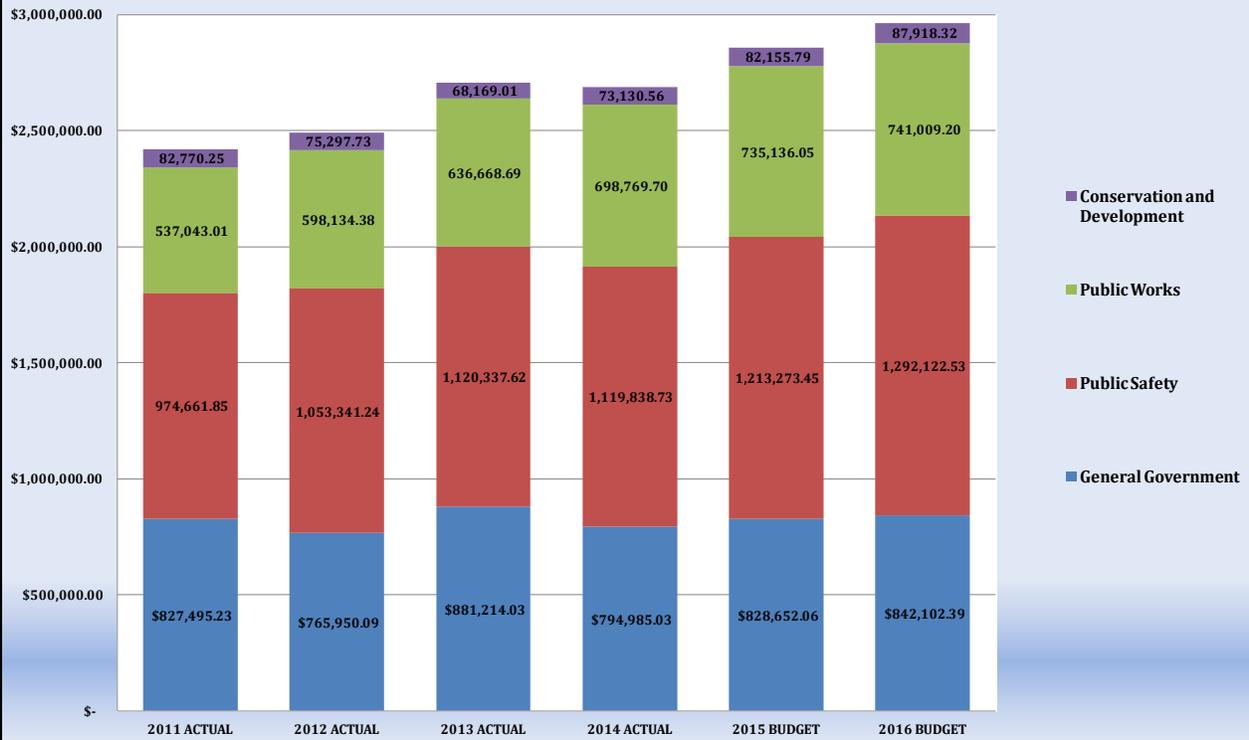
The General Fund (GF) is the largest fund and represents four (4) spending areas as follows: General Government, Public Safety, Public Works, and Conservation and Development. Each spending area has key departments and programs that further break down the larger spending areas. You will see the detail of programs and departments as you progress through this document. The General Fund does not include other expenditure items like: capital, debt service, tax increment funds, water, sewer, and storm water utilities, which are described in line item detail later in the budget document.

The following section, 6.1, is the *General Government* departments/programs, components of the Village's *General Fund*, which include: Village Board, Village Administration & Finance, Village Clerk-Treasurer's Office, Property Assessment, Property/Casualty Insurance, Elections Administration, Financial Auditing, Municipal Court, Legal, Economic Development, Tribal Affairs, and Buildings & Grounds.

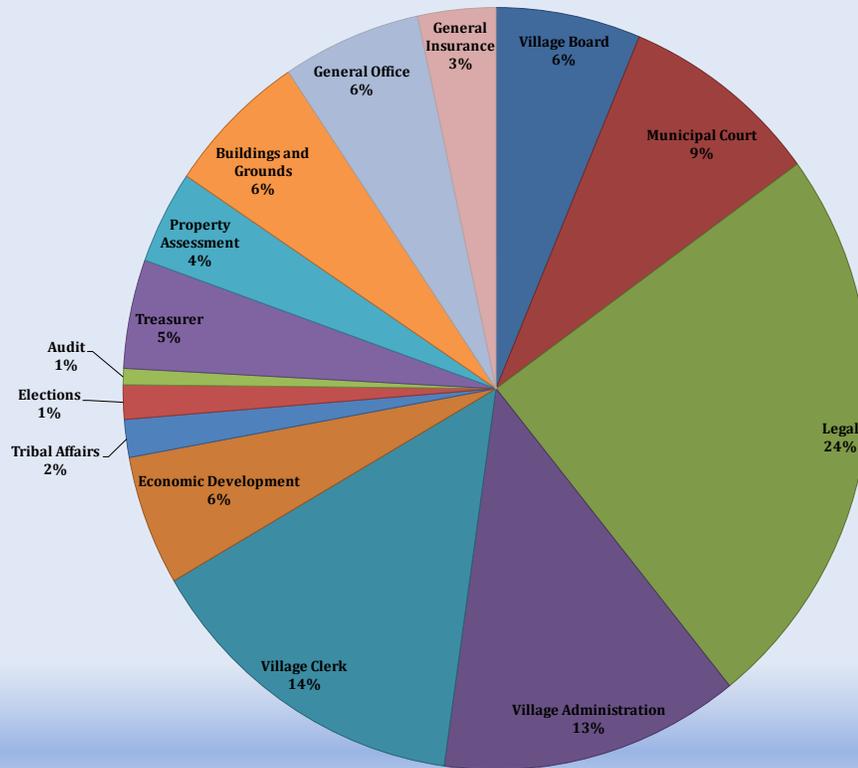
# EXPENDITURES GRAPHS



### HISTORIC BREAKDOWN OF GENERAL FUND EXPENDITURES: 2011-2016



### BREAKDOWN OF 2016 GENERAL GOV EXPENDITURES (TOTAL = \$842,102.39)



## DEPARTMENT: VILLAGE BOARD OF TRUSTEES

### ROLE/COMPOSITION OF THE BOARD:

The Village Board is responsible for all legislative actions and policy-making for the Village residents. The Board is empowered with the authority to enact ordinances, or laws, to create fees and charges for Village services, and to adopt reasonable 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 (4) Village Trustees and one (1) Village President make up the legislative branch of our local government. The Board members are elected to two (2) 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 Village President is elected every three (3) years. The Board meets at the Village Office the first and third Tuesdays of each month at 6 p.m. Each Trustee also serves on at least one of the major citizen committees.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

VILLAGE BOARD of TRUSTEES									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
51100-001	VB- Salary	\$ 48,820.95	\$ 48,084.22	\$ 48,087.16	\$ 45,878.86	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	0.00%
51100-004	VB-FICA/MED	\$ 3,663.45	\$ 3,663.43	\$ 3,664.18	\$ 3,502.32	\$ 3,442.50	\$ 3,442.50	\$ 3,442.50	0.00%
51100-006	VB-Supplies	471.85	2,441.40	672.02	398.34	250.00	450.00	350.00	40.00%
	VB								
51100-011	Ed/Conf/Travel	828.70	2,116.95	2,365.26	2,379.75	4,000.00	2,450.00	4,000.00	0.00%
	<b>Total Expenses</b>	<b>\$ 53,784.95</b>	<b>\$ 56,306.00</b>	<b>\$ 54,788.62</b>	<b>\$ 52,159.27</b>	<b>\$ 52,692.50</b>	<b>\$ 51,342.50</b>	<b>\$ 52,792.50</b>	<b>0.19%</b>

**VILLAGE BOARD OF TRUSTEES**

**Tenants of Village Governance**

<p><b>Preserve, protect, and promote the U.S. Constitutional and civil rights of Hobart residents and taxpayers.</b></p>	<p><b>Provide policy directives and supportive resources to staff for the purpose of increasing thoughtful, sustainable and fiscally-sound economic development activities throughout the Village of Hobart.</b></p>
<p><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></p>	<p><b>Continue seeking innovative methods for improving efficiency of Village services while keeping tax rates among the lowest in the region.</b></p>
<p><b>Continue actions to safeguard and expand the Village's property tax base.</b></p>	<p><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></p>

### **GOAL:**

To ensure un-interrupted, 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 thoughtful and sustainable economic development projects throughout the Village;
- Develop and monitor the annual operating budget;
- Recommend, implement, and abide by fiscal policies that maintain the bond-rating and fiscal conservative philosophy of the Village;
- Foster professionalism and continual growth of the Village staff.

### **DESCRIPTION:**

The Administrator serves as the chief administrative officer of the Village carrying out the executive management function of the government. Andrew J. Vickers has served as the Village Administrator since 2008. Mr. Vickers takes strategic direction from, and is accountable to, the Village Board. He is responsible for the overall provision of services, budgeting, personnel management, economic development, and inter-governmental relations. It is the Administrator's function to implement the laws



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

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. 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 address and communicate the community's priorities and direction.

### **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, preparation of the annual , and frequent budget performance monitoring;
- Oversight and review of planning and zoning, streets, sewer, water, police, municipal court, fire suppression, rescue service, first responders, affairs concerning other governments, 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;
- Administer tax increment finance districts; attract, recruit and retain businesses and residences to the Village;
- Negotiate and administer development agreements;
- Administer and implement the Village’s strategic plan;
- 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 2016:**

**Administration/Finance:** Salary and requisite retirement and payroll tax increase for the Administrator position; funding for full-time Assistant to the Administrator position beginning in June 2016.

**Economic Development:** Total budget in the Planning/Engineering line item consists of \$11,300 for general community planning activity, \$5,500 for quarterly GIS updating, and \$24,550 for creation of subdivision ordinance and Zoning Code re-write. Additionally, a portion (\$2,150) of a total of \$8,600 is budgeted in this line item for a building/facilities space needs analysis.

VILLAGE ADMINISTRATION									
		2011	2012	2013	2014	2015	2015 est.	2016	% Change
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	
51410-001	Admin Salary	\$ 44,425.20	\$ 43,791.40	\$ 46,651.50	\$ 49,089.58	\$ 45,925.00	\$ 45,925.00	\$ 49,500.00	7.78%
51410-003	Admin-WRS	3,896.67	2,684.76	3,086.46	3,412.47	4,509.01	4,509.01	5,335.88	18.34%
51410-004	Admin-FICA/MED	3,435.18	3,411.50	4,292.24	4,892.99	5,072.64	5,072.64	6,184.77	21.92%
51410-001-002	Asst to Admin Wage			10,868.82	16,669.24	20,384.00	22,500.00	31,346.64	53.78%
51410-005	Admin-Fringe	5,343.65	6,388.88	7,201.83	9,349.55	9,159.82	9,159.82	12,286.00	34.13%
51140-006	Supplies	35.49	446.80	537.80	206.95	650.00	650.00	650.00	0.00%
51410-011	Ed/Conf/Travel	3,260.14	2,131.43	4,172.24	3,187.33	4,000.00	3,000.00	4,000.00	0.00%
<b>Total Expenses</b>		<b>\$ 60,396.33</b>	<b>\$ 58,854.77</b>	<b>\$ 76,810.89</b>	<b>\$ 86,808.11</b>	<b>\$ 89,700.47</b>	<b>\$ 90,816.47</b>	<b>\$ 109,303.29</b>	<b>21.85%</b>

ECONOMIC DEVELOPMENT									
		2011	2012	2013	2014	2015	2015 est.	2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
51415-001	E.D. Salary	\$ 54,286.84	\$ 52,111.86	\$ 52,701.90	\$ 52,701.90	\$ -	\$ -	\$ -	
51415-003	E.D. WRS	4,918.92	3,097.38	3,491.28	3,674.58	-	-	-	
51415-004	E.D. FICA/MED	4,083.31	3,991.74	3,965.26	3,919.24	-	-	-	
51415-005	E.D. Fringe	3,708.32	3,956.10	3,966.32	3,248.51	-	-	-	
51415-006	E.D. Marketing/Supply	13,983.73	14,675.64	17,850.48	8,265.26	7,500.00	3,000.00	3,000.00	-60.00%
51415-011	E.D. Ed/Conf/Trav	10.00	913.40	522.03	18.48	-	-	-	
51415-082	Planning/Engineering	22,588.58	18,091.60	16,635.51	22,495.19	27,250.00	30,000.00	43,500.00	59.63%
<b>TOTAL EXPENSES</b>		<b>\$103,579.70</b>	<b>\$ 96,837.72</b>	<b>\$ 99,132.78</b>	<b>\$ 94,323.16</b>	<b>\$ 34,750.00</b>	<b>\$ 33,000.00</b>	<b>\$ 46,500.00</b>	<b>33.81%</b>

## INDICATORS & OUTCOMES:

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY 2013	FY 2014	FY 2015
Village Tax Rate*	\$4.20	\$4.20	\$4.17	\$4.17	\$4.17	\$4.32
Levy for Village Operations*	\$2,657,919	\$2,651,470	\$2,637,637	\$2,644,821	\$2,661,209	\$2,769,542
Village Population	6182	6364	6501	7070	7610	7958
Levy Per Capita*	\$430	\$417	\$406	\$374	\$350	\$348
Debt Service as % of Levy*	34.62%	32.95%	28.97%	22.25%	14.13%	15.19%
G.O. Debt Levied*	\$919,820	\$873,539	\$764,011	\$588,358	\$376,124	\$420,754
G.O. Debt Levied Per Capita*	\$148.79	\$137.26	\$117.52	\$83.22	\$49.42	\$52.87
Total Full Time Equivalent Employees ("FTEs")	16.60	16.60	16.675	18.225	18.95	20.30
FTEs per capita	0.00269	0.00261	0.00256	0.00257	0.00249	0.00255
Village Bond Rating (Standard & Poor's)	AA-	AA-	AA	AA	AA	AA+
Total Village Assessed Value as of January 1	\$632,791,400	\$649,364,300	\$666,891,300	\$699,444,600	\$731,162,300	\$753,905,200
Total Increment Value- TID #1 as of January 1	\$1,678,300	\$18,199,700	\$31,419,000	\$48,873,800	\$66,960,400	\$79,368,300
Total Increment Value- TID #2 as of January 1	n/a	n/a	\$2,712,216	\$15,042,816	\$25,841,716	\$31,727,116

\* Actual Year Levied, Payable the following year.

## **RECENT SIGNIFICANT ACCOMPLISHMENTS:**

- Negotiated, executed purchase of 36 acres of land in TID 2 for future manufacturing development-secured funding for the same;
- Organized ad hoc Committee and performed bulk of work on re-write of 2035 Comprehensive Plan- to be adopted in early 2016;
- Performed analysis of EMS program/service provided by County Rescue Services;
- Finalized new [www.buildinhobart.com](http://www.buildinhobart.com) economic development website;
- Finalized Development Agreement for Hobart Crossing leased community in TID 1, a 178 unit development with a guaranteed assessed value \$18M;
- Finalized Development Agreement for Encore leased community in TID 1; a 96 unit development with a guaranteed assessed value of \$7.2M;
- Finalized Development Agreement for The Driveway, a basketball training center in TID 2 with a guaranteed assessed value of \$712,900;
- Secured Distinguished Budget Award (3), CAFR Award (3) and PAFR Award (2) from Government Finance Officers' Association;
- Developed RFP and awarded bid to Orde Sign & Graphics for gateway signage at CTH FF and CTH J/RK;
- Drafted, gained approval for first ever Sewer Utility Fund Balance Policy;
- Implemented new logo and tagline, incorporated into community marketing plan;
- Competitively bid and implemented transition to Advanced Disposal Services for contracted refuse/recycling pickup.

## **2016 STRATEGIC PLAN INITIATIVES:**

- Police Department Level of Service and Staffing Study;
- Develop Subdivision Ordinance;
- Update Zoning Ordinance;
- Implement next steps of Parks, Recreation and Open Space Planning Study;
- Comprehensive review of Building Fee Schedules including Impact Fees;
- Finalize Multi-Year Capital Improvement Plan;
- Finalize Sidewalk/R-O-W Maintenance Ordinance;
- Develop Water and Sewer Servicing Plan;
- Develop Social Media Plan;
- Facilities & Building Space Needs Assessment;
- Develop Employee Attraction and Retention Plan.

## **OTHER 2016 MANAGEMENT INITIATIVES:**

- Work through the logistics for Hemlock Creek subdivision potential straddling Hobart/Lawrence border;
- Amend Park Special Fund Ordinance as suggested by 2014 Veirbicher study;
- Devise plan for accommodating levied debt service increases in 2017 and 2018 operating budget;
- Bring first commercially leased building online in *Centennial Centre at Hobart*- continue with more direct outreach approach to desired businesses;
- Finalize north water loop route and funding plan;
- Continue lobbying to effect time-certainty and funding of STH 29/CTH VV interchange.

## **DEPARTMENT: CLERK-TREASURER'S OFFICE**

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### **GOAL:**

To act as fiduciary for public funds, custodian of all official records, uphold the integrity of elections administration; 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 the annual 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;
- Issue various licenses, permits, and miscellaneous issuances in accordance with ordinances and statutes;
- Ensure that front-office operations of the Hobart business offices, especially efficient and courteous customer service are maintained at all times;
- Manage employee payroll, insurance benefits, and paid time-off accruals.

### **PROGRAM DESCRIPTION:**

Mary Smith has been the Village Clerk since 1983. For the first two 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 of the front office. Cindy has served as our Deputy Clerk/Treasurer since 1997. All of the Clerk's staff covers a portion of the clerical needs of other departments 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 as needed on an hourly basis. Brian is a certified public accountant (C.P.A.) and is involved with all functions of our 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. Brian's work adds another layer of financial review as requested by our auditors, which provides a necessary check and balance process.

### **SERVICES PROVIDED:**

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

- Serve as Election Administrator as required by Wisconsin Statutes, and to 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 including: assembling 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, accurately record the proceedings, prepare minutes, record, index, and file the proceedings for the public record;
- Assist with new voter registration, absentee ballots, and recording 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 and 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.



Cindy Kocken, Deputy Clerk-Treasurer

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** 2% wage adjustments for department staff and associated payroll/WRS expenses.

OFFICE OF VILLAGE CLERK									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
51420-001	Clerk Salary	\$ 59,156.99	\$ 59,825.79	\$ 61,107.83	\$ 62,595.13	\$ 63,405.94	\$ 63,405.94	\$ 64,674.66	2.00%
51420-003	Clerk- WRS	5,835.58	3,514.98	4,046.30	4,361.81	4,311.60	4,311.60	4,268.53	-1.00%
51420-004	Clerk-FICA/MED	4,098.68	4,216.64	4,310.15	4,421.36	4,850.55	4,850.55	4,947.61	2.00%
51420-005	Clerk- Fringe	16,336.52	15,160.30	16,461.12	16,959.59	19,271.72	19,271.72	24,910.28	29.26%
51420-008	Clerk- Legal Ads, News Subscription	18,346.84	15,735.60	16,911.64	17,183.07	19,275.00	19,500.00	19,275.00	0.00%
51420-011	Clerk- Ed/Conf/Trav Gen Office	1,649.36	1,114.13	1,708.28	4,226.40	2,350.00	2,350.00	2,350.00	0.00%
51420-037	Unemployment	3,744.43	215.19	970.16	-	500.00	-	500.00	0.00%
<b>Total Expenses</b>		<b>\$ 109,168.40</b>	<b>\$ 99,782.63</b>	<b>\$ 105,515.48</b>	<b>\$ 109,747.36</b>	<b>\$ 113,964.81</b>	<b>\$ 113,689.81</b>	<b>\$ 120,926.08</b>	<b>6.11%</b>

OFFICE OF VILLAGE TREASURER									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
51520-001	Treasurer Salary	\$ 13,021.34	\$ 13,403.15	\$ 13,645.44	\$ 13,981.74	\$ 14,187.16	\$ 14,187.16	\$ 14,470.61	2.00%
51520-003	Treasurer- WRS	1,243.37	786.80	903.46	974.35	964.73	964.73	955.06	-1.00%
51520-004	Treasurer- FICA/MED	920.53	968.11	971.83	999.14	1,085.32	1,085.32	1,107.00	2.00%
51520-005	Treasurer- Fringe	2,998.92	2,896.94	3,163.64	3,359.49	4,061.95	4,061.95	5,371.35	32.24%
51520-006	Treasurer Supplies	2,696.55	3,489.45	3,793.05	4,367.50	3,525.00	3,750.00	3,850.00	9.22%
51520-011	Ed/Conf/Trav Tax	46.42	-	-	257.00	200.00	200.00	200.00	0.00%
51910-096	Adjustments	-	4,551.28	3,563.26	2,374.60	3,500.00	1,308.85	2,500.00	-28.57%
51520-014	Outside Services	8,248.66	7,455.00	8,587.51	9,543.15	10,500.00	10,500.00	10,500.00	0.00%
<b>Total Expenses</b>		<b>\$ 29,175.79</b>	<b>\$ 33,550.73</b>	<b>\$ 34,628.19</b>	<b>\$ 35,856.97</b>	<b>\$ 38,024.16</b>	<b>\$ 36,058.01</b>	<b>\$ 38,954.02</b>	<b>2.45%</b>

## INDICATORS & OUTCOMES:

### CLERK

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
Dog Licenses Issued	196	211	218	228	242	306
Elections Held	3	4	5	2	3	1
Voters Served All elections	4765	6338	11301	2317	4446	1346
Population	5928	6364	6501	7070	7610	7958
Ordinance & Ordinance Amendments Approved	7	9	7	5	10	3
Resolutions Approved	33	27	16	27	19	22
Village Board Meetings Held	35	36	33	32	41	33
Alarm Permits Issued	n/a	7	121	107	169	168
Public Hearings Noticed/Held	13	15	14	17	18	11
Hearing Notices Mailed	221	255	234	542	392	84

### TREASURER

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
Letter of Specials	n/a	34	186	333	510	317
Checks Processed	n/a	2441	2073	2261	1784	2204
ACH payments processed	n/a	676	754	766	864	882
Accounting Consultant Hours	n/a	340.5	427.5	397.5	432	440
Utility Bills Processed	4284	4880	5068	5286	5657	5952
Total Water Customers as of January 1	1022	1069	1140	1269	1360	1451
Total Sewer Customers as of January 1	946	992	1055	1185	1282	1374
<b>Note: certain financial statistics only available 2011 and forward as the Village changed to new accounting software January 1, 2011</b>						

## **SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- Completed contract change over for Stray Animal Impoundments, saving time and money by reducing the time necessary to complete impoundments;
- Assisted in compiling, filing and securing the PAFR/CAFR and Distinguished Budget Award through the Government Finance Officers Association;
- Completed the 2014-2015 election cycle; recruited two Chief Election Inspectors in preparation for the 2016-2017 cycle;
- Attended training sessions and implemented steps to ensure our financial transactions are less prone to fraud;
- Maintained our investment rate of return by working with our financial institutions to receive a better rate;
- Expanded our Payment Services Network (PSN) payment options for online payments to include building permits, dog licenses and utility bill payments (more options forthcoming in 2016).

## **2016 STRATEGIC PLAN INITIATIVES:**

- Assist with the EMS/First Responder recruitment/retention program;
- Develop a Social Media Plan and associated policies;
- Assist with the Facilities & Building Space Needs Assessment;
- Assist with the development of an Employee Attraction & Retention Plan.

## **OTHER 2016 MANAGEMENT INITIATIVES:**

- Undertake research, analysis to determine if Village should implement a Cat Licensing Program;
- Research Alarm Permit software possibilities to further automate this system;
- Continue the re-organization of public files and “company shared” drive files;
- Perform policy analysis of delinquent personal property tax bills and best practices for collections;
- Continue working through the transition of the *Hobart Headlines* publication the Deputy Clerk-Treasurer.

## **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 “re-valuation” 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 re-valuation 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 2016:** None.

		PROPERTY ASSESSMENT SERVICES							
		2011	2012	2013	2014	2015	2016		
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET	% Change
51530-014	Assessor-Outside Services	\$ 29,976.34	\$ 28,460.00	\$ 31,050.00	\$ 33,001.24	\$ 32,550.00	\$ 32,550.00	\$ 33,280.00	2.24%
<b>Total Expenses</b>		<b>\$ 29,976.34</b>	<b>\$ 28,460.00</b>	<b>\$ 31,050.00</b>	<b>\$ 33,001.24</b>	<b>\$ 32,550.00</b>	<b>\$ 32,550.00</b>	<b>\$ 33,280.00</b>	<b>2.24%</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 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 2016:** None.

LIABILITY, PROFESSIONAL, and GENERAL INSURANCE									
		2011	2012	2013	2014	2015		2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET	% Change
51930-026	Ins-Workers' Comp	\$ 12,062.52	\$ 10,702.47	\$ 10,617.86	\$ 11,831.11	\$ 14,077.42	\$ 14,419.52	\$ 17,378.43	23.45%
51930-030	Ins- Liability	4,880.82	3,317.54	3,226.75	2,559.02	2,635.79	2,773.04	2,954.77	12.10%
51930-031	Ins-Property	(2,030.80)	1,663.85	1,440.00	3,015.66	2,603.18	44.00	510.30	-80.40%
51930-032	Ins-Auto	1,130.00	503.06	544.00	182.39	450.00	317.10	618.65	37.48%
51930-033	Health Reimbursement	10,853.20	6,006.66	5,711.81	8,071.81	7,175.00	6,750.00	6,900.00	-3.83%
<b>Total Expenses</b>		<b>\$ 27,639.14</b>	<b>\$ 22,593.58</b>	<b>\$ 21,540.42</b>	<b>\$ 25,659.99</b>	<b>\$ 26,941.39</b>	<b>\$ 24,303.66</b>	<b>\$ 28,362.15</b>	<b>5.27%</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:

Hobart's polling location is the Woodland Worship Center, 760 Airport Drive, Hobart, WI. Our one polling place always opens at 7:00 a.m. and closes at 8:00 p.m. on Election Day.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** Increases in poll worker wages and election supply in anticipation of the presidential election taking place in 2016.

VILLAGE ELECTIONS ADMINISTRATION									
		2011	2012	2013	2014	2015	2015 est.	2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
51440-001	Pollworker Wage	\$ 2,051.70	\$ 5,006.23	\$ 1,242.16	\$ 2,590.66	\$ 3,420.00	\$ 2,000.00	\$ 5,130.00	50.00%
51440-004	Election-FICA/MED	157.00	376.85	95.03	198.22	261.63	153.00	392.45	50.00%
51440-006	Election Supply	6,559.22	6,256.17	3,596.95	2,881.13	4,000.00	2,500.00	6,250.00	56.25%
51440-011	Ed/Conf/Trav	72.17	205.40	348.06	102.31	500.00	200.00	500.00	0.00%
<b>Total Expenses</b>		<b>\$ 8,840.09</b>	<b>\$ 11,844.65</b>	<b>\$ 5,282.20</b>	<b>\$ 5,772.32</b>	<b>\$ 8,181.63</b>	<b>\$ 4,853.00</b>	<b>\$ 12,272.45</b>	<b>50.00%</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 2016:** None.

		AUDIT SERVICES							
		2011	2012	2013	2014	2015		2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET	% Change
51510-009	Annual Audit	\$ 4,133.75	\$ 5,347.50	\$ 5,282.00	\$ 5,189.56	\$ 5,112.42	\$ 5,112.42	\$ 5,788.75	13.2%
<b>Total Expenses</b>		<b>\$ 4,133.75</b>	<b>\$ 5,347.50</b>	<b>\$ 5,282.00</b>	<b>\$ 5,189.56</b>	<b>\$ 5,112.42</b>	<b>\$ 5,112.42</b>	<b>\$ 5,788.75</b>	<b>13.2%</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 requests 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, as is the Police Department. Court is held the first Thursday of each month at the Village Office. Judge Ron VanLanen, whom was re-elected in 2012, has served as the Municipal Court Judge since 2006.

A Municipal Court/Administrative Clerk and a Police/Administrative 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 administrative analysis to support the Management Team, and perform a multitude of customer service tasks and clerical duties in the front office. Melissa Heim has served as Municipal Court Clerk since 2009 and Lori Francar has been in her position since 1999.



**Melissa Heim, Court Clerk/Administrative Clerk**



**Lori Francar, Police Clerk/Administrative Clerk**

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** 2% wage adjustments for department staff and associated payroll/WRS expenses.

MUNICIPAL COURT									
	2011	2012	2013	2014	2015	2015 est.	2016	% Change	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET		
51200-001-001 Judge Salary	\$ 6,080.04	\$ 6,780.04	\$ 6,590.46	\$ 7,502.96	\$ 7,850.00	\$ 7,850.00	\$ 7,850.00		0.00%
51210-001-002 Clerk Wages	19,871.76	20,028.59	20,311.14	20,629.29	20,941.44	20,941.44	21,365.76		2.03%
51210-003-002 Clerk WRS	2,261.35	1,175.72	1,345.78	1,437.22	1,424.02	1,424.02	1,410.14		-0.97%
51200-004-001 Judge FICA/MED	419.16	428.40	428.40	485.76	600.53	600.53	600.53		0.00%
51200-004-002 Clerk FICA/MED	1,304.54	1,198.49	1,385.66	1,388.86	1,602.02	1,602.02	1,634.48		2.03%
51200-005-002 Muni Court- Fringe	10,176.65	6,643.25	7,231.78	5,854.48	6,210.11	6,210.11	7,577.23		22.01%
51200-006-000 Supplies/Software	4,081.51	4,648.48	5,219.02	5,267.29	5,500.00	5,500.00	5,750.00		4.55%
51200-011-000 Court- Ed/Conf/Trav	1,969.35	1,884.05	2,043.64	1,556.58	2,125.00	2,125.00	2,125.00		0.00%
51200-018-000 Jail Detention Fees	1,840.00	440.00	1,960.00	1,080.00	1,750.00	1,500.00	1,750.00		0.00%
51200-059-000 Municipal Attorney	19,797.43	23,321.41	27,138.61	20,509.51	23,100.00	21,500.00	23,100.00		0.00%
<b>Total Expenses</b>	<b>\$ 67,801.79</b>	<b>\$ 66,548.43</b>	<b>\$ 73,654.49</b>	<b>\$ 65,711.95</b>	<b>\$ 71,103.12</b>	<b>\$ 69,253.12</b>	<b>\$ 73,163.14</b>		<b>2.90%</b>
Hobart \$	49,019.30								
Lawrence \$	24,143.84								

## INDICATORS & OUTCOMES:

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>*Total Court Cases Disposed of All Cases</b>	<b>995</b>	<b>825</b>	<b>1305</b>	<b>1231</b>	<b>833</b>	<b>1471</b>
<b>**Adult Citations</b>						
<i>Total Citations</i>	1002	765	1455	1076	816	1397
<i>Speeding</i>	330	232	340	236	202	586
<i>Seat Belt</i>	159	64	203	137	86	111
<i>Other/Misc.</i>	513	469	912	703	528	700
<b>**Juvenile Citations</b>						
<i>Total Juvenile Citations</i>	11	15	8	6	5	11
<i>Disorderly Conduct</i>	1	2	1	0	0	1
<i>Criminal Damage to Property</i>	0	2	0	1	2	0
<b>Money Collected</b>						
<i>Total Money Collected</i>	\$122,970.44	\$98,617.54	\$114,391.39	\$114,569.20	\$103,156.57	\$154,594.23
<i>Tax Intercept Collections</i>		\$9,746.13	\$7,325.71	\$8,295.43	\$7,961.26	\$10,769.44
<b>Notes: does not include cases sent to circuit court or other venues.</b>						
*Disposed of is by finding date **Citations are by violation date						
Offense could be committed one year and disposed of the following year						

## 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; to 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 Development Agreements that legally protect the interest of Village taxpayers;
- Provide funds for legal guidance when drafting new ordinances or policies;
- Provide resources to combat threatening actions of other governments or agencies, when those actions are not in the best interest of Hobart taxpayers.

### 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/inter-agency agreements.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

LEGAL SERVICES								
	2011	2012	2013	2014	2015	2015 est.	2016	%
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	Change
51300-059 General Legal Expenses	\$ 239,183.08	\$ 172,064.40	\$ 253,424.59	\$ 177,721.45	\$ 204,500.00	\$ 185,000.00	\$ 204,500.00	0.0%
<b>Total Expenses</b>	<b>\$ 239,183.08</b>	<b>\$ 172,064.40</b>	<b>\$ 253,424.59</b>	<b>\$ 177,721.45</b>	<b>\$ 204,500.00</b>	<b>\$ 185,000.00</b>	<b>\$ 204,500.00</b>	<b>0.0%</b>

## OUTSIDE SERVICES: TRIBAL AFFAIRS

### GOAL:

To ensure the integrity of the Village's municipal authority and jurisdiction over all non-trust parcels, to protect land from being removed from the Village tax base, and to educate the public on federal Indian policy and complexity of co-located governments.

### GENERAL OBJECTIVES:

- Coordinate Village Board strategic direction with Village legal counsel;
- Monitor and analyze national, state, and local political/legal developments relevant to the Village;
- Recommend and implement policies or strategies to ensure the integrity of the Village's municipal authority.

### PROGRAM DESCRIPTION:

The Village contracts with Elaine Willman, Willman-Davis Intergovernmental Resource Services, to provide strategic guidance and carry-out police research and public education as directed by the Village Board and chief legal counsel, Frank Kowalkowski, of Davis & Kuelthau.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** Significant reductions in this program area given a 2015 departure of the Tribal Affairs Department Director. Village instituted a tribal affairs consulting contract in the budgeted amount of \$13,500 as shown in the *T.A. Outside Services* line item.

TRIBAL AFFAIRS SERVICES							
		2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
51425-001	T.A. Salary	\$ -	\$ -	\$ 39,375.00	\$ 32,146.30		-100.00%
51425-003	T.A. WRS	-	-	2,677.50	1,955.72	-	-100.00%
51425-004	T.A. FICA/MED	-	-	3,012.19	2,149.23	-	-100.00%
51425-005	T.A. Fringe	-	-	3,670.95	1,731.68	-	-100.00%
51425-011	T.A. Ed/Conf/Trav	-	-	1,000.00	279.00	-	-100.00%
51425-014	T.A. Outside Services					13,500.00	n/a
<b>TOTAL EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,735.64</b>	<b>\$ 38,261.93</b>	<b>\$ 13,500.00</b>	<b>-72.86%</b>

## DEPARTMENT/PROGRAM: GENERAL BUILDINGS & GROUNDS

### 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 environments 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 up-keep. Additionally, utilities such as gas and electric are also line items in this program.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

GENERAL BUILDING/GROUNDS									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
51600-001	Building/Plant-Wage	13,022.50	12,685.25	29,461.68	8,745.79	10,408.74	10,500.00	10,869.84	4.43%
51600-002	Building/Plant-Pebsco	976.69	951.40	301.54	253.98	283.92	288.75	283.92	0.00%
51600-003	Building/Plant- WRS			1,508.42	374.58	431.99	431.99	449.71	4.10%
51600-004	Building/Plant-FICA/MED	188.85	183.93	1,817.21	437.86	796.27	803.25	831.54	4.43%
51600-006	Building/Plant-Supplies	2,953.69	3,841.05	1,868.32	3,818.00	3,250.00	3,250.00	3,250.00	0.00%
51600-015	Building/Plant-New Equip	-	559.90	-	-	400.00	400.00	400.00	0.00%
51600-039	Building/Plant-Maint	6,500.00	11,370.07	3,878.42	7,495.94	6,000.00	12,500.00	6,000.00	0.00%
51600-040	Building/Plant- Utilities	26,507.12	26,740.34	27,955.23	30,562.59	29,600.00	28,900.00	30,050.00	1.52%
<b>TOTAL EXPENSES</b>		<b>\$50,148.85</b>	<b>\$56,331.94</b>	<b>\$66,790.82</b>	<b>\$51,688.74</b>	<b>\$51,170.92</b>	<b>\$57,073.99</b>	<b>\$52,135.01</b>	<b>1.88%</b>

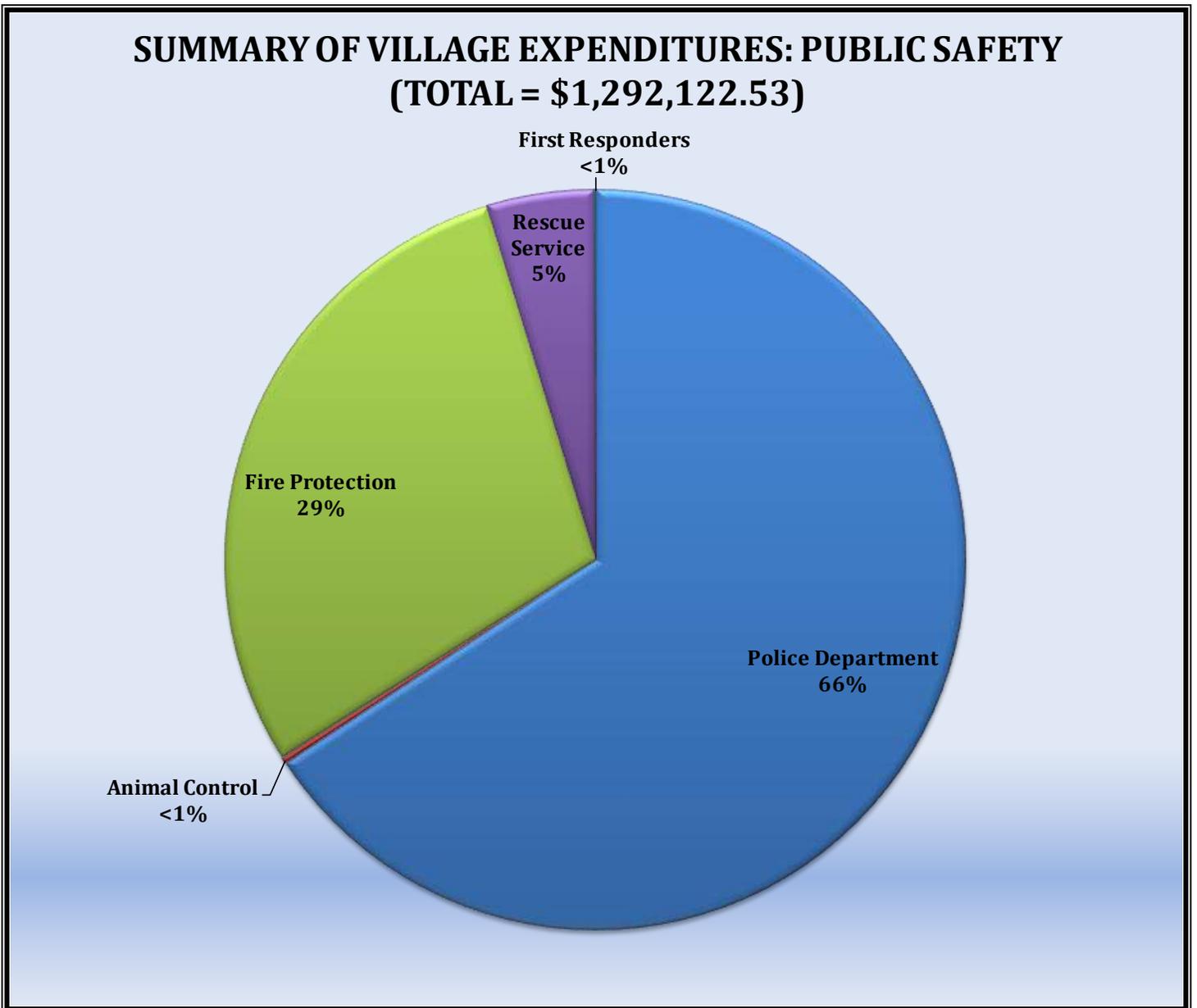
# **6.0 GENERAL FUND EXPENDITURES**

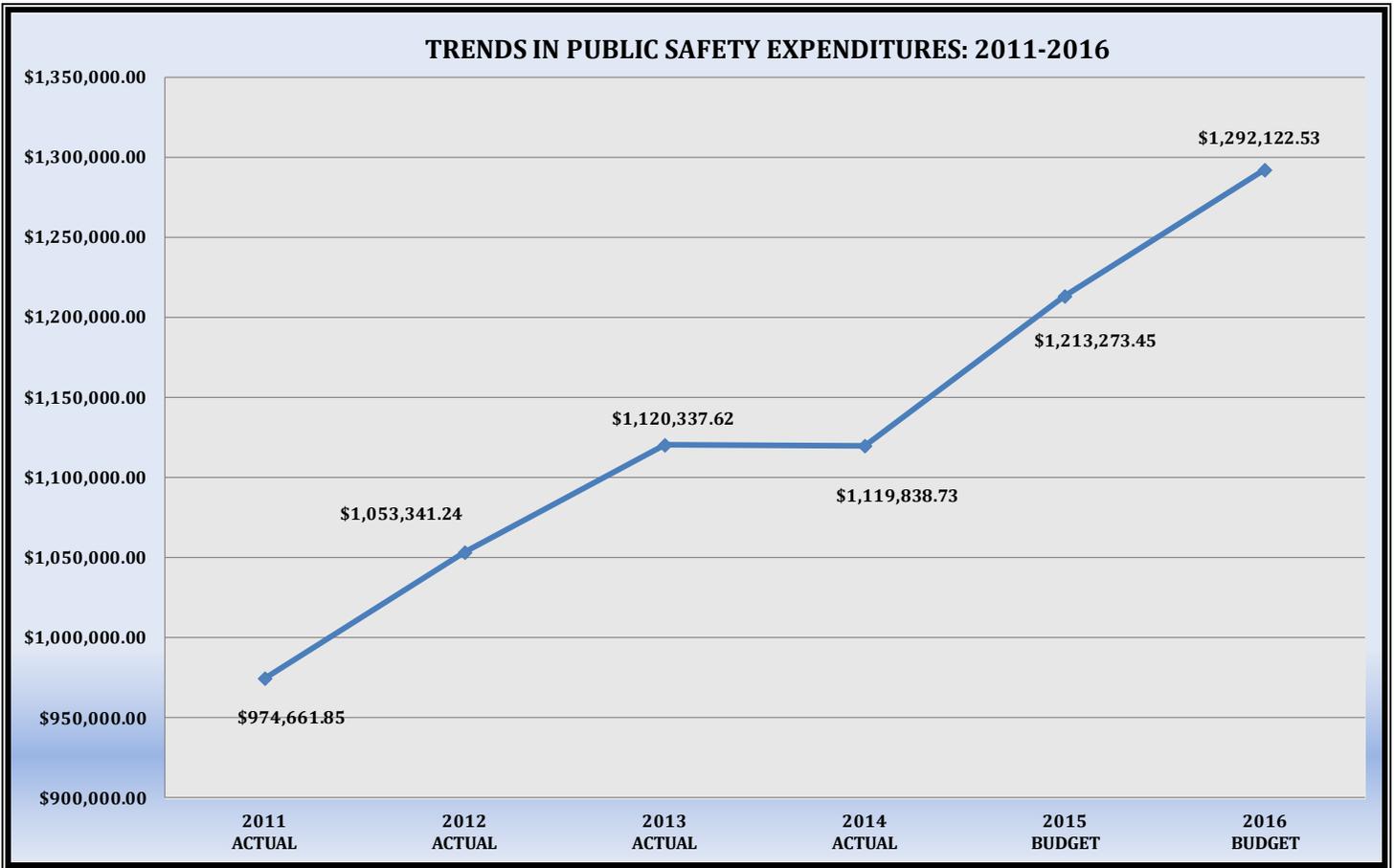
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## **6.2 PUBLIC SAFETY**

# BREAKDOWN OF PUBLIC SAFETY EXPENDITURES

SUMMARY OF VILLAGE EXPENDITURES: PUBLIC SAFETY								
	2011	2012	2013	2014	2015	2015 est.	2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
<b>Police Department</b>	\$ 576,559.62	\$ 644,823.08	\$ 691,174.60	\$ 698,090.69	\$ 781,733.20	\$ 712,509.44	\$ 849,745.88	8.7%
<b>Animal Control</b>	6,472.08	2,115.00	3,580.00	2,585.00	3,483.88	2,184.15	3,383.88	-2.9%
<b>Fire Protection</b>	347,029.57	352,341.63	370,630.34	363,306.92	369,105.16	373,465.15	377,981.56	2.4%
<b>Rescue Service</b>	43,525.56	53,091.00	54,427.68	55,691.12	58,090.00	58,090.00	60,150.00	3.5%
<b>First Responders</b>	1,075.02	970.53	525.00	165.00	861.21	-	861.21	0.0%
<b>Total Expenses</b>	<b>\$ 974,661.85</b>	<b>\$ 1,053,341.24</b>	<b>\$ 1,120,337.62</b>	<b>\$ 1,119,838.73</b>	<b>\$ 1,213,273.45</b>	<b>\$ 1,146,248.74</b>	<b>\$ 1,292,122.53</b>	<b>6.5%</b>





The following section 6.2 is the *Public Safety* departments/programs of the *General Fund* which include: police, fire, rescue, first responders, and animal control.

## 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 calls 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.



Randy Bani, Chief of Police

### PROGRAM DESCRIPTION:

The Hobart-Lawrence Police Department (HLPD) 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 2002. A joint department is the most cost-effective way the two communities can handle public safety services. The Department is currently serviced by a Chief, Randy Bani, a Lieutenant, five (4) full-time and two (2) part-time patrol officers.

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

<u>Name</u>	<u>Police Experience (years)</u>
Chief Randy Bani	35
Lieutenant Dan VanLanen	14
Officer Angel VanDenHeuvel	13
Officer Jeff Kola	8
Officer Randy Radloff	4
Officer Chris Tremel	2
Officer Matthew Prokash	2
Officer Sam Schroeder (part time)	1

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. The Department also has a school officer liaison program in two local grade schools. Additionally, the Department provides citizens with “residential checks” of their homes while they are out of town, among other services.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** The various wage line items account for a 2% wage adjustment for existing staff, the addition of a 40 hr/week power patrol car, a 40 hr/week Lieutenant/Investigator position. The budget also decreases part time patrol hours to 45/week. Additionally, the *Police Health Reimbursement* line item was increased by \$11,635 to reflect actual benefit usage among the personnel in this department, and to ensure accurate billing to the town of Lawrence.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** The various wage line items account for a 2% wage adjustment for existing staff, the addition of a 40 hr/week power patrol car, a 40 hr/week Lieutenant/Investigator position. The budget also decreases part time patrol hours to 45/week. Additionally, the *Police Health Reimbursement* line item was increased by \$11,635 to reflect actual benefit usage among the personnel in this department, and to ensure accurate billing to the town of Lawrence.

HOBART-LAWRENCE POLICE DEPARTMENT								
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
52100-001 Police-Wages (full-time)	\$ 379,030.72	\$ 432,867.27	\$ 367,028.52	\$ 313,870.32	\$ 367,440.24	\$ 315,000.00	\$ 492,075.09	33.92%
52100-001-002 Police-Wages (part-time)			89,621.28	133,697.59	130,015.08	147,100.00	51,012.00	-60.76%
52100-003 Police-WRS	42,412.61	36,300.82	35,668.34	39,584.24	41,497.89	38,548.00	58,884.05	41.90%
52100-004 Police-FICA/MED	27,541.80	32,033.62	34,075.12	31,983.19	38,055.33	35,350.00	41,546.16	9.17%
52100-005 Police-Fringe	39,863.23	47,450.16	51,792.72	69,144.97	76,122.20	60,850.00	70,096.57	-7.92%
52100-006 Police- Supplies	4,379.32	6,977.44	6,417.69	6,261.13	5,200.00	6,000.00	6,750.00	29.81%
52100-007 Police- Phones & Tech Support	9,520.83	10,098.05	20,543.63	15,308.88	12,350.00	12,350.00	13,350.00	8.10%
52100-011 Police- ED/Conf/Trav	3,425.68	2,076.32	3,102.88	3,079.76	6,050.00	6,000.00	6,050.00	0.00%
52100-015 Police- New Equipmt	2,478.33	1,480.80	590.97	659.83	1,850.00	1,500.00	1,850.00	0.00%
52100-016 Police-Fuel Expense	35,321.33	34,944.08	34,302.40	34,748.72	38,500.00	27,500.00	35,500.00	-7.79%
52100-019 Police-WDC	10,896.74	10,419.54	11,238.50	9,607.00	7,568.33	7,568.33	7,833.23	3.50%
52100-021 Police-Vehicle Maint	4,748.61	5,789.53	8,417.46	7,651.37	8,000.00	6,000.00	8,000.00	0.00%
52100-026 Police- Wkrs' Comp Ins.	6,558.51	11,243.28	14,646.18	14,906.69	20,027.16	14,806.38	17,009.94	-15.07%
52100-028 Police - Uniform Exp	3,983.01	4,828.69	3,937.38	4,404.18	5,500.00	5,500.00	5,500.00	0.00%
52100-030 Police - Prof Liab Ins	1,436.39	3,501.34	3,882.69	1,830.24	1,876.00	2,020.48	2,152.57	14.74%
52100-031 Police- Property Ins	538.40	-	296.00	4,689.38	1,432.79	-	2,146.20	49.79%
52100-032 Police- Auto Insurance	1,796.00	1,880.00	2,527.00	1,810.14	2,798.18	1,666.25	2,605.07	-6.90%
52100-033 Police Health Reimbursement	-	-	-	-	10,250.00	20,000.00	21,885.00	113.51%
52100-066 Police - Weapons/Ammo	2,032.11	2,932.14	3,085.84	4,413.06	5,200.00	3,750.00	4,500.00	-13.46%
52101-076 Police- Crime Prevention	596.00	-	-	440.00	1,000.00	1,000.00	1,000.00	0.00%
52100-037 Police - Unemployment				-	1,000.00	-	-	-100.00%
<b>Total Expenses</b>	<b>\$ 576,559.62</b>	<b>\$ 644,823.08</b>	<b>\$ 691,174.60</b>	<b>\$ 698,090.69</b>	<b>\$ 781,733.20</b>	<b>\$ 712,509.44</b>	<b>\$ 849,745.88</b>	<b>8.70%</b>
<b>NOTES: 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</b>						<b>Hobart</b>	<b>\$ 569,329.74</b>	
<b>Includes Chief's recommended personnel changes to be discussed</b>						<b>Lawrence</b>	<b>\$ 280,416.14</b>	
						<b>Total</b>	<b>\$ 849,745.88</b>	

**INDICATORS & OUTCOMES:**

Activity/Program Area	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>Total Calls for Service</b>						
<b>All Calls</b>	<b>5619</b>	<b>5629</b>	<b>6131</b>	<b>6823</b>	<b>7175</b>	<b>8257</b>
	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>			
<b>Neighborhood Watch</b>						
<i>Groups</i>	13	15	19			
<i>Meetings Held</i>	0	3	5			
<i>Greetings</i>	7	45	57			
<b>House Checks</b>						
<i>Total House Checks</i>	128	167	107			
<b>Animal Complaints</b>						
<i>Total Complaints</i>	153	182	197			
<i>Citations Issued</i>	11	7	7			
<b>Traffic Citations</b>						
<i>Citations/Accidents</i>	167/272	103/200	86/222			
<i>Speeding</i>	271	248	759			
<i>OWI</i>	52	43	42			
<i>Total citations</i>	1887	892	1711			
<i>Total Warnings</i>	331	351	350			
<b>Non-Traffic Citations</b>						
<i>Total citations</i>	124	82	73			
<b>Property crimes</b>						
<i>Burglary</i>	28	20	15			
<i>Theft</i>	69	68	57			
<i>Criminal Damage</i>	68	57	40			
<b>Person crimes</b>						
<i>Total Person-to-Person Crimes</i>	*186	*153	*169			

\*includes: harassment, disturbances, battery, and sex offense.

**SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- Added and trained two new Field Training Officers (FTO's). Trained a FTO Supervisor to oversee the program;
- Purchased and programmed newer, more efficient squad car computers;
- Developed a lieutenant- investigator job description;
- Efficiently handled investigative case load; major case resolution; First Degree Reckless Homicide charge, 2 arrested;
- Review and revised ordinances/re-codification process for Lawrence;
- Secured a fund raising position for special department projects;
- Secured a generous resident donation to commence a K-9 officer position/program;
- Came in well under budget for all municipal court and police operations in FY 2015.

**2016 STRATEGIC PLAN INITIATIVES:**

- Police Department Level of Service/Staffing Study;
- Assist with Building & Facilities Space Needs Assessment.

**OTHER 2016 MANAGEMENT INITIATIVES:**

- K-9 program development;
- Analysis and report of school liaison program/position;
- Revamp parking ticket fines, eliminate paper tickets;
- Train a Use of Force Instructor;
- Prepare an evidence procedures guide for officers' use;
- Review policies and procedures per International Association of Chiefs of Police to ensure HLPD is following best practices;
- Develop investigations tracking program for better case management;
- Research body worn and in-car cameras, keep abreast of pending mandate discussion;
- Better utilization of Town of Lawrence police offices

## DEPARTMENT: HOBART VOLUNTEER FIRE DEPARTMENT

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### GOAL:

To ensure efficient, swift, and adequate fire suppression response; 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.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** The *Fire Dept Salary/Mtg* line item accommodates a \$3,750 increase in firefighter pay for on-scene incident attendance.

HOBART VOLUNTEER FIRE DEPARTMENT									
		2011	2012	2013	2014	2015	2015 est.	2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
52200-001	Fire Dept Salary/Mtg	\$ 25,064.46	\$ 36,100.15	\$ 39,100.18	\$ 35,721.72	\$ 37,000.00	\$ 37,000.00	\$ 40,750.00	10.14%
52200-002	FIRE - PEBSCO	446.25		15.00	-	-	-	-	
52200-004	Fire-FICA/MED	1,962.79	2,621.13	2,946.78	2,595.69	2,830.50	2,830.50	3,117.38	10.14%
52200-005	Fire-Fringe	2,174.00	2,114.00	2,046.00	1,984.00	2,175.00	2,175.00	2,175.00	0.00%
52200-006	Fire-Supplies	8,690.86	7,099.18	9,972.90	8,603.06	7,300.00	7,300.00	8,000.00	9.59%
52200-011	Fire-Ed/Conf/Trav	5,326.09	5,272.20	5,206.95	5,181.52	5,500.00	5,500.00	5,500.00	0.00%
52200-013	Fire-Lunch	1,737.56	7,760.39	5,124.88	6,127.19	5,000.00	5,000.00	5,200.00	4.00%
52200-015	Fire-New Equip	21,994.44	2,768.21	9,595.55	6,484.10	10,500.00	10,500.00	10,100.00	-3.81%
52200-016	Fire-Fuel Exp	4,413.92	4,187.48	5,515.57	5,886.54	4,250.00	3,650.00	5,000.00	17.65%
52200-020	Fire-Physicals	4,230.00	4,529.00	4,801.00	2,435.75	3,750.00	3,750.00	3,750.00	0.00%
52200-021	Fire-Veh Maint	9,855.48	10,400.92	9,494.33	11,207.41	10,000.00	13,500.00	10,250.00	2.50%
52200-026	Fire-Worker's Comp	2,361.07	3,500.22	5,187.92	4,752.97	5,330.00	5,320.36	4,568.10	-14.29%
52200-028	Fire-Uniform Expense	3,325.25	1,569.22	4,083.77	3,776.26	6,950.00	6,950.00	7,950.00	14.39%
52200-030	Fire-Liability Ins	1,798.51	10,431.50	9,653.24	6,405.84	6,598.02	7,071.68	7,536.86	14.23%
52200-031	Fire-Property Ins	3,640.00	1,002.14	1,112.00	6,274.10	3,223.29	-	3,289.65	2.06%
52200-032	Fire-Auto Ins	2,724.80	3,246.00	3,512.00	267.53	1,759.05	2,046.37	2,500.00	42.12%
52200-039	Fire-Station Maint	547.94	38.39	2,309.43	489.91	3,350.00	3,350.00	3,350.00	0.00%
52200-050	Fire-Equip Repair	1,433.45	3,820.30	3,262.74	5,675.93	4,000.00	6,200.00	4,000.00	0.00%
52200-067	Fire-LOSP	22,268.70	22,847.20	24,656.10	26,403.40	26,555.30	28,287.24	27,910.57	5.10%
<b>Total OPERATIONAL Expenses</b>		<b>\$ 123,995.57</b>	<b>\$ 129,307.63</b>	<b>\$ 147,596.34</b>	<b>\$ 140,272.92</b>	<b>\$ 146,071.16</b>	<b>\$ 150,431.15</b>	<b>\$ 154,947.56</b>	<b>6.08%</b>
<b>NON-OPERATIONAL EXPENSES:</b>									
<b>PUBLIC FIRE PROTECTION/HYDRANT</b>									
<b>RENTAL (WATER UTILITY SUBSIDY)</b>		<b>\$ 223,034.00</b>	<b>0.00%</b>						
<b>TOTAL BUDGETARY EXPENSE</b>		<b>\$ 347,029.57</b>	<b>\$ 352,341.63</b>	<b>\$ 370,630.34</b>	<b>\$ 363,306.92</b>	<b>\$ 369,105.16</b>	<b>\$ 373,465.15</b>	<b>\$ 377,981.56</b>	<b>2.40%</b>

**INDICATORS & OUTCOMES:**

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>Incidents</b>						
<i>Total Incidents</i>	78	96	93	96	89	130
<i>Structure Fires</i>	23	23	21	22	2	22
<i>Vehicle Incidents</i>	26	23	24	31	9	16
<i>Brush / Wildland</i>	7	9	8	5	2	14
<i>MABAS(Mutual Aid Box Alarm System)</i>	5	15	18	3	13	17
<i>False Alarms</i>	17	26	22	30	35	27
<b>Response Times</b>						
<i>*Average Response from dispatch to arrival (Minutes)</i>	8.6	8.5	8.3	8.3	8.4	**9.25
<i>Average Length of Call (Hours)</i>	1.4	1.1	1.3	1.5	1.0	0.9
<i>Average Personnel per Incident</i>	7.0	7.0	7.0	7.2	7.0	5.5
<b>Personnel Participation</b>						
<i>Average Personnel at Meetings</i>	25.0	22.0	21.5	24.2	23.9	24.8
<i>Average Personnel at Trainings</i>	23.0	20.0	20.0	26.6	22.9	21.9
<i>***Average Personnel at Maintenance night</i>	n/a	n/a	7.0	9.7	15.8	9.7
<b>Fire Safety Activities</b>						
<i>Public Education Activites</i>	9	11	18	16	18	11
<i>Fire Inspections</i>	190	207	203	290	250	278
<b>Population &amp; Membership</b>						
<i>Total Firefighters</i>	29	29	28	30	28	29
<i>Population Served</i>	5,928	6,364	6,501	7,070	7,610	7,958
<i>Firefighters per Capita</i>	0.0049	0.0046	0.0043	0.0042	0.0037	0.0036
<b>Rescue Services (provided by third party contract)</b>						
<i>Medical Service Calls</i>	248	262	296	335	469	
<i>*Does not include MABAS incidents</i>						
<i>**Department now responds with no lights and sirens for non-emergency calls</i>						
<i>***Attendance is required for 5 Firefighters per event</i>						

## **SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- Upgraded and improved “Engineers” designation of firefighters to identify and train dedicated engine operators;
- Completed successful compliance inspection for 2% dues revenues from the State Department of Safety and Professional Services;
- Implemented third party fire hose testing to ensure safe fire hose inventory;
- Input of Village businesses into department software program to improve commercial fire inspection reporting;
- Applied for and received a DNR wildland grant, major purchase to include upgraded skid unit for UTV fire suppression vehicle;
- Increased specialized training with outside contractors and consultants.

## **2016 STRATEGIC PLAN INITIATIVES:**

- Assist with Building & Facilities Space Needs Assessment;
- Assist with Comprehensive Review of Building Fee Schedules to include Impact Fees and Commercial Fire Inspection Fees;
- Assist with the EMS- First Responder recruitment/retention program.

## **OTHER 2016 MANAGEMENT INITIATIVES:**

- Review and update apparatus response policy for non-emergency calls and specific unit response for dispatched incidents;
- Continue review of established fire ground standard operating procedures;
- Analyze and improve upon MABAS automatic aid responses;
- Review and update department standard operating procedures for officer qualifications and required training.

## **OUTSIDE SERVICE: EMS- COUNTY RESCUE SERVICES, INC.**

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### **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:**

The Village of Hobart, like most Brown County communities, receives EMS through a private, not-for-profit organization called County Rescue Services (CRS). County Rescue Services 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 2016:** 2.5% COLA per County Rescue contract plus an estimated increase in the per capita cost associated with the service agreement.

<b>COUNTY RESCUE SERVICES</b>									
		<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>		<b>2016</b>	
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>2015 est.</b>	<b>BUDGET</b>	<b>% Change</b>
52300-023	Ambulance	\$ 43,525.56	\$ 53,091.00	\$ 54,427.68	\$ 55,691.12	\$ 58,090.00	\$ 58,090.00	\$ 60,150.00	3.55%
	<b>Total Expenses</b>	<b>\$43,525.56</b>	<b>\$53,091.00</b>	<b>\$54,427.68</b>	<b>\$55,691.12</b>	<b>\$58,090.00</b>	<b>\$58,090.00</b>	<b>\$60,150.00</b>	<b>3.55%</b>

## DEPARTMENT/SERVICE: HOBART FIRST RESPONDERS

### GOAL:

To ensure public health, safety, and welfare by supplementing County Rescue Services, Inc. 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 effectively minimize 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 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 Hobart's large geography of 33 sq. miles. Most of the personnel are employees of County Rescue Services, Inc. who volunteer their time in addition to their full-time employment. The First Response program has been in place for almost 30 years. 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.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

FIRST RESPONDERS									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
52310-001	First Resp-Salary/Wage	\$ 510.00	\$ 765.00	\$ -	\$ -	\$ 800.00	\$ -	\$ 800.00	0.00%
52310-004	First Resp-FICA/MED	39.02	58.53	-	-	61.21	-	61.21	0.00%
52320-006	First Resp- Supplies	-	147.00	-	-	-	-	-	
52320-015	First Resp-New Equip	526.00	-	525.00	165.00	-	-	-	
52320-050	First Resp-Repairs	-	-	-	-	-	-	-	
<b>Total Expenses</b>		<b>\$ 1,075.02</b>	<b>\$ 970.53</b>	<b>\$ 525.00</b>	<b>\$ 165.00</b>	<b>\$ 861.21</b>	<b>\$ -</b>	<b>\$ 861.21</b>	<b>0.00%</b>

**DEPARTMENT/SERVICE: ANIMAL CONTROL (HUMANE 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 \$25 per call and additional costs apply if Gary has to board the animal. The animal is then taken to the Packerland Vet Clinic for a \$155 fee to the Village.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

HUMANE OFFICER									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
54110-001	Humane Officer-Salary	\$ 3,005.52	\$ 730.00	\$ 1,100.00	\$ 1,190.00	\$ 1,500.00	\$ 1,100.00	\$ 1,500.00	0.00%
54110-003	Humane Officer-WRS	-	-	-	-	-	-	-	
54110-004	Humane Officer-FICA/MED	185.25	-	-	-	133.88	84.15	133.88	0.00%
54110-005	Humane Officer-Fringe	-	-	-	-	-	-	-	
54110-006	Humane Officer- Supplies	196.31	-	-	-	250.00	-	250.00	0.00%
54110-014	Humane Officer- Fees	270.00	-	-	-	-	-	-	
54110-071	Humane Society	2,815.00	1,385.00	2,480.00	1,395.00	1,600.00	1,000.00	1,500.00	-6.25%
<b>Total Expenses</b>		<b>\$ 6,472.08</b>	<b>\$ 2,115.00</b>	<b>\$ 3,580.00</b>	<b>\$ 2,585.00</b>	<b>\$ 3,483.88</b>	<b>\$ 2,184.15</b>	<b>\$ 3,383.88</b>	<b>-2.87%</b>

## **6.0 GENERAL FUND EXPENDITURES**

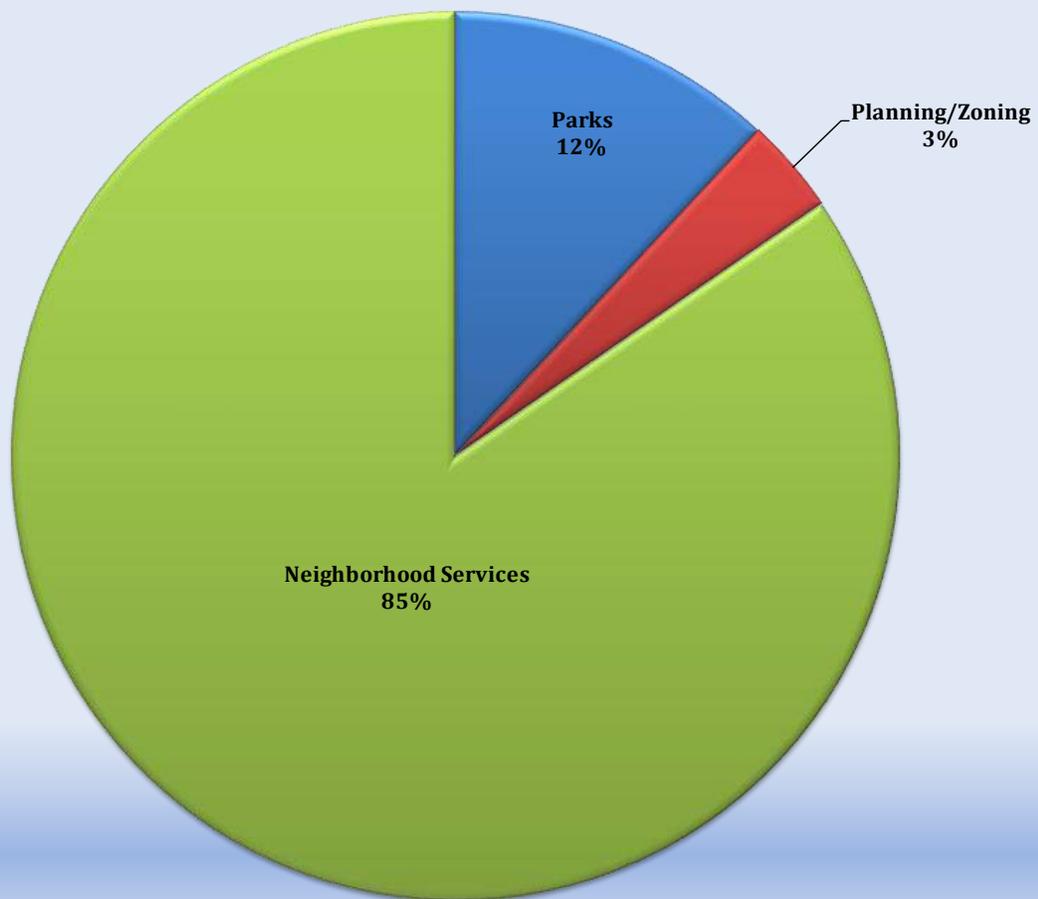
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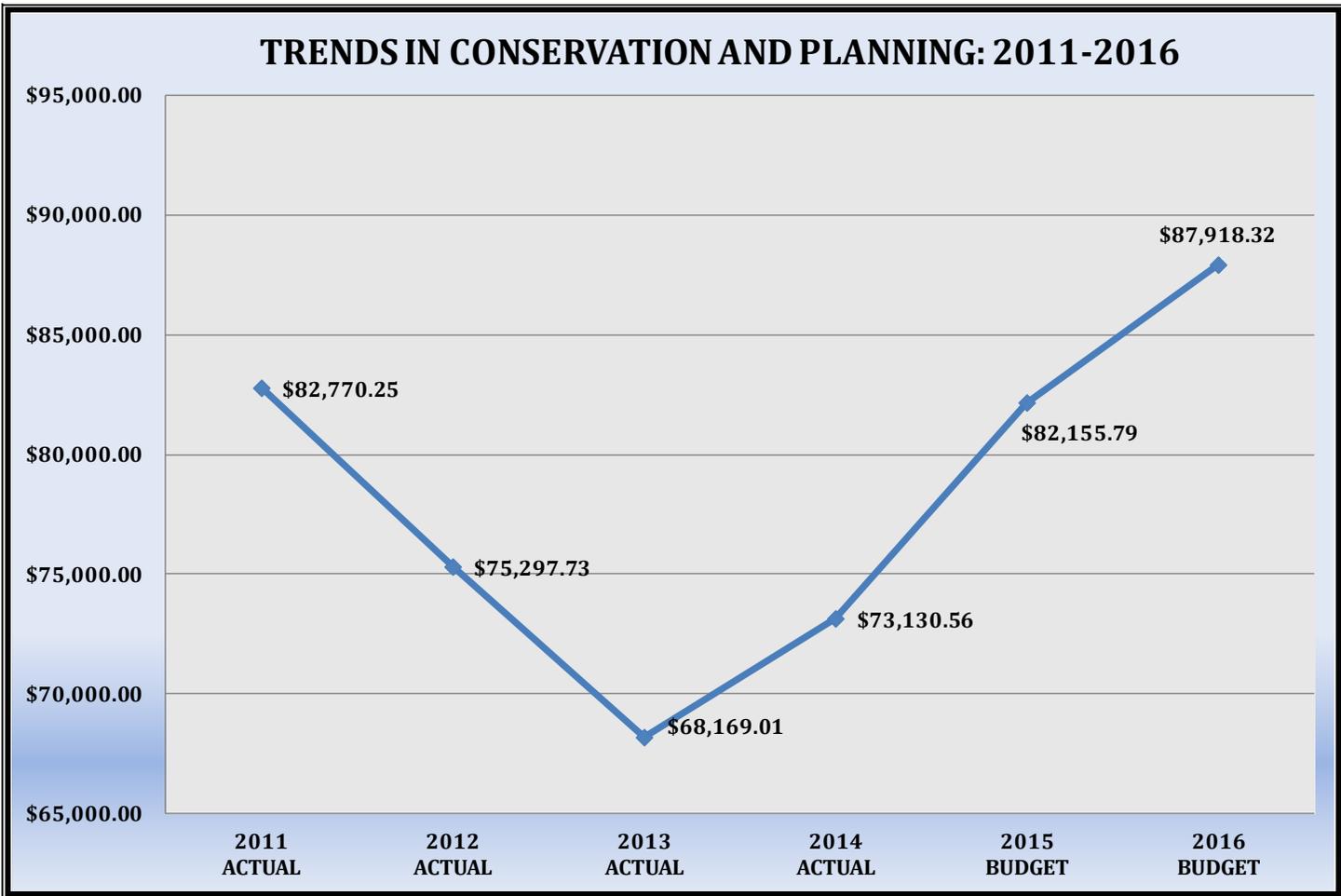
### **6.3 CONSERVATION AND PLANNING**

# **BREAKDOWN OF CONSERVATION and PLANNING EXPENDITURES**

SUMMARY OF VILLAGE EXPENDITURES: CONSERVATION & PLANNING								
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
<b>Parks</b>	\$ 21,495.23	\$ 15,439.34	\$ 5,364.13	\$ 6,133.82	\$ 9,250.00	\$ 8,500.00	\$ 10,500.00	13.51%
<b>Planning/Zoning</b>	3,550.00	2,550.00	1,230.00	2,100.00	3,050.00	3,050.00	3,050.00	0.00%
<b>Neighborhood Services</b>	57,725.02	57,308.39	61,574.88	64,896.74	69,855.79	68,555.79	74,368.32	6.46%
<b>Total Expenses</b>	\$ 82,770.25	\$ 75,297.73	\$ 68,169.01	\$ 73,130.56	\$ 82,155.79	\$ 80,105.79	\$ 87,918.32	7.01%

## **BREAKDOWN OF 2016 CONSERVATION and PLANNING (TOTAL = \$87,918.32)**





The following section 6.3 is the *Conservation and Planning* Departments/programs of the *General Fund* which include: neighborhood services, planning/zoning/site review, and parks.

## 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 protect the health, safety, and welfare of building occupants; to ensure the structural integrity of buildings in accordance with local, state, and federal building codes.

#### GENERAL OBJECTIVES:

- Serve as single point of public contact for building permits, zoning, and construction-related questions;
- Serve as technical liaison to the Planning and Zoning Commission and make recommendation for both enforcing and improving the Chapter 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 Village zoning, floodplain and shore land ordinances, all applicable building codes, Village nuisance and property maintenance ordinances; geographic information mapping, support to various Village boards/commissions; issuance of permits, plan reviews, code consultations, and 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, and 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 2016:** A portion of a 3.5% salary increase for the DNS position and associated fringe and payroll taxes shown in the department line items.

<b>DEPARTMENT OF NEIGHBORHOOD SERVICES, DIVISION OF BUILDINGS &amp; CODE COMPLIANCE</b>									
		<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>		<b>2016</b>	
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>2015 est.</b>	<b>BUDGET</b>	<b>% Change</b>
52400-001	Insp&Neigh- Salary	\$ 38,770.16	\$ 40,963.33	\$ 42,951.33	\$ 46,180.12	\$ 48,225.99	\$ 48,225.99	\$ 49,913.86	<b>3.50%</b>
52400-003	Insp&Neigh- WRS	4,564.41	2,403.70	2,839.72	3,215.16	3,279.37	3,279.37	3,294.31	<b>0.46%</b>
52400-004	Insp&Neigh- FICA/MED	2,786.92	2,982.94	3,140.53	3,419.48	3,689.29	3,689.29	3,818.41	<b>3.50%</b>
52400-005	Insp&Neigh-Fringe	6,785.02	6,049.94	6,846.84	7,304.82	9,611.14	9,611.14	13,091.74	<b>36.21%</b>
52400-006	Insp&Neigh-Supplies	2,858.13	2,732.00	3,225.76	2,918.46	2,800.00	2,000.00	2,000.00	<b>-28.57%</b>
52400-011	Insp&Neigh-Ed/Conf/Trav	909.74	1,132.06	1,544.24	1,132.72	1,000.00	1,000.00	1,250.00	<b>25.00%</b>
52400-016	Insp&Neigh-Fuel	1,050.64	1,044.42	1,026.46	725.98	1,050.00	750.00	800.00	<b>-23.81%</b>
52401-021	Insp&Neigh Veh Maint	-	-	-	-	200.00	-	200.00	<b>0.00%</b>
<b>Total Expenses</b>		<b>\$ 57,725.02</b>	<b>\$ 57,308.39</b>	<b>\$ 61,574.88</b>	<b>\$ 64,896.74</b>	<b>\$ 69,855.79</b>	<b>\$ 68,555.79</b>	<b>\$ 74,368.32</b>	<b>6.46%</b>

## INDICATORS & OUTCOMES:

ACTIVITY/PROGRAM AREA	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>Summary Permit Data</b>						
<i>Number of Permits</i>	195	211	299	325	256	253
<i>Total Valuation</i>	\$14,203,468	\$29,211,856	\$28,257,623	\$28,984,079	\$22,749,733	\$27,432.22
<b>Residential Summary</b>						
<i>New 1&amp;2 Family Dwelling Structures</i>	45	60	102	80	64	41
<i>New Multi-Family Structures</i>	4	6	9	16	9	5
<i>Total New Multi-Family Dwelling Units</i>	56	48	128	106	92	133
<i>Total Residential Valuation on Permits</i>	\$5,012,850	\$12,446,050	\$19,377,777	\$25,776,688	\$19,951,685	\$24,207,444
<b>Commercial &amp; Industrial Summary</b>						
<i>Structures</i>	2	2	4	8	6	11
<i>Commercial &amp; Industrial Additions</i>	0	1	1	3	2	3
<i>Commercial &amp; Industrial Alterations on Permits*</i>	1	2	1	7	10	1
	\$4,590,715	\$7,183,255	\$233,300	\$2,924,465	\$2,664,142	\$1,407,450
<b>Planning &amp; Zoning Commission</b>						
<i>Number of Meetings</i>	13	14	11	10	13	11
<i>Conditional Use Permits &amp; Planned Developments</i>	7	5	7	9	6	6
<i>Ordinance Amendments</i>	5	9	9	1	14	1
<i>Plats</i>	0	2	3	2	1	2
<i>Certified Survey Maps</i>	5	5	2	4	4	7
<i>Rezoning</i>	5	5	3	4	4	5
<i>Other Commission Actions</i>	**0	**0	**0	**0	1	6
<b>Board of Appeals</b>						
<i>Number of Meetings</i>	2	0	1	1	2	3
<i>Variances Approved</i>	2	0	1	1	2	3
<b>Site Review Committee</b>						
<i>Number of Meetings</i>	3	5	6	5	6	5
<i>Applications Reviewed</i>	3	5	12	7	7	6
* Valuation based on when permits are issued not when value is realized on assessment roll						
**These permit numbers do not include those issued for just electric, HVAC or plumbing work (repairs and alterations.) 101 permits, \$282,926 valuation.						

## **SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- Migrated GIS consulting services to Robert E. Lee & Associates, updating and improving on GIS abilities;
- Completed UW-Madison Certified Public Manager program- enhancing administrative, technical, analytical, management and communication skills;
- Created brochure of various building codes unique to Hobart and updated existing brochures;
- Facilitated rezoning of airport lands in Brown County Planning effort to market the lands in the State's Certified Site program (Certified status granted by WEDC);
- Secured approval of Cross Country (Burkel) plat on N. Overland Rd.;
- Proceeded with Preliminary Plat review and rezoning actions for a single family plat proposed for the former Nelson Sand Quarry;
- Continued quarry blast monitoring activities and research in efforts to further evaluate resulting blast effects;
- Expedited fast track reviews for Conditional Use Permit, Certified Survey Map and Site Review actions needed for *The Driveway* basketball training center;
- Drafted and commenced review process for residential parking ordinance amendments in the Village Planned Development Districts.

## **2016 STRATEGIC PLAN INITIATIVES:**

- Undertake complete re-write of Village Zoning Ordinance;
- Create Subdivision Ordinance;
- Undertake Analysis of Building Permit Fee Schedule including Impact Fees.

## **2016 MANAGEMENT INITIATIVES:**

- Evaluate Certificate of Survey requirements;
- Expand upon information provided on Division web page;
- Continue efforts with educational brochures: develop brochure on building codes unique to Hobart, Frequently asked remodeling questions, update existing brochures, others as identified.

**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 commercial construction building plans.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** None.

PLANNING & ZONING EXPENSES								
	2011	2012	2013	2014	2015		2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET	% Change
56300-00: Planning & Zoning Mtg	\$ 2,725.00	\$ 1,725.00	\$ 955.00	\$ 1,250.00	\$ 2,175.00	\$ 2,175.00	\$ 2,175.00	0.0%
56402-00: Site Review Meetings	825.00	825.00	275.00	850.00	875.00	875.00	875.00	0.0%
<b>Total Expenses</b>	<b>\$ 3,550.00</b>	<b>\$ 2,550.00</b>	<b>\$ 1,230.00</b>	<b>\$ 2,100.00</b>	<b>\$ 3,050.00</b>	<b>\$ 3,050.00</b>	<b>\$ 3,050.00</b>	<b>0.0%</b>

## DEPARTMENT: PARKS, PROMOTIONS & URBAN FORESTRY

---

### GOAL:

To ensure the enjoyment of public parks and open spaces through proper maintenance; encourage public to use parks; 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 three public parks. *Four Seasons Park*, located at 471 Four Seasons Drive, is a 41 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. The Village also owns and maintains *Pine Tree Park*, a 4.5 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. Constructed in 2014, *Jan Vos Memorial Park* is a true "pocket park," located on 1.2 acres on Centennial Centre Boulevard. This park offers playground geared for younger children, an open-air shelter (constructed in 2016), and a playing field.



**Top Left to Right:**  
Veterans Memorial; Fallen Officers Memorial. Both are located at *Four Seasons Park* on N. Overland Road.



**Bottom Left to Right:**  
*Pine Tree Park*: located on N. Pine Tree Rd.

*Jan Vos Park*: located on Centennial Centre Blvd.



Hobart is 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 2016:** The *Park&Rec-Supplies* line item accommodates \$1,000 to vet the potential of a target archery field in Four Seasons Park.

<b>PARKS MAINTENANCE, PROMOTIONS and URBAN FORESTRY</b>									
		<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>		<b>2016</b>	
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>2015 est.</b>	<b>BUDGET</b>	<b>% Change</b>
55200-001	Park&Rec-Wage	\$ 2,274.27	\$ 6,945.06	\$ -	\$ -	\$ -	\$ -	\$ -	
55200-004	Park&Rec-FICA/MED	173.16	532.18	-	-	-	-	-	
55200-006	Park&Rec-Supplies	1,600.71	1,459.70	1,395.55	1,694.00	1,250.00	1,250.00	2,750.00	<b>120.00%</b>
55200-016	Park&Rec-Fuel	1,000.00	-	-	-	-	-	-	
	Park&Rec- Site								
55200-039	Maintenance	7,861.62	5,168.81	3,659.49	4,402.83	6,750.00	6,750.00	6,750.00	<b>0.00%</b>
55200-045	Park&Rec-Promotions	1,796.90	1,333.59	236.09	-	500.00	250.00	500.00	<b>0.00%</b>
	Park&Rec-Tree								
55200-046	Treatment/Protection	6,788.57	-	73.00	36.99	750.00	250.00	500.00	<b>-33.33%</b>
	<b>Total Expenses</b>	<b>\$ 21,495.23</b>	<b>\$ 15,439.34</b>	<b>\$ 5,364.13</b>	<b>\$ 6,133.82</b>	<b>\$ 9,250.00</b>	<b>\$ 8,500.00</b>	<b>\$ 10,500.00</b>	<b>13.51%</b>

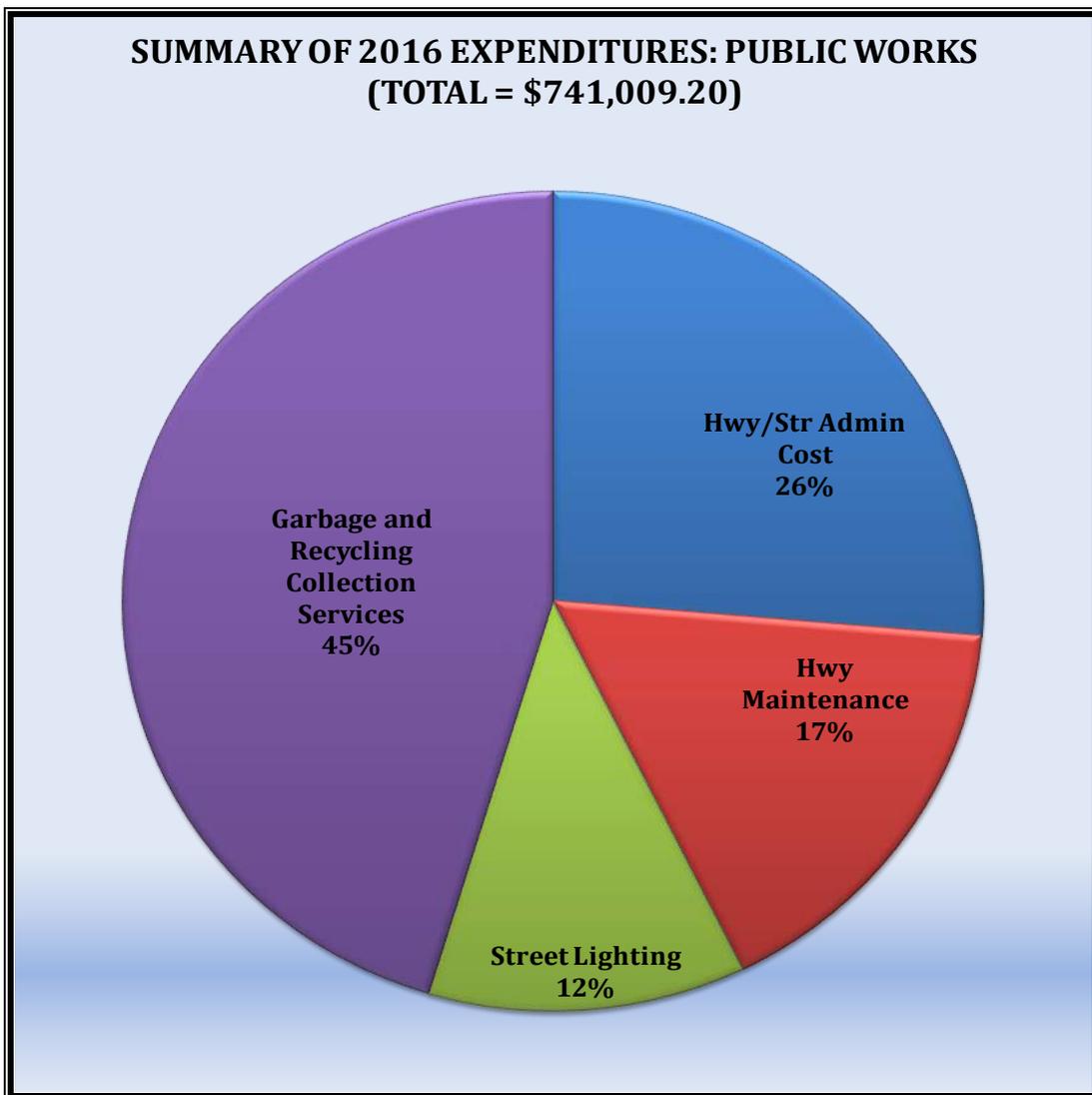
## **6.0 GENERAL FUND EXPENDITURES**

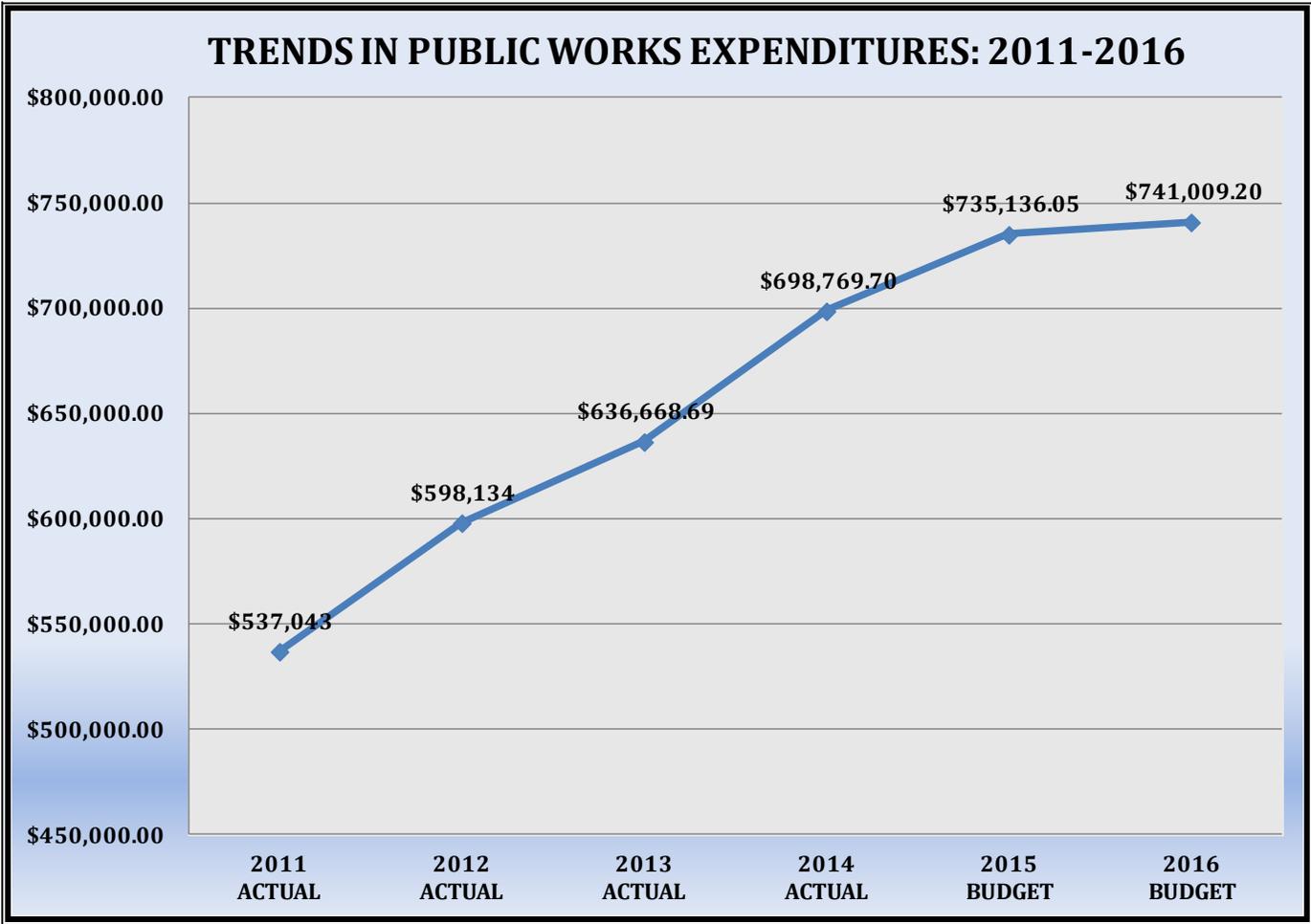
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### **6.4 PUBLIC WORKS ADMINISTRATION/MAINTENANCE**

# BREAKDOWN OF PUBLIC WORKS ADMINISTRATION/MAINTENANCE

SUMMARY OF VILLAGE EXPENDITURES: DIVISION OF PUBLIC WORKS								
	2011	2012	2013	2014	2015	2016		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET	% Change
<b>Hwy/Str Admin Cost</b>	\$ 145,552.53	\$ 129,808.44	\$ 184,240.16	\$ 202,851.17	\$ 188,008.80	\$ 193,006.07	\$ 195,333.22	3.90%
<b>Hwy Maintenance</b>	97,800.21	135,244.53	87,355.93	109,705.55	144,000.00	143,400.00	121,275.00	-15.78%
<b>Street Lighting</b>	75,191.46	78,525.44	79,090.34	78,437.57	79,877.25	82,300.41	88,473.24	10.76%
<b>Garbage/Recycling Collection Services</b>	218,498.81	254,555.97	285,982.26	307,775.41	323,250.00	338,200.00	335,927.74	3.92%
<b>Total Expenses</b>	<b>\$ 537,043.01</b>	<b>\$ 598,134.38</b>	<b>\$ 636,668.69</b>	<b>\$ 698,769.70</b>	<b>\$ 735,136.05</b>	<b>\$ 756,906.48</b>	<b>\$ 741,009.20</b>	<b>0.80%</b>





The following section 6.4 is the *Public Works Administration/maintenance* departments/programs of the *General Fund* which include: Division of Public Works, Refuse & Recycling Collection, and Street Lighting.

## 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/de-icing 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:**



**Jerry Lancelle, Public Works & Utilities Coordinator**

The Division of Public Works serves our large, rural Village and two public parks. Management personnel consist of Director of Neighborhood Services, Allyn Dannhoff, and Public Works and Utilities Coordinator, Jerry Lancelle. When not behind the desk, Mr. Lancelle joins four (4) field personnel. Winter and summer seasonal positions are also utilized to balance the summer/winter workload of the division.

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.

#### **PRODUCTS & SERVICES:**

- Maintain 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 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 water mains include: repair/replacement of pipes, hydrants, pumps and valves.
- Provide snow/ice control for streets and public parking lots;
- Maintenance of Village buildings, structures, and public lands.
- Facilitate our refuse and single-stream recycling program.
- Coordinate activities with Village consulting engineer for improvements, repairs, and expansion of Village infrastructure.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** This program area accommodates a \$5,525 decrease in the *Salt/Sand* line item. The *Signage* line item decreased \$18,000 as community welcome signage costs were shifted to the Capital Budget. The various line items related to payroll and taxes associated with a 2% wage adjustment for department personnel.

PUBLIC WORKS-HIGHWAY/STREET MAINTENANCE									
	2011	2012	2013	2014	2015	2015 est.	2016		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET		% Change
53100-015 DPW-New Equip	\$ 698.23	\$ 5,751.98	\$ 3,309.96	\$ 1,545.25	\$ 4,750.00	\$ 4,000.00	\$ 4,750.00		0.0%
53100-060 DPW- Snow Rem	26,853.13	35,258.77	3,128.77	4,072.73	2,750.00	3,000.00	2,250.00		-18.2%
53100-084 DPW-Stone	392.69	718.76	3,329.35	4,267.49	7,850.00	7,850.00	7,500.00		-4.5%
53100-086 DPW-Signage	13,449.95	5,243.01	5,980.35	6,388.00	25,500.00	25,500.00	7,500.00		-70.6%
53100-088 DPW-Rd Preventive Maint & Repair	17,033.42	47,394.12	13,936.20	38,710.23	40,500.00	40,500.00	40,500.00		0.0%
53100-090 DPW- Salt/Sand	35,742.45	29,555.84	53,953.66	51,051.17	53,800.00	53,800.00	48,275.00		-10.3%
53100-091 DPW- Grass/ROW Maint/Yard Waste	3,232.84	8,618.68	1,540.00	220.67	4,250.00	4,250.00	4,250.00		0.0%
53100-093 DPW-Equip Labor/Bridge Aid Match	-	204.05	-	315.00	1,250.00	-	1,250.00		0.0%
53100-050 DPW-Equip Repr	397.50	2,499.32	2,177.64	3,135.01	3,350.00	4,500.00	5,000.00		49.3%
<b>Total Expenses</b>	<b>\$ 97,800.21</b>	<b>\$135,244.53</b>	<b>\$ 87,355.93</b>	<b>\$109,705.55</b>	<b>\$144,000.00</b>	<b>\$143,400.00</b>	<b>\$121,275.00</b>		<b>-15.8%</b>

PUBLIC WORKS-HIGHWAY/STREET ADMINISTRATION									
	2011	2012	2013	2014	2015	2015 est.	2016		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET		% Change
53100-001-003 DPW-Admin Salary	\$ 5,371.71	\$ 12,896.71	\$ 12,910.83	\$ 13,257.79	\$ 13,463.00	\$ 13,463.00	\$ 13,732.20		2.00%
53100-001-004 DPW-Labor Wage	80,599.88	65,375.00	89,514.17	111,405.13	107,371.94	107,371.94	109,267.52		1.77%
53100-003-003 DPW-Admin WRS	565.16	743.36	854.62	924.04	915.48	915.48	906.33		-1.00%
53100-003-004 DPW-Labor WRS	7,363.80	3,666.58	5,265.32	7,746.55	6,451.29	6,451.29	6,386.66		-1.00%
53100-004-003 DPW- Admin FICA/MED	387.74	921.88	983.32	1,009.58	1,029.92	1,029.92	1,050.51		2.00%
53100-004-004 DPW- Labor FICA/MED	5,948.79	4,803.10	6,346.86	8,381.10	8,213.95	8,213.95	8,358.97		1.77%
53100-005-003 DPW-Admin Fringe	859.05	93.00	95.16	92.46	140.93	140.93	145.52		3.26%
53100-005-004 DPW- Labor Fringe	7,654.88	10,061.80	26,299.14	14,396.43	14,665.18	14,665.18	13,936.08		-4.97%
53100-006-000 DPW- Supplies	10,965.45	6,742.52	9,964.21	9,267.19	6,750.00	7,100.00	7,500.00		11.11%
53100-011-000 DPW- Ed/Conf/Trav	941.88	909.61	1,229.77	1,612.37	1,500.00	1,500.00	1,500.00		0.00%
53100-016-000 DPW- Fuel	12,374.32	6,458.22	9,083.50	10,129.94	11,250.00	10,750.00	10,750.00		-4.44%
53101-021-000 DPW-Vehicle Maint	8,651.93	11,005.94	15,325.26	17,037.78	9,000.00	18,000.00	14,000.00		55.56%
53100-030-000 DPW-Liability Ins	239.94	1,408.75	1,727.00	1,143.90	1,178.22	1,262.80	1,344.64		14.12%
53100-031-000 DPW-Property Ins	923.20	915.23	966.00	5,030.09	3,067.05	-	3,442.95		12.26%
53100-032-000 DPW-Auto Ins	2,704.80	3,806.74	3,675.00	1,416.82	3,011.84	2,141.58	3,011.84		0.00%
<b>Total Expenses</b>	<b>\$ 145,552.53</b>	<b>\$ 129,808.44</b>	<b>\$ 184,240.16</b>	<b>\$ 202,851.17</b>	<b>\$ 188,008.80</b>	<b>\$ 193,006.07</b>	<b>\$ 195,333.22</b>		<b>3.90%</b>

## INDICATORS AND OUTCOMES:

Activity/Program Area	Measurement	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
<b>Infrastructure Inventory</b>							
<i>Road Lanes</i>	Miles	83.0	83.6	84.6	87.7	87.7	90.2
<i>Sewer Mains</i>	Lineal Feet	139,359.0	145,653.0	155,685.0	160,019.0	160,019.0	162,039.0
<i>Water Mains</i>	Lineal Feet	208,256.0	218,830.0	219,967.0	227,059.0	227,059.0	229,059.0
<i>Storm Mains</i>	Lineal Feet	45,821.0	50,659.0	54,154.0	65,249.0	65,249.0	66,829.0
<b>Snow Removal</b>							
	Number of Responses	32	31	24	38	46	33
	Snowfall amount	55.0	69.0	24.2	66.5	72.1	32.7
	Tons of Salt used	548.0	632.0	511.0	924.0	894.0	876.0
	Crew Hours	718.0	810.0	543.0	903.5	1,091.0	584.0
<b>Road Maintenance</b>							
<i>Potholes</i>	Cold mix (Tons)	n/a	40.0	35.0	44.8	33.0	26.9
	Crew Hours	n/a	69.0	60.0	245.0	195.0	187.0
<i>Shouldering</i>	Material (Tons)	n/a	60.0	80.0	420.0	46.0	1,142.0
	Crew Hours	n/a	72.0	90.0	160.0	65.5	208.0
<i>Street Sweeping</i>	Contractor Hours	n/a	46.8	57.5	62.0	58.5	87.0
<i>Signage</i>	Signs installed / replaced	n/a	30	22	152	85	148
	Crew Hours	n/a	12.0	10.0	270.0	150.0	285.0
<b>Solid and Yard Waste Collection</b>							
<i>Yard Waste</i>	Tonnage Collected	0.0	0.0	30.0	350.0	445.0	574.0
	Crew Hours	0.0	0.0	20.0	130.0	139.0	509.0
<i>Solid Waste</i>	Tonnage Collected	1,398.38	1,369.64	1,395.10	1,520.87	1,534.07	1,553.00
<i>Recyclable</i>	Tonnage Collected	609.16	636.18	617.03	629.79	639.13	637.00
<b>Utilities</b>							
<i>Utility Locates</i>	Number of Locates	n/a	1,150	1,364	2,021	1,588	1,571
	Crew Hours	n/a	575.0	682.0	338.0	342.0	328.0
<i>Scheduled Daily Rounds</i>	Crew Hours	730.0	730.0	730.0	803.0	258.0	296.0
<b>Water Utility</b>							
<i>New Meters</i>	Installed	50	70	116	92	109	34
	Crew Hours	20.0	32.0	57.0	61.0	78.0	73.5
<i>Meters Exchanged</i>	Number replaced	61	73	172	354	7	47
	Crew Hours	30.0	45.0	73.0	297.0	4.0	29.0
<i>Meters Repaired/Tested</i>	Number	87	52	174	496	42	63
<i>Move in/out Reads</i>	Number of Reads	79	106	203	113	202	166
	Crew Hours	20.0	27.0	51.0	87.5	126.0	118.0
<i>Valve Turning</i>	Valves Turned	n/a	304	147	57	45	69
	Crew Hours	n/a	91.0	73.0	28.0	26.0	42.0
<i>Watermain Flushing</i>	Crew Hours	160.0	148.0	68.0	79.5	64.0	124.0
<i>Water Sampling</i>	Number of Samples	84	90	130	92	126	104
	Crew Hours	63.0	68.0	98.0	134.0	182.0	84.0
<b>Sanitary Sewer</b>							
<i>Sewer Mains</i>	Cleaned (Lineal Feet)	43,479.0	0.0	44,375.0	46,140.0	40,393.0	21,690.0
	Contractor Hours	40.0	0.0	50.0	56.0	47.0	42.0
	Televising (Lineal Feet)	43,479.0	0.0	44,352.0	46,140.0	40,393.0	21,690.0
	Contractor Hours	67.0	0.0	72.0	96.0	90.0	86.0

## **SIGNIFICANT RECENT ACCOMPLISHMENTS:**

- Migrated GIS consulting services to Robert E. Lee & Associates, updating and improving on GIS abilities;
- Researched and implemented new prison workforce crew to complete small projects with little investment- first completed job was retaining wall at public works shop;
- Located alternative site for end-disposal of resident yard waste collected at the DPW shop;
- Expanded salt brine pre-treatments with additional gravity feed system in 2<sup>nd</sup> truck increasing winter storm pre-treatment to approximately 22 lane miles;
- Successfully completed Community Tree Management Institute; an 8-day DNR course designed to provide knowledge in all facets of urban tree management;
- Installed new Village “Logo” signs and coordinated phase 1 welcome monument signage project;
- Bid and executed a multi-municipal package for water main leak detection. All water mains in Indian Trails area were completed with several leaks found and repaired;
- Completed second annual electronics recycling event attended by over one hundred residents;
- Installed remaining playground equipment and benches at Jan Wos Park;
- Assisted with changeover to new garbage contractor, providing assistance with old bin pickups missed by round of collections;
- Secured \$46,772.84 Local Road Improvement Program funding for 2016 E. Adam Dr. repaving;
- Conducted bi-annual PASER rating of all roads within the Village;
- Input all public works vehicles/equipment data into maintenance program, current and previous years maintenance records were entered to improve tracking of maintenance costs and issues;
- Purchased and implemented new winch and lift arm providing easier and safer removal and replacing of lift station pumps during routine maintenance.

## **2016 STRATEGIC PLAN INITIATIVES:**

- Finalize Multi-Year Capital Improvement Plan;
- Finalize Sidewalk/R-O-W Maintenance Ordinance;
- Facilities & Building Space Needs Assessment.

## **2016 MANAGEMENT INITIATIVES:**

- Enhance & Improve Utilities Maintenance Programs;
- Develop an updated Capacity, Management and Operations Manual (CMOM) for the Sanitary Sewer Utility;
- Create Professional Development Plan and Tracking Tool for Crew Members to improve progress and scheduling of cross training activities;
- Evaluate plow truck purchase vs. lease/other options.

## 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;
- Ensure/compliment hauling service provided by 3<sup>rd</sup> party contractor.

### PROGRAM DESCRIPTION:

The Village contracts for residential trash and recycling services with Advanced Disposal Services. The charges that will appear on your property tax bill (depending on the size of refuse cart you have) are as follows:

Container Size	2014 Charges	2015 Charges	2016 Charges
95 Gal.	\$145.19	\$145.19	\$173.29
65 Gal.	\$143.29	\$143.29	\$143.29
32 Gal.	\$133.81	\$133.81	*n/a

\*35 gallon refuse carts are no longer distributed or used.

REFUSE & RECYCLING COLLECTION SERVICES								
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
53100-095 Garbage & Recycling Collection	\$ 218,498.81	\$ 254,555.97	\$ 285,982.26	\$ 307,775.41	\$ 323,250.00	\$ 338,200.00	\$ 244,851.80	-24.3%
Landfill Tipping Fees							75,470.00	
Recy Coordinator Wage							5,531.76	
Recy Coordinator WRS							365.10	
Recy Coordinator FICA/MED							423.18	
Recy Coordinator Fringe							285.90	
Collection Events/Programs							9,000.00	
<b>Total Expenses</b>	<b>\$ 218,498.81</b>	<b>\$ 254,555.97</b>	<b>\$ 285,982.26</b>	<b>\$ 307,775.41</b>	<b>\$ 323,250.00</b>	<b>\$ 338,200.00</b>	<b>\$ 335,927.74</b>	<b>3.9%</b>

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** This program area budget detail was improved drastically for 2016. The actual costs for *Landfill Tipping Fees* were traditionally lumped in to the *Garbage & Recycling Collection* line item. Additionally, 15% of pay and benefits for the Assistant to the Administrator position are allocated to this program area as that position also function as the Village Recycling Coordinator. \$9,000 was budgeted in the *Collection Events/Programs* line item for special recycling events such as the village clean sweep, e-recycling day, prescription drugs/CFL bulbs/ battery drop-off, and a village-wide paper shredding event.

## 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 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 properties within the benefiting subdivision. Other lights in the Village, not connected to a particular sub-division, are funded through the general tax levy.

		STREET LIGHTING							
		2011	2012	2013	2014	2015	2015 est.	2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
01-53420	Street Lights Village	\$ 11,300.01	\$ 15,160.71	\$ 10,001.27	\$ 11,742.55	\$ 10,150.95	\$ 14,796.00	\$ 15,905.70	56.69%
01-53421	Polo Point	5,677.29	5,858.33	6,401.81	6,189.79	6,392.41	6,727.68	7,232.26	13.14%
01-53422	Indian Trails I&II	7,282.35	7,461.90	7,284.82	6,924.29	7,274.13	6,937.92	7,458.26	2.53%
01-53423	S.E.Ind Pk	15,059.92	13,513.35	14,042.35	13,414.66	14,085.39	13,440.00	14,448.00	2.57%
01-53424	Thornberry Crk	28,096.36	29,065.17	29,178.31	27,738.83	29,041.37	28,368.57	30,496.21	5.01%
01-53425	Barnard Woods	1,682.16	1,735.80	1,766.02	1,678.61	1,763.42	1,681.92	1,808.06	2.53%
01-53426	Golden Pond	1,892.43	1,952.77	1,913.18	1,468.79	1,543.00	1,471.68	1,582.06	2.53%
01-53427	Fonda Fields	420.54	433.96	441.50	419.65	440.85	420.48	452.02	2.53%
01-53428	Brookwood Cir	862.49	1,008.95	883.01	839.31	881.72	840.96	904.33	2.56%
01-53429	Stone Gables	1,261.62	1,221.59	1,324.51	1,258.96	1,322.57	1,261.44	1,356.05	2.53%
01-53430	Isabella/Adriana	1,656.29	1,112.91	727.56	676.10	689.26	604.12	649.43	-5.78%
01-53431	Centennial/Centerline			3,455.91	3,211.46	3,273.88	2,869.64	3,084.86	-5.77%
01-53432	Tailwinds		-	1,670.09	2,874.57	3,018.30	2,880.00	3,096.00	2.57%
<b>TOTAL EXPENSES</b>		<b>\$ 75,191.46</b>	<b>\$ 78,525.44</b>	<b>\$ 79,090.34</b>	<b>\$ 78,437.57</b>	<b>\$ 79,877.25</b>	<b>\$ 82,300.41</b>	<b>\$ 88,473.24</b>	<b>10.76%</b>

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** Budget accommodates an additional \$8,596 for street lighting costs associated with an estimate WPS electricity rate increase.

## **7.0 DEBT SERVICE FUND**

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## **DEBT SERVICE FUND**

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### **GOAL:**

To ensure that adequate funds are maintained to retire outstanding principal and interest payments; to maintain the highest possible Village 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 and meet debt service payments every year;
- Maintain and, if possible, improve the Village's bond rating;
- Take advantage of re-financing 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 or user charges sufficient to pay the principal and interest on the debt.

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 debt 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 debt may be in the form of bonds and promissory notes for various public purposes.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** Actual required debt service for 2016 as of 12/31/14 is \$603,620.13. The Village Board made a policy decision to pre-pay full remaining principal & interest on two outstanding debts: 7/15/2003 REFUNDING BONDS and 4/1/2007 NOTE (DPW building). The 2016 budget also levies an additional \$24,500 to partially mitigate expected required levied debt service in 2017.

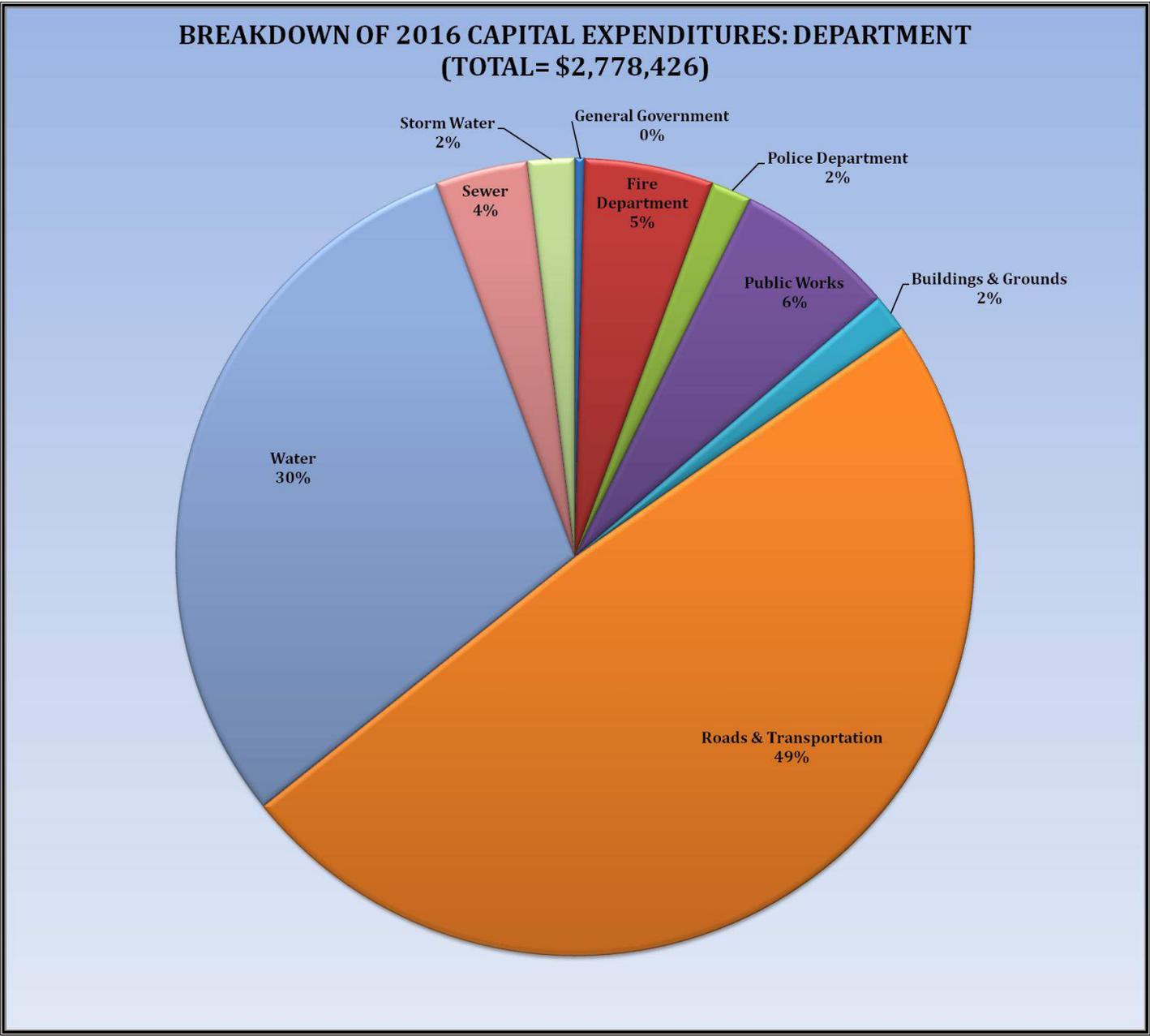
## VILLAGE OF HOBART 2016 DEBT SERVICE FUND

VILLAGE OF HOBART 2016 DEBT SERVICE FUND							
			PRINCIPAL		INTEREST		
<b>DEBT SERVICE FUND</b>							
7/15/2003 \$1,125,000 REFUNDING BONDS	005-58108-010	\$	115,000.00	005-58108-012	\$	2,185.00	
4/1/2007 \$420,000 GO NOTES (DPW BLDG)	005-58111-010		95,000.00	005-58111-012		6,121.25	
11/22/2010 \$1,300,000 GO REFUNDING BONDS	005-58219-010		24,750.00	005-58219-012		7,371.38	
4/15/2013 \$6,450,000 TAX GO REFUNDING BONDS	005-58227-010		160,000.00	005-58227-012		193,192.50	<b>TOTAL P&amp;I</b>
		\$	<b>394,750.00</b>		\$	<b>208,870.13</b>	\$ 603,620.13
						<b>Debt Pre-Paid</b>	\$ <b>182,866.25</b>
						<b>Amount to Levy</b>	\$ <b>420,753.88</b>
<b>WATER FUND</b>							
6/7/2011 \$2,900,000 GO REFUNDING BONDS	002-23200	\$	113,237.50	002-58221-012	\$	79,051.10	
6/24/2011 \$1,123,268 SAFE DRINKING WATER	002-23200		48,128.00	002-58222-012		19,515.55	<b>TOTAL P&amp;I</b>
		\$	<b>161,365.50</b>		\$	<b>98,566.65</b>	\$ <b>259,932.15</b>
<b>SEWER FUND</b>							
1992 SANI DIST #1 GBMSD	003-22400	\$	4,673.95				
1999 ASHWAUBENON CR INTERCEPTOR	003-22400		89,708.43	003-58303-012	\$	28,347.25	
2005 DUCK CREEK INTERCEPTOR	003-22400		105,476.73	003-58304-012		55,217.31	
11/22/2010 \$1,300,000 GO REFUNDING BONDS	003-23001		20,250.00	003-58219-012		6,031.13	
6/7/2011 \$2,900,000 GO REFUNDING BONDS	003-23001		11,762.50	003-58221-012		8,211.40	
7/10/2012 \$5,000,000 GO REFUNDING BONDS	003-23001		100,000.00	003-58225-012		45,840.00	<b>TOTAL P&amp;I</b>
		\$	<b>331,871.61</b>		\$	<b>143,647.09</b>	\$ <b>475,518.70</b>
<b>TIF DEVELOPMENT #1</b>							
11/22/2010 \$1,895,000 GO REFUNDING BONDS	008-58220-010	\$	110,000.00	008-58220-012	\$	57,557.50	
7/10/2012 \$5,000,000 GO REFUNDING BONDS	008-58225-010		155,000.00	008-58225-012		73,578.75	
1/28/2014 \$1,110,000 TAXABLE GOPN	008-58228-010		82,630.00	008-58228-012		27,530.20	
1/28/2014 \$3,780,000 GO REFUNDING BONDS	008-58229-010		58,350.00	008-58229-012		70,491.18	
6/15/2015 \$1,090,000 GO REFUNDING BONDS	008-58233-010			008-58233-012		37,847.22	<b>TOTAL P&amp;I</b>
6/15/2015 \$2,540,000 TAXABLE GORB	008-58234-010		95,000.00	008-58234-012		19,447.50	
		\$	<b>500,980.00</b>		\$	<b>286,452.35</b>	\$ <b>787,432.35</b>
<b>TIF DEVELOPMENT #2</b>							
1/28/2014 \$1,110,000 TAXABLE GOPN	009-58228-010	\$	17,370.00	009-58228-012	\$	5,787.20	
1/28/2014 \$3,780,000 GO REFUNDING BONDS	009-58229-010		41,650.00	009-58229-012		50,316.32	
6/15/2015 \$2,540,000 TAXABLE GORB	009-58234-010		225,000.00	009-58234-012		84,918.53	<b>TOTAL P&amp;I</b>
		\$	<b>284,020.00</b>		\$	<b>141,022.05</b>	\$ <b>425,042.05</b>
			Principal			Interest	TOTAL P&I
			<b>TOTAL</b>			<b>\$ 878,558.27</b>	<b>\$ 2,551,545.38</b>

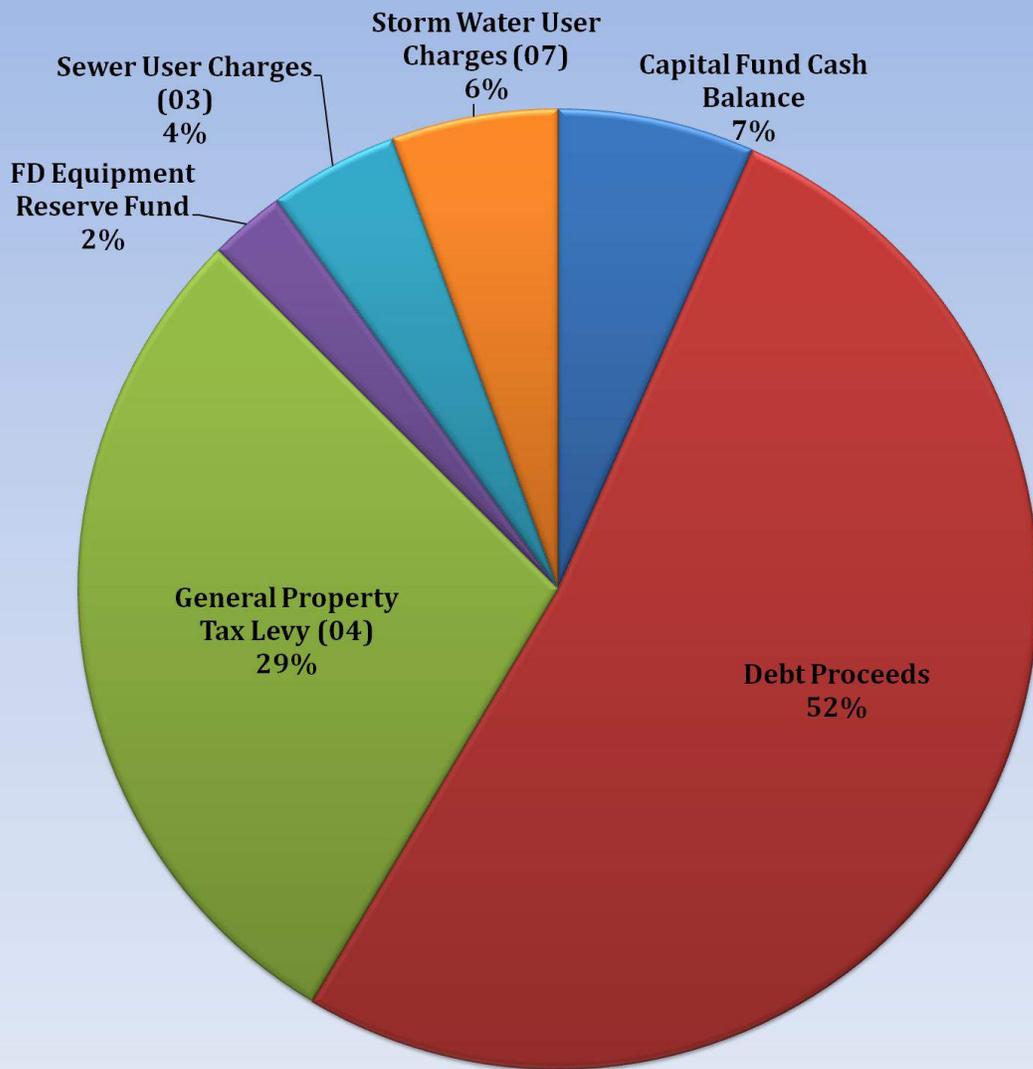
## **8.0 CAPITAL IMPROVEMENT FUND**

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**BREAKDOWN OF CAPITAL EXPENDITURES**



**BREAKDOWN OF 2016 CAPITAL EXPENDITURES BY FUNDING SOURCE  
(TOTAL= \$2,778,426)**



## **CAPITAL IMPROVEMENT FUND (FUND “04”)**

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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, equipment, road & utility 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/DEFINITION OF A CAPITAL EXPENDITURE:**

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 uses (“fixed asset”). Different municipalities have various thresholds for what is a capital item, but a general rule is any item costing the Village over \$2,500, with a useful asset life of greater than 5 years. Larger organizations may set different thresholds. Certain Police projects under \$2,500 are included in the CIB to make for easy accounting as those project costs are shared 50/50 with the Town of Lawrence. Project expenditures will include all costs related to a project including, but not limited to, planning, engineering, legal, construction inspection, land acquisition, etc. Expenditures not meeting these criteria, or which have a useful life of less than the payback period of the funds to be borrowed, etc... shall be included in the Village’s annual operating budget or equipment where applicable.

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. The Village does not have significant non-recurring capital expenditures for 2016 with the exception of road repaving and road engineering services. With that said, however, most expenditures listed in the CIB/CIP are in some way recurring, just at time intervals unique to the project or asset.

## **2016 VILLAGE OF HOBART CAPITAL IMPROVEMENT BUDGET (CIB)**

Starting in fiscal year 2016, the Village employed a capital improvement planning software program to organize, plan, and provide additional transparency to the Village's 2016 Capital Improvement Budget (CIB). The program, PlanIt!, allows for the comprehensive planning of an individual year, multiple years, and the effects on current and future operating budgets.

For this fiscal year, only 2016 project expenditure detail has been populated. Fiscal year 2017 will feature the first 5-year Capital Improvement Plan (CIP) which is designed to communicate capital project needs and funding sources into the future. Each budget document moving forward will have that fiscal year's CIB, and an updated 5-year CIP for planning purposes.

### **Goals of the 2016 CIB**

The 2016 CIB was prepared and adopted with the following two major goals:

1. *Address the Village's immediate capital needs, particularly those related to the following:*
  - a) Maintaining the Village's investment in existing infrastructure and assets;
  - b) Managing orderly growth in compliance with the Comprehensive Plan (to be adopted in January 2016) and other adopted supporting documents, policies and codes;
  - c) Expand and improve the tax base in a way that will benefit both new and existing residents and landowners and potential investors;
  - d) Implement the Village of Hobart Strategic Plan 2015-2017.
2. *Provide a financial plan for implementation of the CIB/CIP that evaluates all available funding resources, prioritizes projects and maintains the Village's strong financial condition.*

### **Relationship of the CIB/CIP to the Operating Budget**

The Village coordinates development of the annual CIB/CIP with the development of the operating budget. Future operating costs associated with new capital improvements or major equipment purchases are also projected and included in the operating budget as necessary.

### **CIB/CIP Development Process**

The CIB/CIP development process is initiated by the Village Administrator and the Assistant to the Administrator. Each Department Director will develop their annual capital improvement budget for his or her respective department and prioritize projects. Projects are then reviewed by the Administrator and Assistant to the Administrator with each Director. A review of financial and borrowing impacts of the requests are then reviewed with the Village's certified public accountant. The final CIB/CIP will then be completed and presented to the Village Board for their final comprehensive budget approval (all funds) in November/December of each calendar year.

### **"Departments"**

The CIB/CIP includes projects for the following nine departments and utilities:

- Buildings and Grounds;
- DPW;
- Fire;
- General Government;
- Police;
- Roads and Transportation;

- Sewer Utility;
- Storm Water Utility;
- Water Utility.

### **Project Worksheets & Details**

The CIB/CIP software used by the Village includes a number of standard data entry fields to describe and categorize each project in the CIB/CIP. These fields allow for a comprehensive variety of summary reports and analysis features not available through standard spreadsheets. It is however important that users of the software and readers of the resulting CIB/CIP document understand how these fields are used and defined. The following is a brief description of each of those fields as used by the Village in the Plan It! software:

- *Project Number*: Unique number assigned to each project. Number reflects the department responsible and then generally provides a sequential numbering schema.
- *Project Name*: Brief name of the project.
- *Department*: One of nine departments and/or utilities the project is assigned.
- *Contact*: Individual responsible for details regarding the project.
- *Type*: One of five basic codes that can be assigned including equipment, improvement, maintenance, vehicle or unassigned.
- *Useful Life*: Estimated useful life of the project or purchase once implemented.
- *Category*: One of 20 codes used to categorize projects such as vehicles, public safety equipment, software, parks improvements, buildings, etc.
- *Priority*: The Village chose not to utilize this parameter for this fiscal year.
- *Total Project Cost*: Total cost of a project for all years entered within the CIP. This may include costs already entered for years beyond the five year planning period.
- *Description*: A detailed description of what the project is. May include details such as location, quantities, whom will complete the project, general type of project (new, replacement, repair), staff involvement, who provided cost estimates, etc.
- *Justification*: An explanation on why the project is needed.
- *Budget Impact/Other*: An explanation of any known direct costs or savings to the operating budget should the project be implemented.

### **CIB/CIP FUNDING SOURCES**

The financing of capital projects includes a variety of funding options. The use of the following listed funding (revenue) sources are evaluated as part of the CIB/CIP process and are listed within project worksheets. Additional details on project financing may also be provided in worksheet text as necessary.

- Capital Fund Cash Balance;
- Capital Fund Tax Levy "04";
- Debt Proceeds;
- Fire Department Equipment Reserve;
- Sewer User Charges "03";
- Storm Water User Charges "07";
- Water User Charges "02".

The large majority of projects are funded either through the “capital fund cash balance” or the “capital fund tax levy;” however, some projects have multiple funding sources. As an example, a project could be funded an even 50/50 split between capital fund cash balance and debt proceeds. Please see the detailed summary reports on the following pages further understanding of project funding sources.

# REPORT #1: SUMMARY OF 2016 CAPITAL IMPROVEMENT BUDGET

The following report serves as the basis for project accounting for the 2016 Capital Improvement Budget (CIB). The summary cost for each Department or Utility, as well as the funding source, is identified. The summarized Department and Utility areas are further broken down in constituent project detail by the other 3 reports below.

CAPITAL IMPROVEMENT BUDGET (CIB)								
		2011	2012	2013	2014	2015	2015 est.	2016
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET
CAPITAL FUND (04) REVENUES								
Capital Fund Cash Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,700.00
Debt Proceeds								\$ 1,423,508.00
<b>004-41110</b>	<b>General Property Tax Levy (04)</b>	591,653.89	484,000.00	474,615.00	636,575.00	781,714.00	781,714.00	792,889.00
	FD Equipment Reserve Fund	-	-	-	-	-	-	70,000.00
	Sewer User Charges (03)	-	-	-	-	-	-	119,150.00
	Storm Water User Charges (07)	-	-	-	-	-	-	153,979.00
	Tax Increment (08)	-	-	-	-	-	-	-
	Tax Increment (09)	-	-	-	-	-	-	-
	Water User Charges (02)	-	-	-	-	-	-	37,200.00
<b>TOTAL REVENUES</b>		<b>591,653.89</b>	<b>484,000.00</b>	<b>474,615.00</b>	<b>636,575.00</b>	<b>781,714.00</b>	<b>781,714.00</b>	<b>2,778,426.00</b>
CAPITAL FUND (04) EXPENSES								
		2011	2012	2013	2014	2015	2015 est.	2016
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET
GENERAL GOVERNMENT								
51530-055	Property Revaluation Reserve	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
51420-015	Office New Equipment	4,493.00	11,933.74	15,335.17	17,750.00	8,500.00	30,000.00	7,500.00
51420-055	Tech & Equipment Reserve	-	-	-	-	2,000.00	2,000.00	2,000.00
<b>Total General Government</b>		<b>\$ 4,493.00</b>	<b>\$ 11,933.74</b>	<b>\$ 15,335.17</b>	<b>\$ 19,250.00</b>	<b>\$ 12,000.00</b>	<b>\$ 33,500.00</b>	<b>\$ 11,000.00</b>
FIRE DEPARTMENT								
52200-015	Fire Dept. New Equipment	\$ 102,628.55	\$ 129,458.65	\$ 15,078.22	\$ 25,900.00	\$ 14,750.00	\$ 14,750.00	\$ 114,700.00
52200-055	Engine/Equipment Reserve				22,500.00	22,500.00	22,500.00	30,000.00
<b>Total Fire Department</b>		<b>\$ 102,628.55</b>	<b>\$ 129,458.65</b>	<b>\$ 15,078.22</b>	<b>\$ 48,400.00</b>	<b>\$ 37,250.00</b>	<b>\$ 37,250.00</b>	<b>\$ 144,700.00</b>
POLICE DEPARTMENT								
52100-017	Police / New Vehicles	\$ 42,800.00	\$ -	\$ 27,490.00	\$ 29,500.00	\$ 29,500.00	\$ 45,200.00	\$ 30,000.00
52100-015	Police / New Equipment:	11,697.74	66,404.04	32,928.54	17,400.00	15,600.00	33,500.00	15,400.00
51200-042	Court Software-TRIPPS INT	3,705.00	-	-	-	-	-	-
<b>Total Police Department</b>		<b>\$ 58,202.74</b>	<b>\$ 66,404.04</b>	<b>\$ 60,418.54</b>	<b>\$ 46,900.00</b>	<b>\$ 45,100.00</b>	<b>\$ 78,700.00</b>	<b>\$ 45,400.00</b>
DPW								
53100-015	Public Works New Equip	\$ 30,100.00	\$ 69,047.25	\$ 9,669.00	\$ 37,500.00	\$ 46,625.00	\$ 46,625.00	\$ 176,000.00
53100-055	Public Works Plow/Equipment Reserve				5,000.00	5,000.00	5,000.00	5,000.00
<b>Total DPW</b>		<b>\$ 30,100.00</b>	<b>\$ 69,047.25</b>	<b>\$ 9,669.00</b>	<b>\$ 42,500.00</b>	<b>\$ 51,625.00</b>	<b>\$ 51,625.00</b>	<b>\$ 181,000.00</b>
BUILDINGS & GROUNDS								
53100-079	Buildings/Grounds Improvement	26,474.38	3,150.00	5,775.00	24,500.00	6,000.00	7,500.00	35,000.00
53100-101	Village Building Impr Reserve	-	-	-	-	5,000.00	5,000.00	7,500.00
<b>Total Buildings &amp; Grounds</b>		<b>\$ 26,474.38</b>	<b>\$ 3,150.00</b>	<b>\$ 5,775.00</b>	<b>\$ 24,500.00</b>	<b>\$ 11,000.00</b>	<b>\$ 12,500.00</b>	<b>\$ 42,500.00</b>

CAPITAL IMPROVEMENT BUDGET (CIB) cont'd								
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
<b>ROADS &amp; TRANSPORTATION</b>								
53100-078	Road Construc Engineering	24,370.43	36,336.52	55,438.13	51,025.00	66,722.00	66,722.00	133,852.00
53100-077	Road Construc. Paving	335,803.71	229,326.10	263,200.04	392,500.00	556,017.00	556,017.00	1,226,974.00
<b>Total Roads &amp; Transportation</b>		<b>\$ 360,174.14</b>	<b>\$ 265,662.62</b>	<b>\$ 318,638.17</b>	<b>\$ 443,525.00</b>	<b>\$ 622,739.00</b>	<b>\$ 622,739.00</b>	<b>\$ 1,360,826.00</b>
<b>PLANNING</b>								
55300-042	GIS Mapping/Website Upgrade	7,075.08	5,690.75	3,861.96	7,500.00	-		moved to general fund
<b>Total Planning</b>		<b>\$ 7,075.08</b>	<b>\$ 5,690.75</b>	<b>\$ 3,861.96</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PARKS &amp; RECREATION</b>								
55200-015	Park New Equipment	\$ 1,006.00	\$ 2,242.00	\$ -	\$ 1,000.00	\$ 1,000.00		moved to general fund
55200-029	Park Urban Forestry	-	3,000.00	-	3,000.00	1,000.00		moved to general fund
<b>Total Parks &amp; Recreation</b>		<b>\$ 1,006.00</b>	<b>\$ 5,242.00</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WATER UTILITY</b>								
	Equipment							31,000.00
	Conveyance & Facilities Maint/Construction							805,000.00
<b>Total Water Utility Projects</b>		<b>\$ -</b>	<b>\$ 836,000.00</b>					
<b>SEWER UTILITY</b>								
	Equipment							
	Conveyance & Facilities Maint/Construction							104,000.00
<b>Total Sewer Utility Projects</b>		<b>\$ -</b>	<b>\$ 104,000.00</b>					
<b>STORM WATER UTILITY</b>								
	Equipment							25,000.00
	Conveyance & Facilities Maint/Construction							28,000.00
<b>Total Storm Water Utility Projects</b>		<b>\$ -</b>	<b>\$ 53,000.00</b>					

Capital (fund "04") Budget Summary							
	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
<b>General Government</b>	<b>\$ 4,493.00</b>	<b>\$ 11,933.74</b>	<b>\$ 15,335.17</b>	<b>\$ 19,250.00</b>	<b>\$ 12,000.00</b>	<b>\$ 33,500.00</b>	<b>\$ 11,000.00</b>
<b>Fire Department</b>	<b>102,628.55</b>	<b>129,458.65</b>	<b>15,078.22</b>	<b>48,400.00</b>	<b>37,250.00</b>	<b>37,250.00</b>	<b>144,700.00</b>
<b>Police Department</b>	<b>58,202.74</b>	<b>66,404.04</b>	<b>60,418.54</b>	<b>46,900.00</b>	<b>45,100.00</b>	<b>78,700.00</b>	<b>45,400.00</b>
<b>Public Works</b>	<b>30,100.00</b>	<b>69,047.25</b>	<b>9,669.00</b>	<b>42,500.00</b>	<b>51,625.00</b>	<b>51,625.00</b>	<b>181,000.00</b>
<b>Buildings &amp; Grounds</b>	<b>26,474.38</b>	<b>3,150.00</b>	<b>5,775.00</b>	<b>24,500.00</b>	<b>11,000.00</b>	<b>12,500.00</b>	<b>42,500.00</b>
<b>Roads &amp; Transportation</b>	<b>360,174.14</b>	<b>265,662.62</b>	<b>318,638.17</b>	<b>443,525.00</b>	<b>622,739.00</b>	<b>622,739.00</b>	<b>1,360,826.00</b>
<b>Planning</b>	<b>7,075.08</b>	<b>5,690.75</b>	<b>3,861.96</b>	<b>7,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks</b>	<b>1,006.00</b>	<b>5,242.00</b>	<b>-</b>	<b>4,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>-</b>
<b>Water</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>836,000.00</b>
<b>Sewer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,000.00</b>
<b>Storm Water</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,000.00</b>
<b>Total Capital Expenditures</b>	<b>\$ 590,153.89</b>	<b>\$ 556,589.05</b>	<b>\$ 428,776.06</b>	<b>\$ 636,575.00</b>	<b>\$ 781,714.00</b>	<b>\$ 836,314.00</b>	<b>\$ 2,778,426.00</b>

## **REPORT #2: PROJECTS & FUNDING SOURCES BY DEPARTMENT**

\*The following report shows every 2016 project/expenditure within each Department and/or Utility. Each project expenditure is also broken down by the funding sources used to fully-fund that project expenditure (i.e. detail of cost allocation among various funding sources).

## **REPORT #3: FUNDING SOURCE SUMMARY**

\*The following report shows a high-level “snapshot” of the total funding sources by type used to fund every project comprising the 2016 Capital Improvement Budget.

## **REPORT #4: INDIVIDUAL CAPITAL PROJECT DETAIL WORKSHEETS**

\*The following report communicates significant project detail for each expenditure including information such as project description, justification, funding sources, and useful life of the asset to be purchased, etc. **Additionally, the report features a “Budget Impact” section that describes the expenditure’s annual ongoing impact to the Village’s operating budget, if any.**

\*The above described reports start on the next page, in sequence by report number.

## Report #2: Projects & Funding Sources By Department

### *Capital Improvement Budget*

2016

## PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project#	Priority	2016	Total
<b>Buildings and Grounds</b>				
Hall Flooring - DPW Shop Office	BG-079-161	n/a	6,000	6,000
<i>Capital Fund Tax Levy 04</i>			1,500	1,500
<i>Sewer Use Charges 03</i>			1,500	1,500
<i>Storm Water User Charges 07</i>			1,500	1,500
<i>Water User Charges 02</i>			1,500	1,500
Welcome Signage	BG-079-162	n/a	25,000	25,000
<i>Capital Fund Cash Balance</i>			25,000	25,000
Shelter Counters - Pine Tree Park	BG-079-163	n/a	4,000	4,000
<i>Capital Fund Tax Levy 04</i>			4,000	4,000
Village Building Improvement Reserve	BG-101-161	n/a	7,500	7,500
<i>Capital Fund Tax Levy 04</i>			7,500	7,500
<b>Buildings and Grounds Total</b>			<b>42,500</b>	<b>42,500</b>
<b>DPW</b>				
Chevy 2500 w/plow	DPW-015-161	n/a	36,000	36,000
<i>Capital Fund Tax Levy 04</i>			9,000	9,000
<i>Sewer Use Charges 03</i>			9,000	9,000
<i>Storm Water User Charges 07</i>			9,000	9,000
<i>Water User Charges 02</i>			9,000	9,000
Sterling 5yd Plow with Wing Attachment	DPW-015-162	n/a	140,000	140,000
<i>Capital Fund Cash Balance</i>			83,700	83,700
<i>Capital Fund Tax Levy 04</i>			37,500	37,500
<i>Storm Water User Charges 07</i>			18,800	18,800
Plow/Equipment Reserve Fund	DPW-055-161	n/a	5,000	5,000
<i>Capital Fund Tax Levy 04</i>			5,000	5,000
<b>DPW Total</b>			<b>181,000</b>	<b>181,000</b>
<b>Fire</b>				
Ford Tender (T1712)	FD-015-161	n/a	100,000	100,000
<i>Capital Fund Tax Levy 04</i>			30,000	30,000
<i>Fire Department Equipment Reserve Fund</i>			70,000	70,000
Battery Operated Fan	FD-015-162	n/a	4,200	4,200
<i>Capital Fund Tax Levy 04</i>			4,200	4,200
Scene Lights	FD-015-163	n/a	1,250	1,250
<i>Capital Fund Tax Levy 04</i>			1,250	1,250
Beacon Lights to LED	FD-015-164	n/a	5,200	5,200
<i>Capital Fund Tax Levy 04</i>			5,200	5,200
Structural Helmets	FD-015-165	n/a	4,050	4,050
<i>Capital Fund Tax Levy 04</i>			4,050	4,050
Engine/Equipment Reserve	FD-055-161	n/a	30,000	30,000
<i>Capital Fund Tax Levy 04</i>			30,000	30,000

Department	Project#	Priority	2016	Total
<b>Fire Total</b>			<b>144,700</b>	<b>144,700</b>
<b>General Government</b>				
CPU Replacement/Backup/Firewall <i>Capital Fund Tax Levy 04</i>	GG-015-161	n/a	7,500 <i>7,500</i>	7,500 <i>7,500</i>
Property Revaluation Reserve <i>Capital Fund Tax Levy 04</i>	GG-055-16	n/a	1,500 <i>1,500</i>	1,500 <i>1,500</i>
Technology & Equipment Reserve <i>Capital Fund Tax Levy 04</i>	GG-055-161	n/a	2,000 <i>2,000</i>	2,000 <i>2,000</i>
<b>General Government Total</b>			<b>11,000</b>	<b>11,000</b>
<b>Police</b>				
Outfit New Officers <i>Capital Fund Tax Levy 04</i>	POL-015-161	n/a	2,500 <i>2,500</i>	2,500 <i>2,500</i>
Rifle w/Tactical Lighting <i>Capital Fund Tax Levy 04</i>	POL-015-162	n/a	1,200 <i>1,200</i>	1,200 <i>1,200</i>
Vehicle Change Over <i>Capital Fund Tax Levy 04</i>	POL-015-163	n/a	2,000 <i>2,000</i>	2,000 <i>2,000</i>
Investigator Supplies <i>Capital Fund Tax Levy 04</i>	POL-015-164	n/a	1,000 <i>1,000</i>	1,000 <i>1,000</i>
Pistols/Equip/Leather Accessory <i>Capital Fund Tax Levy 04</i>	POL-015-165	n/a	2,000 <i>2,000</i>	2,000 <i>2,000</i>
Maintenance Fees/Licensing <i>Capital Fund Tax Levy 04</i>	POL-015-166	n/a	2,000 <i>2,000</i>	2,000 <i>2,000</i>
Defibrillator <i>Capital Fund Tax Levy 04</i>	POL-015-167	n/a	1,500 <i>1,500</i>	1,500 <i>1,500</i>
Radio Mobil <i>Capital Fund Tax Levy 04</i>	POL-015-168	n/a	3,200 <i>3,200</i>	3,200 <i>3,200</i>
Squad Purchase/Replacement <i>Capital Fund Tax Levy 04</i>	POL-017-161	n/a	30,000 <i>30,000</i>	30,000 <i>30,000</i>
<b>Police Total</b>			<b>45,400</b>	<b>45,400</b>
<b>Roads &amp; Transportation</b>				
W. Adam Drive <i>Capital Fund Tax Levy 04</i> <i>Storm Water User Charges 07</i>	RT-077-161	n/a	202,053 <i>181,848</i> <i>20,205</i>	202,053 <i>181,848</i> <i>20,205</i>
Hill Dr. (FF west 1/2 mile) <i>Capital Fund Tax Levy 04</i> <i>Storm Water User Charges 07</i>	RT-077-162	n/a	173,506 <i>156,155</i> <i>17,351</i>	173,506 <i>156,155</i> <i>17,351</i>
Forest Rd. (Crooked Creek to Hill Dr) <i>Capital Fund Tax Levy 04</i> <i>Storm Water User Charges 07</i>	RT-077-163	n/a	169,440 <i>152,496</i> <i>16,944</i>	169,440 <i>152,496</i> <i>16,944</i>
E. Adam Drive <i>Capital Fund Cash Balance</i> <i>Capital Fund Tax Levy 04</i> <i>Storm Water User Charges 07</i>	RT-077-164	n/a	125,290 <i>73,000</i> <i>39,761</i> <i>12,529</i>	125,290 <i>73,000</i> <i>39,761</i> <i>12,529</i>
Trout Creek (water loop road repair) <i>Debt Proceeds</i>	RT-077-165	n/a	79,943 <i>79,943</i>	79,943 <i>79,943</i>
N. Overland Road (water loop road repair) <i>Debt Proceeds</i>	RT-077-166	n/a	209,440 <i>209,440</i>	209,440 <i>209,440</i>
N. Pine Tree Rd. (Golf Course to CCBLVD) <i>Debt Proceeds</i>	RT-077-167	n/a	267,302 <i>267,302</i>	267,302 <i>267,302</i>

<b>Department</b>	<b>Project#</b>	<b>Priority</b>	<b>2016</b>	<b>Total</b>
Engineering	RT-078	n/a	133,852	133,852
<i>Capital Fund Tax Levy 04</i>			67,029	67,029
<i>Debt Proceeds</i>			66,823	66,823
<b>Roads &amp; Transportation Total</b>			<b>1,360,826</b>	<b>1,360,826</b>
<b>Sewer Utility</b>				
Pumps/Controls/Generator	SS-LS5-002	n/a	104,000	104,000
<i>Sewer Use Charges 03</i>			104,000	104,000
<b>Sewer Utility Total</b>			<b>104,000</b>	<b>104,000</b>
<b>Storm Water Utility</b>				
Fox Hollow Court - Outfall	SW-161	n/a	28,000	28,000
<i>Storm Water User Charges 07</i>			28,000	28,000
Wing Flail Mower Attachment	SW-162	n/a	25,000	25,000
<i>Storm Water User Charges 07</i>			25,000	25,000
<b>Storm Water Utility Total</b>			<b>53,000</b>	<b>53,000</b>
<b>Water Utility</b>				
Parking/Access Drive	W-161	n/a	5,000	5,000
<i>Water User Charges 02</i>			5,000	5,000
Water Loop	W-162	n/a	800,000	800,000
<i>Debt Proceeds</i>			800,000	800,000
Chevy 2500 - Utility Vehicle	W-163	n/a	31,000	31,000
<i>Sewer Use Charges 03</i>			4,650	4,650
<i>Storm Water User Charges 07</i>			4,650	4,650
<i>Water User Charges 02</i>			21,700	21,700
<b>Water Utility Total</b>			<b>836,000</b>	<b>836,000</b>
<b>GRAND TOTAL</b>			<b>2,778,426</b>	<b>2,778,426</b>

**Report #3: Funding Source Summary**  
*Capital Improvement Budget*  
**2016**

**FUNDING SOURCE SUMMARY**

<b>Source</b>	<b>2016</b>	<b>Total</b>
Capital Fund Cash Balance	181,700	181,700
Capital Fund Tax Levy 04	792,889	792,889
Debt Proceeds	1,423,508	1,423,508
Fire Department Equipment Reserve Fund	70,000	70,000
Sewer Use Charges 03	119,150	119,150
Storm Water User Charges 07	153,979	153,979
Water User Charges 02	37,200	37,200
<b>GRAND TOTAL</b>	<b>2,778,426</b>	<b>2,778,426</b>

**Report #4: Individual Capital Project Detail Worksheets**

**Project #** BG-079-161  
**Project Name** Hall Flooring - DPW Shop Office

**Department** Buildings and Grounds  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 12 years  
**Category** Furniture and Office Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$6,000  
 Replace office and hall flooring in DPW shop office areas.

**Justification**  
 Tile is pitted, difficult to clean and maintain, and well beyond useful life.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	6,000					6,000
<b>Total</b>	<b>6,000</b>					<b>6,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	1,500					1,500
Sewer Use Charges 03	1,500					1,500
Storm Water User Charges 07	1,500					1,500
Water User Charges 02	1,500					1,500
<b>Total</b>	<b>6,000</b>					<b>6,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** BG-079-162  
**Project Name** Welcome Signage

**Department** Buildings and Grounds  
**Contact** Administrator  
**Type** New  
**Useful Life** 20 years  
**Category** Signage/Traffic Lights  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$25,000  
 Welcome signage and other gateway features at key geographic entry points throughout the Village.

**Justification**  
 As one component of the 2015-2017 Strategic Plan, the Village has budgeted \$25,000 to continue funding welcome signage and other gateway features at key geographic entry points. With the exception of having to replace signs in future years, and regular landscape maintenance around the signs

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Cash Balance	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** BG-079-163  
**Project Name** Shelter Counters - Pine Tree Park

**Department** Buildings and Grounds  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 20 years  
**Category** Buildings/Structures  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$4,000  
 Replace counters with materials that will withstand exposure to weather. Counters are located at the Pine Tree Park Shelter on S. Pine Tree Road.

**Justification**  
 Existing counters delaminating and deteriorated and has led to maintenance and structural issues.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	4,000					4,000
<b>Total</b>	<b>4,000</b>					<b>4,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	4,000					4,000
<b>Total</b>	<b>4,000</b>					<b>4,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** BG-101-161  
**Project Name** Village Building Improvement Reserve

**Department** Buildings and Grounds  
**Contact** Administrator  
**Type** Reserve Fund  
**Useful Life** n/a  
**Category** Reserve Fund  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$7,500  
 Reserve fund for unplanned repairs, replacements, and/or improvements at Village facilities that are unplanned or unexpected.

**Justification**  
 Reserve fund established by Village Officials in order to be prepared for either unexpected building issues or for future necessary purchases.

Expenditures	2016	2017	2018	2019	2020	Total
Reserve Fund	7,500					7,500
<b>Total</b>	<b>7,500</b>					<b>7,500</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	7,500					7,500
<b>Total</b>	<b>7,500</b>					<b>7,500</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** DPW-015-161  
**Project Name** Chevy 2500 w/plow

**Department** DPW  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 3 years  
**Category** Vehicles  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$36,000  
 Replacement of vehicle number 301 - Current model year 2012, acquired in 2012.

**Justification**  
 The Village budgeted \$36,000 for a replacement fleet vehicle for utility and DPW operations including snow removal. Using a state purchasing program, the Village would like to have this vehicle (and others) on a 3-year use-then-resell program. Staff estimates that the net cost of this new vehicle will be about \$4,000 after receiving an estimated \$32,000 in proceeds from the sale of the current vehicle this outlay is replacing.

<b>Expenditures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Equip/Vehicles/Furnishings	36,000					36,000
<b>Total</b>	<b>36,000</b>					<b>36,000</b>

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Capital Fund Tax Levy 04	9,000					9,000
Sewer Use Charges 03	9,000					9,000
Storm Water User Charges 07	9,000					9,000
Water User Charges 02	9,000					9,000
<b>Total</b>	<b>36,000</b>					<b>36,000</b>

**Budget Impact/Other**  
 The vehicle has an estimated annual operating budget impact of approximately \$3,000-\$5,000 when factoring in auto insurance, fuel and minor vehicle maintenance. However, there is no appreciable difference in annual operating costs for this vehicle versus the vehicle to be rotated out of the fleet.

**Project #** DPW-015-162  
**Project Name** Sterling 5yd Plow with Wing Attachment

**Department** DPW  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 15 years  
**Category** Vehicles  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$140,000  
 Replacement of vehicle number 303, model year 1999. Acquired 2011.

**Justification**  
 The Village budgeted \$140,000 for a replacement plow vehicle used predominantly for snow removal operations. The staff is seeking a new plow, but is also looking into used plow options for purchase that has the potential to bring this cost down if an adequate used plow vehicle can be acquired.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	140,000					140,000
<b>Total</b>	<b>140,000</b>					<b>140,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Cash Balance	83,700					83,700
Capital Fund Tax Levy 04	37,500					37,500
Storm Water User Charges 07	18,800					18,800
<b>Total</b>	<b>140,000</b>					<b>140,000</b>

**Budget Impact/Other**  
 The vehicle has an estimated annual operating budget impact of approximately \$8,000-\$10,000 when factoring in auto insurance, fuel and minor vehicle maintenance. However, there should be appreciable positive savings in annual operating costs for this vehicle as the older plow vehicle this vehicle would replace has significant annual maintenance expenses.

**Project #** DPW-055-161  
**Project Name** Plow/Equipment Reserve Fund

**Department** DPW  
**Contact** Administrator  
**Type** Reserve Fund  
**Useful Life** n/a  
**Category** Reserve Fund  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$5,000  
 Reserve fund to better prepare for the inevitable purchase of new plow trucks and equipment due to age and normal wear-and-tear.

**Justification**  
 The DPW is inherently an "equipment" intensive operation, which require great expense to maintain and to procure. This fund was established by Village Officials to be better prepared for the inevitable purchase of above said equipment.

Expenditures	2016	2017	2018	2019	2020	Total
Reserve Fund	5,000					5,000
<b>Total</b>	<b>5,000</b>					<b>5,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	5,000					5,000
<b>Total</b>	<b>5,000</b>					<b>5,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** FD-015-161  
**Project Name** Ford Tender (T1712)

**Department** Fire  
**Contact** Fire Chief  
**Type** Unassigned  
**Useful Life** 20 years  
**Category** Vehicles  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$100,000  
 Current tender, #1721, is located at Station #2; 1987 Ford. This was formerly the departments front line engine with a 1000gpm pump and carries 1000 gal. of water.

**Justification**  
 The 2016 capital budget includes \$100,000 for a used fire tender vehicle. This vehicle will be replacing an aged tender that has exhausted its useful life. The tender vehicle is used to carry water for fire suppression to areas of the Village not in close proximity to a water source (hydrant). The last 4 years the pump has not passed the required yearly pump certification tests, making it a liability if used as an engine on incidents. As an engine modified into a tender, it does not perform the role of a tender very well. The new tender will also carry more than twice as much as the current "modified" tender, which will improve fire suppression efforts. Equipment in good condition will be salvaged and used on the new tender.

<b>Expenditures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Equip/Vehicles/Furnishings	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Capital Fund Tax Levy 04	30,000					30,000
Fire Department Equipment Reserve Fund	70,000					70,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

**Budget Impact/Other**  
 The vehicle has an estimated annual operating budget impact of approximately \$1,000-\$1,500 when factoring in auto insurance, fuel and minor vehicle maintenance.

**Project #** FD-015-162  
**Project Name** Battery Operated Fan

**Department** Fire  
**Contact** Fire Chief  
**Type** New  
**Useful Life** n/a  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$4,200  
 Battery operated fan for use at fire scene. Mostly used for gas leaks and carbon monoxide concerns.

**Justification**  
 The Village purchased one of these in 2015 as an upgrade to the current gas operated fans. The unit can ventilate interior spaces without the fear of introducing exhaust fumes into a residence; we use the fan on more incidents due to the mobility, ease and safety in ventilating for any reason. A second unit would be placed at station #1 to reduce time of a unit arriving on scene anywhere in the Village.

<b>Expenditures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Equip/Vehicles/Furnishings	4,200					4,200
<b>Total</b>	<b>4,200</b>					<b>4,200</b>

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Capital Fund Tax Levy 04	4,200					4,200
<b>Total</b>	<b>4,200</b>					<b>4,200</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** FD-015-163  
**Project Name** Scene Lights

**Department** Fire  
**Contact** Fire Chief  
**Type** New  
**Useful Life** n/a  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$1,250  
 LED operated scene lights for Department calls.

**Justification**  
 The Village purchased one LED battery operated scene light to replace a broken corded halogen light, the FD was are pleased by its performance. The new LED scene lights increase mobility while adding greater light output, these units can be plugged into a 120 volt cord for extended lighting needs.

<b>Expenditures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Equip/Vehicles/Furnishings	1,250					1,250
<b>Total</b>	<b>1,250</b>					<b>1,250</b>

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Capital Fund Tax Levy 04	1,250					1,250
<b>Total</b>	<b>1,250</b>					<b>1,250</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** FD-015-164  
**Project Name** Beacon Lights to LED

**Department** Fire  
**Contact** Fire Chief  
**Type** New  
**Useful Life** n/a  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$5,200  
 2004 Heavy Rescue #1721. Was outfitted with all conventional lighting including emergency beacons, scene lights, interior lights, and outside panel lighting.

**Justification**  
 Conventional lighting put a great strain on the batteries and alternator, which has been replaced three times due to the heavy loads. Upgrading the beacons and outside lighting will reduce the load on the batteries and alternator while increasing the visibility and output of scene lighting of the vehicle.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	5,200					5,200
<b>Total</b>	<b>5,200</b>					<b>5,200</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	5,200					5,200
<b>Total</b>	<b>5,200</b>					<b>5,200</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** FD-015-165  
**Project Name** Structural Helmets

**Department** Fire  
**Contact** Fire Chief  
**Type** Replacement  
**Useful Life** 10 years  
**Category** Uniform (SCBA, turnout gear)  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$4,050  
 Helmets for Fire Fighters.

**Justification**  
 Current helmets are nearing 9 years of age and should be replaced every ten years to maintain the safety and integrity of the helmets.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	4,050					4,050
<b>Total</b>	<b>4,050</b>					<b>4,050</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	4,050					4,050
<b>Total</b>	<b>4,050</b>					<b>4,050</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** FD-055-161  
**Project Name** Engine/Equipment Reserve

**Department** Fire  
**Contact** Fire Chief  
**Type** Reserve Fund  
**Useful Life** n/a  
**Category** Reserve Fund  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$30,000  
 Reserve fund for the replacement of equipment in the Fire Department.

**Justification**  
 The upcoming capital budget calls for an increase of \$7,500 from 2015 for a total 2016 budget of \$30,000 in the Fire Department Engine/Equipment Reserve. The Village is positioning itself for adequate levy space to finance a new Fire Department Engine (approximate costs \$500,000-\$600,000) in 2017 without significant tax rate impacts.

Expenditures	2016	2017	2018	2019	2020	Total
Reserve Fund	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** GG-015-161  
**Project Name** CPU Replacement/Backup/Firewall

**Department** General Government  
**Contact** Assistant to the Administrator  
**Type** Replacement  
**Useful Life** 5 years  
**Category** Information Technology  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$7,500  
 Used to replace computers, server backups, and network firewall when necessary.

**Justification**  
 In 2016, the Village anticipates the replacement of its network backup. The current backup is almost totally "maxed out" in regards to space. Ongoing analysis of the current backup is ongoing, seeing if there are other ways to expand space. The backup is a critical piece of infrastructure, in order to maintain secure data and ensuring files are securely accessible.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	7,500					7,500
<b>Total</b>	<b>7,500</b>					<b>7,500</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	7,500					7,500
<b>Total</b>	<b>7,500</b>					<b>7,500</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** GG-055-16  
**Project Name** Property Revaluation Reserve

**Department** General Government  
**Contact** Administrator  
**Type** Reserve Fund  
**Useful Life** n/a  
**Category** General Government  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$1,500  
 Reserve fund created for the eventual revaluation of land within the Village.

**Justification**  
 It is not known well ahead of time when a revaluation is necessary, as property values change over time and is at the advisement from the contracted assessor.

Expenditures	2016	2017	2018	2019	2020	Total
Reserve Fund	1,500					1,500
<b>Total</b>	<b>1,500</b>					<b>1,500</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	1,500					1,500
<b>Total</b>	<b>1,500</b>					<b>1,500</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** GG-055-161  
**Project Name** Technology & Equipment Reserve

**Department** General Government  
**Contact** Administrator  
**Type** Reserve Fund  
**Useful Life** n/a  
**Category** Reserve Fund  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$2,000  
 Reserve fund to aid in the replacement or repair of any IT related issues during the budget year.

**Justification**  
 Village Officials created this fund in 2014 to aid in the inevitable failure of a piece of IT equipment.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-161  
**Project Name** Outfit New Officers

**Department** Police  
**Contact** Police Chief  
**Type** New  
**Useful Life** n/a  
**Category** Uniform (SCBA, turnout gear)  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$2,500  
 Belts, uniforms, handcuffs, badges, general supplies, bullet proof vests, etc for the hiring of new officers.

**Justification**  
 This line item is to purchase the needed equipment for newly hired officers, as anticipated in the 2016 joint Village budget(s).

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	2,500					2,500
<b>Total</b>	<b>2,500</b>					<b>2,500</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	2,500					2,500
<b>Total</b>	<b>2,500</b>					<b>2,500</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-162  
**Project Name** Rifle w/Tactical Lighting

**Department** Police  
**Contact** Police Chief  
**Type** New  
**Useful Life** n/a  
**Category** Equipment (training, tactical)  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$1,200  
 Tactical .223 rifle for squad car. This includes: sight, flashlight, and carry strap.

**Justification**  
 HLPD needs one rifle to outfit the last squad car purchased.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	1,200					1,200
<b>Total</b>	<b>1,200</b>					<b>1,200</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	1,200					1,200
<b>Total</b>	<b>1,200</b>					<b>1,200</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-163  
**Project Name** Vehicle Change Over

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** n/a  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$2,000  
 Includes the removal of useable equipment from the oldest car in the Police fleet to the newest purchased car in the fleet.

**Justification**  
 To provide the necessary funds to build and changeover our squad cars. Funds include necessary replacement of parts that need to be repaired or replaced.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-164  
**Project Name** Investigator Supplies

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** n/a  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$1,000  
 Computer programs, office supplies, brief case and supplies, crime scene supplies, organizers, recorder, and camera supplies.

**Justification**  
 This equipment will be needed for the new investigator position as it is a new position.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	1,000					1,000
<b>Total</b>	<b>1,000</b>					<b>1,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	1,000					1,000
<b>Total</b>	<b>1,000</b>					<b>1,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-165  
**Project Name** Pistols/Equip/Leather Accessory

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** n/a  
**Category** Equipment (training, tactical)  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$2,000  
 One extra pistol, leather goods which are worn out or broken, belts and holster.

**Justification**  
 PD need to have one spare pistol on hand in case one of the weapons breaks down, PD also need this weapon in the event of an officer involved shooting so we can replace the weapon.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-166  
**Project Name** Maintenance Fees/Licensing

**Department** Police  
**Contact** Police Chief  
**Type** Unassigned  
**Useful Life** n/a  
**Category** Information Technology  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$2,000  
 Maintenance and licensing fees for the computer programs in squad cars.

**Justification**  
 This allows us to purchase for the needed license and programs that operates the in car computers.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	2,000					2,000
<b>Total</b>	<b>2,000</b>					<b>2,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-167  
**Project Name** Defibrillator

**Department** Police  
**Contact** Police Chief  
**Type** Unassigned  
**Useful Life** 7 years  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$1,500  
 A.E.D. used in the event of a medical emergency in which the police are first on scene.

**Justification**  
 Need one more for the newest squad car so they are all equipped in order to ensure medical preparedness.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	1,500					1,500
<b>Total</b>	<b>1,500</b>					<b>1,500</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	1,500					1,500
<b>Total</b>	<b>1,500</b>					<b>1,500</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-015-168  
**Project Name** Radio Mobil

**Department** Police  
**Contact** Police Chief  
**Type** Equipment  
**Useful Life** 5 years  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$3,200  
 Handheld Motorola radio squad car charging station.

**Justification**  
 This equipment will go into the new unmarked squad for the new investigator position.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	3,200					3,200
<b>Total</b>	<b>3,200</b>					<b>3,200</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	3,200					3,200
<b>Total</b>	<b>3,200</b>					<b>3,200</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** POL-017-161  
**Project Name** Squad Purchase/Replacement

**Department** Police  
**Contact** Police Chief  
**Type** Replacement  
**Useful Life** n/a  
**Category** Vehicles  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$30,000  
 Annual squad purchase. New 2017 Ford SUV interceptor.

**Justification**  
 The Hobart-Lawrence Police Department budgeted \$30,000 for its annual new squad replacement purchase. Each year the Department swaps out its oldest patrol squad with a new squad. The new squad enters the rotation first as an administrative vehicle in year 1, then as a full patrol vehicle in year 2 and beyond.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

**Budget Impact/Other**  
 First year cost impacts to the Village operating budget will be about \$1,800-\$2,500; subsequent years' budget impact is approximately \$6,500-\$8,500, but that is highly dependent on fuel usage and pricing.

**Project #** RT-077-161  
**Project Name** W. Adam Drive

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$202,053  
 Road re-paving of CTH U to Overland Rd. - 0.70 miles in length

**Justification**  
 Re-pave due to failed pavement, scheduled per 5-year road improvement plan.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	183,685					183,685
Contingency	18,368					18,368
<b>Total</b>	<b>202,053</b>					<b>202,053</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	181,848					181,848
Storm Water User Charges 07	20,205					20,205
<b>Total</b>	<b>202,053</b>					<b>202,053</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-162  
**Project Name** Hill Dr. (FF west 1/2 mile)

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$173,506  
 Road re-paving of Forest Rd. - CTH FF. - 0.41 miles long

**Justification**  
 Re-pave due to failed pavement, scheduled per 5-year road improvement plan.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	157,733					157,733
Contingency	15,773					15,773
<b>Total</b>	<b>173,506</b>					<b>173,506</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	156,155					156,155
Storm Water User Charges 07	17,351					17,351
<b>Total</b>	<b>173,506</b>					<b>173,506</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-163  
**Project Name** Forest Rd. (Crooked Creek to Hill Dr)

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$169,440  
 Road re-paving of Crooked Cr. - Hill. - 0.41 miles long

**Justification**  
 Re-pave due to failed pavement, scheduled per 5-year road improvement plan.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	154,036					154,036
Contingency	15,404					15,404
<b>Total</b>	<b>169,440</b>					<b>169,440</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	152,496					152,496
Storm Water User Charges 07	16,944					16,944
<b>Total</b>	<b>169,440</b>					<b>169,440</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-164  
**Project Name** E. Adam Drive

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$125,290  
 Road re-pave Packerland Dr. to terminus at airport boundary. Cost share with Ashwaubenon approximately 50/50.

**Justification**  
 Re-pave due to failed pavement, scheduled per 5-year road improvement plan.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	113,900					113,900
Contingency	11,390					11,390
<b>Total</b>	<b>125,290</b>					<b>125,290</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Cash Balance	73,000					73,000
Capital Fund Tax Levy 04	39,761					39,761
Storm Water User Charges 07	12,529					12,529
<b>Total</b>	<b>125,290</b>					<b>125,290</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-165  
**Project Name** Trout Creek (water loop road repair)

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$79,943  
 Road re-pave of N. Pine Tree Rd. to N. Overland. 1.00 miles in length.

**Justification**  
 Repairs from the planned construction of water loop going to Centennial Centre.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	72,675					72,675
Contingency	7,268					7,268
<b>Total</b>	<b>79,943</b>					<b>79,943</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Debt Proceeds	79,943					79,943
<b>Total</b>	<b>79,943</b>					<b>79,943</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-166  
**Project Name** N. Overland Road (water loop road repair)

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$209,440  
 Road re-pave of Trout Creek Dr. - Woodfield Prairie. 1.60 miles long.

**Justification**  
 Repairs from the planned construction of water loop going to Centennial Centre.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	190,400					190,400
Contingency	19,040					19,040
<b>Total</b>	<b>209,440</b>					<b>209,440</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Debt Proceeds	209,440					209,440
<b>Total</b>	<b>209,440</b>					<b>209,440</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-077-167  
**Project Name** N. Pine Tree Rd. (Golf Course to CCBLVD)

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Road re-paving  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$267,302  
 Road re-pave of Golf Course Entrance - Centennial Centre Blvd. 0.78 miles long

**Justification**  
 Re-pave due to failed pavement, scheduled per 5-year road improvement plan.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	243,002					243,002
Contingency	24,300					24,300
<b>Total</b>	<b>267,302</b>					<b>267,302</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Debt Proceeds	267,302					267,302
<b>Total</b>	<b>267,302</b>					<b>267,302</b>

**Budget Impact/Other**  
 New road pavement is expected to decrease operating budget impact due to less maintenance.

**Project #** RT-078  
**Project Name** Engineering

**Department** Roads & Transportation  
**Contact** Public Works Director  
**Type** Unassigned  
**Useful Life** n/a  
**Category** Planning/Engineering Services  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$133,852  
 Engineering of all road projects for 2016 funded. Split between debt proceeds and 04 fund; respectively.

**Justification**

Expenditures	2016	2017	2018	2019	2020	Total
Engineering	133,852					133,852
<b>Total</b>	<b>133,852</b>					<b>133,852</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Fund Tax Levy 04	67,029					67,029
Debt Proceeds	66,823					66,823
<b>Total</b>	<b>133,852</b>					<b>133,852</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** SS-LS5-002  
**Project Name** Pumps/Controls/Generator

**Department** Sewer Utility  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 20 years  
**Category** Distribution/Conveyance Main  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$104,000  
 Replace pumps, controls, and generator at lift-station #5 (installed in 2000).

**Justification**  
 The 2016 budget calls for \$104,000 to retro-fit sanitary lift station 5 with submersible pumps, a new generator, and controls. The lift station was originally installed in 2000. Increased regional development is decreasing pump failure notification time. Submersible pumps will increase said notification time. Generator alleviates need for emergency pumping in the event of an emergency.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	104,000					104,000
<b>Total</b>	<b>104,000</b>					<b>104,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Sewer Use Charges 03	104,000					104,000
<b>Total</b>	<b>104,000</b>					<b>104,000</b>

**Budget Impact/Other**  
 Staff estimates a positive variance in the annual utility operating budget after the technology upgrades.

**Project #** SW-161  
**Project Name** Fox Hollow Court - Outfall

**Department** Storm Water Utility  
**Contact** Public Works Director  
**Type** Improvement  
**Useful Life** 40 years  
**Category** Distribution/Conveyance Main  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$28,000  
 Replace 12" outfall piping with 24" pipe at Fox Hollow Court.

**Justification**  
 Recent inspection revealed an undersized 12" pipe at this outfall causing upstream flooding issues. The 2016 budget calls for \$28,000 to increase this outfall pipe to 24".

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	25,000					25,000
Contingency	3,000					3,000
<b>Total</b>	<b>28,000</b>					<b>28,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Storm Water User Charges 07	28,000					28,000
<b>Total</b>	<b>28,000</b>					<b>28,000</b>

**Budget Impact/Other**  
 This maneuver should reduce operating budget costs moving forward.

**Project #** SW-162  
**Project Name** Wing Flail Mower Attachment

**Department** Storm Water Utility  
**Contact** Public Works Director  
**Type** New  
**Useful Life** 10 years  
**Category** Equipment  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$25,000  
 Wing flail mower attachment for John Deere Tractor for ditch mowing.

**Justification**  
 To gain efficiency in ditch-cutting operations, the 2016 capital budget calls for \$25,000 to purchase an implement for an existing John Deere tractor. This tractor is used, among other things, for ditch-cutting and maintenance. With the mower attachment, DPW crew will be able to double the width of their cutting path in single passes.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Storm Water User Charges 07	25,000					25,000
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

**Budget Impact/Other**  
 This will have a positive operating budget impact moving forward with less staff time involved for ditch-cutting operations.

**Project #** W-161  
**Project Name** Parking/Access Drive

**Department** Water Utility  
**Contact** Public Works Director  
**Type** Maintenance  
**Useful Life** 20 years  
**Category** Parking Lots  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$5,000  
 Remove pavers subject to displacement caused by vehicle maneuvering at south end of drive; install asphalt paving at municipal well.

**Justification**  
 Pavers not withstanding vehicle maneuvering at municipal well.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	5,000					5,000
<b>Total</b>	<b>5,000</b>					<b>5,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Water User Charges 02	5,000					5,000
<b>Total</b>	<b>5,000</b>					<b>5,000</b>

**Budget Impact/Other**  
 No significant impact on operating budget.

**Project #** W-162  
**Project Name** Water Loop

**Department** Water Utility  
**Contact** Public Works Director  
**Type** New  
**Useful Life** n/a  
**Category** Water Utility  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$800,000  
 Construction of water loop infrastructure from Centennial Centre area.

**Justification**  
 The Village has examined numerous options for creating a “loop” in the northern service area. Staff continues to examine infrastructure route alternatives, and funding strategies/policies, at the time of this writing. The budget calls for a total project estimate for the water infrastructure component of \$800,000. There will be additional road restoration costs for the selected route.

Expenditures	2016	2017	2018	2019	2020	Total
Construction/Maintenance	800,000					800,000
<b>Total</b>	<b>800,000</b>					<b>800,000</b>

Funding Sources	2016	2017	2018	2019	2020	Total
Debt Proceeds	800,000					800,000
<b>Total</b>	<b>800,000</b>					<b>800,000</b>

**Budget Impact/Other**  
 There will be additional road restoration costs for the selected route. Impacts on the annual operating budget cannot be determined until an infrastructure route alternative is selected, but should not be extraordinary outside of normal utility maintenance and operations.

**Project #** W-163  
**Project Name** Chevy 2500 - Utility Vehicle

**Department** Water Utility  
**Contact** Public Works Director  
**Type** Replacement  
**Useful Life** 3 years  
**Category** Vehicles  
**Priority** n/a  
**Status** Active

**Description** **Total Project Cost:** \$31,000  
 Replacement of vehicle number 201, model year 2013, acquired in 2012.

**Justification**  
 The Village budgeted \$31,000 for a replacement utility fleet vehicle that is predominantly used for water utility operations. Using a state purchasing program, the Village would like to have this vehicle (and others) on a 3-year use-then-resell program. Staff estimates that the net cost of this new vehicle will be about \$3,000 after receiving an estimated \$28,000 in proceeds from the sale of the current vehicle this outlay is replacing.

<b>Expenditures</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Equip/Vehicles/Furnishings	31,000					31,000
<b>Total</b>	<b>31,000</b>					<b>31,000</b>

<b>Funding Sources</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Total</b>
Sewer Use Charges 03	4,650					4,650
Storm Water User Charges 07	4,650					4,650
Water User Charges 02	21,700					21,700
<b>Total</b>	<b>31,000</b>					<b>31,000</b>

**Budget Impact/Other**  
 The vehicle has an estimated annual operating budget impact of approximately \$5,000-\$6,000 when factoring in auto insurance, fuel and minor vehicle maintenance. However, there is no appreciable difference in annual operating costs for this vehicle versus the vehicle to be rotated out of the fleet.

## **9.0 VILLAGE PROPRIETARY FUNDS**

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**WATER UTILITY FUND**

**SANITARY SEWER UTILITY FUND**

**STORMWATER MANAGEMENT UTILITY FUND**

## **PROPRIETARY FUND “02”: VILLAGE WATER UTILITY FUND**

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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). 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 was completed in May 2011, allowing the transition to GBWU water to be complete.

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 inter-governmental agreement with Ashwaubenon, dated October 4, 1996, for safe potable water.

The Village of Hobart purchases water from the Village of Ashwaubenon at its 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 43 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 496 hydrants and two pressure-reducing valves within the system.

The water (and sewer) system has radio-controlled monitoring which allows activation by a control panel located within the Public Works Building. 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 any required weekend inspections or emergency services.

**SIGNIFICANT FUNDING OR PROGRAM CHANGES IN 2016:** Village Water Utility rates remained unchanged from 2015. Costs for purchased water from GBWU are anticipated to increase by 6.45% or \$11,500 over 2015 budgeted amounts. The Village will continue to closely monitor utility finances to investigate when a rate adjustment is required to keep the utility a financially *self-sufficient* enterprise fund. The last such water rate examination was in 2011.

WATER UTILITY REVENUES									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
<b>OPERATING REVENUE-SALE OF WATER</b>									
	Residential- Service Chg	\$ 123,549.00	\$ 134,407.00	\$ 148,800.65	\$ 159,961.67	\$ 164,231.00	\$ 172,053.00	\$ 174,987.00	6.55%
	Residential- Volume	273,772.00	249,613.00	328,387.66	316,983.93	330,860.00	340,391.00	340,391.00	2.88%
002-46101	Residential Rev Total (Service Chg + Volume)	\$ 397,321.00	\$ 384,020.00	\$ 477,188.31	\$ 476,945.60	\$ 495,091.00	\$ 512,444.00	\$ 515,378.00	4.10%
	Commercial-Service Chg	\$ 24,758.00	\$ 12,329.00	\$ 16,249.98	\$ 10,272.00	\$ 21,027.00	\$ 19,253.00	\$ 19,581.00	-6.88%
	Commercial-Volume	31,189.00	18,266.00	48,669.83	15,743.44	18,046.00	15,398.00	15,398.00	-14.67%
002-46102	Commercial Rev Total (Service Chg + Volume)	\$ 55,947.00	\$ 58,819.99	\$ 64,919.81	\$ 26,015.44	\$ 39,073.00	\$ 34,651.00	\$ 34,979.00	-10.48%
	MF Res.-Service Chg	\$ -	\$ -	\$ -	\$ 6,717.60	\$ 14,218.00	\$ 12,289.00	\$ 12,499.00	-12.09%
	MF Res.-Volume	-	-	-	41,151.44	26,884.00	48,627.00	48,627.00	80.88%
002-46106	MF Res. Rev Total (Service Chg + Volume)	\$ -	\$ -	\$ -	\$ 47,869.04	\$ 41,102.00	\$ 60,916.00	\$ 61,126.00	48.72%
	Public Auth-Service Chg	\$ 771.00	\$ 1,335.37	\$ 804.00	\$ 1,020.00	\$ 801.00	\$ 1,229.00	\$ 1,249.00	55.93%
	Public Auth-Volume	760.00	398.00	218.39	1,731.28	225.00	810.00	810.00	260.00%
002-46104	Public Auth Rev Total (Service Chg + Volume)	\$ 1,531.00	\$ 1,047.97	\$ 1,022.39	\$ 2,751.28	\$ 1,026.00	\$ 2,039.00	\$ 2,059.00	100.68%
002-46105	Public Fire Protection Service (from GF)	223,034.00	223,034.00	223,034.00	223,034.00	223,034.00	223,034.00	223,034.00	0.00%
002-46200	Private Fire Protection Service	11,436.00	13,800.00	16,740.00	14,234.38	15,000.00	15,000.00	15,000.00	0.00%
	<b>TOTAL WATER SALES</b>	<b>\$ 689,269.00</b>	<b>\$ 680,721.96</b>	<b>\$ 782,904.51</b>	<b>\$ 790,849.74</b>	<b>\$ 814,326.00</b>	<b>\$ 848,084.00</b>	<b>\$ 851,576.00</b>	<b>4.57%</b>
<b>OTHER OPERATING REVENUES</b>									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
002-47001	Forefeited Discounts (late payment penalty)	\$ 2,188.00	\$ 3,088.24	\$ 2,399.67	\$ 2,795.85	\$ 2,000.00	\$ 2,051.00	\$ 2,000.00	0.00%
002-47400	Other Water Revenues	11,462.69	17,209.28	10,062.93	16,085.52	6,250.00	3,500.00	5,000.00	-20.00%
002-47402	Water Inspections Fees Collect	5,640.00	4,910.00	4,800.00	5,763.94	2,000.00	2,000.00	1,250.00	-37.50%
002-47403	Well Operation Permits	16,390.00	13,450.00	19,000.00	29,250.00	1,800.00	3,615.00	80.00	-95.56%
002-47405	Valve for Meter	175.00	-	-	-	300.00	-	300.00	0.00%
002-48110	Interest on Accounts	2,111.33	36.55	41.20	16.32	100.00	25.00	100.00	0.00%
002-40800	Tax Expense- Revenue from Sewer for meters	1,484.00	-	(877.42)	-	1,500.00	2,200.00	2,200.00	46.67%
002-49130	Bond Premium	39,668.50	-	-	-	-	-	-	
002-49995	Transfers In-Debt Serv Fund	1,129,078.13	-	-	-	-	-	-	
	<b>Total Other Operating Revenues</b>	<b>\$ 1,208,197.65</b>	<b>\$ 38,694.07</b>	<b>\$ 35,426.38</b>	<b>\$ 53,911.63</b>	<b>\$ 13,950.00</b>	<b>\$ 13,391.00</b>	<b>\$ 10,930.00</b>	<b>-21.65%</b>
	<b>TOTAL OPERATING REVENUES</b>	<b>\$ 1,897,466.65</b>	<b>\$ 719,416.03</b>	<b>\$ 818,330.89</b>	<b>\$ 844,761.37</b>	<b>\$ 828,276.00</b>	<b>\$ 861,475.00</b>	<b>\$ 862,506.00</b>	<b>4.13%</b>

Water Utility Expenses									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
<b>PLANT OPERATION AND MAINTENANCE</b>									
60000-001-004	Water-Labor Wage	\$ 50,920.60	\$ 48,432.32	\$ 31,113.98	\$ 37,330.67	\$ 53,858.53	\$ 53,858.53	\$ 56,720.33	5.31%
60000-003-004	Water-Labor WRS	2,002.32	2,848.06	2,058.58	2,563.69	3,662.38	3,662.38	3,743.54	2.22%
60000-004-004	Water-Labor FICA/Med	3,499.76	3,554.75	2,385.90	2,795.73	4,120.18	4,120.18	4,339.11	5.31%
60000-005-004	Water-Labor Fringe	9,198.85	8,530.62	2,130.82	2,208.10	4,203.67	4,203.67	2,927.33	-30.36%
60000-006	Supplies	9,071.47	5,573.83	4,679.29	4,997.80	11,250.00	5,000.00	8,000.00	-28.89%
60000-011	ED/Conf/Trav	1,910.87	2,458.45	2,293.45	2,258.01	3,650.00	3,000.00	3,650.00	0.00%
60000-015	New Meters & Equipment	3,071.39	968.07	2,010.33	57,500.00	59,000.00	40,000.00	40,000.00	-32.20%
60000-022	Water Sys Maintenance Parts	-	190.89	396.69	187.32	5,000.00	5,000.00	5,000.00	0.00%
60000-016	Water-Fuel	6,999.15	6,458.22	9,083.50	10,032.56	10,000.00	5,000.00	5,500.00	-45.00%
60000-043	Power for Pumping/Utilities	19,826.49	17,620.91	15,904.06	16,215.08	16,850.00	18,000.00	18,000.00	6.82%
60000-078	Water Engineering	8,885.89	49,319.79	20,409.20	6,168.36	25,000.00	10,000.00	25,000.00	0.00%
60000-061-005	Purchased Water-ASH	28,572.35	41,587.64	37,218.76	32,960.06	43,500.00	31,715.00	38,500.00	-11.49%
60000-061-006	Purchased Water-GBWU	112,156.52	182,788.87	198,695.67	200,494.69	214,750.00	217,100.00	228,600.00	6.45%
60000-062	Chemicals	4,572.86	762.24	926.11	438.07	1,500.00	750.00	1,000.00	-33.33%
60000-025	Tools and Equipment	103.38	220.00	377.96	1,281.66	2,000.00	1,500.00	2,000.00	0.00%
60000-051	Repairs to Water Plant /Hydrants/Other	10,262.33	14,021.11	17,262.24	49,532.42	25,000.00	25,000.00	25,000.00	0.00%
<b>Total Plant Oper/Maint. Exp</b>		<b>\$ 271,054.23</b>	<b>\$ 385,335.77</b>	<b>\$ 346,946.54</b>	<b>\$ 426,964.22</b>	<b>\$ 483,344.76</b>	<b>\$ 427,909.76</b>	<b>\$ 467,980.31</b>	<b>-3.18%</b>
<b>GENERAL OPERATING EXPENSES</b>									
<b>ADMIN/GENERAL</b>		<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 ACTUAL</b>	<b>2015 BUDGET</b>	<b>2015 est.</b>	<b>2016 BUDGET</b>	<b>% Change</b>
60000-001-003	Water-Admin Salary	\$ 31,047.37	\$ 32,600.04	\$ 32,609.62	\$ 33,364.17	\$ 33,555.54	\$ 32,430.54	\$ 31,934.88	-4.83%
60000-003-003	Water-Admin WRS	3,324.80	1,892.42	2,159.19	2,987.45	2,281.78	2,205.28	715.50	-68.64%
60000-004-003	Water-Admin FICA/Med	2,286.17	2,319.46	2,273.90	2,333.67	2,567.00	2,480.94	2,443.02	-4.83%
60000-005-003	Water-Admin Fringe	6,561.73	8,930.33	9,140.46	9,900.54	9,907.63	9,802.74	11,603.48	17.12%
60000-009	Audit	4,133.75	6,707.50	6,558.00	6,478.14	6,565.23	6,565.23	6,513.75	-0.78%
60000-039	Building Maintenance	-	625.65	-	1,132.87	750.00	750.00	750.00	0.00%
60000-014	Water-Outside Services	45,835.92	13,674.83	26,966.63	19,345.68	17,250.00	20,000.00	30,000.00	73.91%
60000-034	Insurance Expense(WC, P/C, other)	3,846.34	3,474.10	4,636.68	5,894.66	5,770.00	2,739.22	5,875.16	1.82%

WATER UTILITY GENERAL OPERATING EXPENSES (Cont'd)									
ADMIN/GENERAL		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
60000-089	Regulatory Commission Exp	3,313.53	886.73	125.00	908.72	1,000.00	1,000.00	1,000.00	0.00%
60000-099	Bond Issuance Costs	-	-	-	-	-	-	-	
60000-033	Health Reimbursement	10,234.79	6,006.66	5,711.81	8,071.77	7,175.00	6,000.00	6,900.00	-3.83%
<b>Total Admin/General Expenses</b>		<b>\$ 110,584.40</b>	<b>\$ 77,117.72</b>	<b>\$ 90,181.29</b>	<b>\$ 90,417.67</b>	<b>\$ 86,822.18</b>	<b>\$ 83,973.95</b>	<b>\$ 97,735.79</b>	<b>12.57%</b>
<b>Total General Operating/Plant Op/Maintenance Expenses</b>		<b>\$ 381,638.63</b>	<b>\$ 462,453.49</b>	<b>\$ 437,127.83</b>	<b>\$ 517,381.89</b>	<b>\$ 570,166.94</b>	<b>\$ 511,883.71</b>	<b>\$ 565,716.10</b>	<b>-0.78%</b>
OTHER EXPENSES									
60000-024	Depreciation Expense	\$ 99,393.00	\$ 124.90	\$ 135,941.00	\$ 146,477.00	\$ 140,000.00	\$ 152,000.00	\$ 152,000.00	8.57%
60000-048	Depreciation Exp - Contributions	90,925.00	14,302.12	106,143.00	110,295.00	110,000.00	111,500.00	112,500.00	2.27%
60000-035	Payment in Lieu of Taxes	132,457.00	28,646.00	37,644.00	38,655.00	46,315.00	46,315.00	42,800.00	-7.59%
<b>Total Other Expenses</b>		<b>\$ 322,775.00</b>	<b>\$ 43,073.02</b>	<b>\$ 279,728.00</b>	<b>\$ 295,427.00</b>	<b>\$ 296,315.00</b>	<b>\$ 309,815.00</b>	<b>\$ 307,300.00</b>	<b>3.71%</b>
<b>TOTAL OPERATING EXPENSE</b>		<b>\$ (704,413.63)</b>	<b>\$ (505,526.51)</b>	<b>\$ (716,855.83)</b>	<b>\$ (812,808.89)</b>	<b>\$ (866,481.94)</b>	<b>\$ (821,698.71)</b>	<b>\$ (873,016.10)</b>	<b>0.75%</b>
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 1,897,466.65</b>	<b>\$ 719,416.03</b>	<b>\$ 818,330.89</b>	<b>\$ 844,761.37</b>	<b>\$ 828,276.00</b>	<b>\$ 861,475.00</b>	<b>\$ 862,506.00</b>	<b>4.13%</b>
<b>NET OPERATING INCOME/(LOSS)</b>		<b>\$ 1,193,053.02</b>	<b>\$ 213,889.52</b>	<b>\$ 101,475.06</b>	<b>\$ 31,952.48</b>	<b>\$ (38,205.94)</b>	<b>\$ 39,776.29</b>	<b>\$ (10,510.10)</b>	<b>-72.49%</b>
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	
WATER NON-OPERATING REVENUES (EXPENSES)									
various	Interest Paid on Debt**	(163,570.00)	(115,271.00)	(111,289.58)	(107,161.42)	(102,943.25)	(102,943.25)	(98,566.65)	-4.25%
various	Principal Paid on Debt**	(5,323,847.00)	(143,764.80)	(149,264.85)	(150,256.75)	(155,799.97)	(155,799.97)	(161,365.50)	3.57%
42800-000	Amortization of Debt Issue Cost	(39,669.00)	-	(21,186.76)	-	-	-	-	
41110-000	Tax Levy for future water	58,027.93	69,529.89	-	-	-	-	-	
<b>Total Nonoperating Revenues (Expenses)</b>		<b>\$ (5,469,058.07)</b>	<b>\$ (189,505.91)</b>	<b>\$ (281,741.19)</b>	<b>\$ (257,418.17)</b>	<b>\$ (258,743.22)</b>	<b>\$ (258,743.22)</b>	<b>\$ (259,932.15)</b>	<b>0.46%</b>
WATER CAPITAL EXPENSES									
02-60000-047	Capital Outlay-Other	-	10,543.99	8,046.98	3,534.58	3,125.00	3,125.00	37,200.00	1090.40%
<b>Total Capital Expenses</b>		<b>\$ -</b>	<b>\$ 10,543.99</b>	<b>\$ 8,046.98</b>	<b>\$ 3,534.58</b>	<b>\$ 3,125.00</b>	<b>\$ 3,125.00</b>	<b>\$ 37,200.00</b>	<b>1090.40%</b>
<b>Net Income (Loss)</b>		<b>\$ (4,276,005.05)</b>	<b>\$ 13,839.62</b>	<b>\$ (188,313.11)</b>	<b>\$ (229,000.27)</b>	<b>\$ (300,074.16)</b>	<b>\$ (222,091.93)</b>	<b>\$ (307,642.25)</b>	<b>2.52%</b>
** Details on Principal/Interest paid on debt (see Debt Service Budget)									

## **PROPRIETARY FUND “03”: VILLAGE SANITARY SEWER UTILITY FUND**

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### **GOAL:**

To provide a safe and reliable sanitary sewer 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 pro-actively 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 miles of sewer mains and connected sanitary 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 is currently in two sewer agreements with GBMSD for interceptor construction. The Village makes annual payments to GBMSD under these agreements as follows:

1992 Agreement - \$4,674 annually through 2020  
1999 Agreement - \$128,991 annually through 2019

**SIGNIFICANT FUNDING CHANGES FOR 2016:** Hobart Sewer Utility costs for sewage treatment invoiced by NEW WATER (GBMSD) are expected to increase 21.42%, or \$40,450, from the 2015 budgeted amount. NEW WATER increased its rates for municipal customer treatment by 6.2% for 2016. Unfortunately, the rate increase is the next of many successive years of anticipated large rate increases that NEW WATER will pass on to its municipal customers. To that point, the Village adopted a Local Annual Sewer Rate Adjustment Policy in 2014 to ensure that Hobart rates keep pace with charges passed on to Hobart users by NEW WATER. That policy is again being implemented in February 2016, and local Hobart sewer volume rates are anticipated to increase an estimated 5-8% for 2016.

VILLAGE SANITARY SEWER UTILITY REVENUES and EXPENSES									
	2011	2012	2013	2014	2015	2015 est.	2016		
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET		% Change
<b>OPERATING REVENUE-CHARGES FOR SANITARY SEWER SERVICE</b>									
Residential- Service Chg	\$ 221,691.00	\$ 209,344.00	\$ 315,754.66	\$ 340,507.03	\$ 352,219.00	\$ 360,235.00	\$ 366,883.00		4.16%
Residential-Volume	188,196.00	189,000.00	275,093.10	270,505.44	310,479.00	283,722.00	283,722.00		-8.62%
003-46101 Residential Rev Total (Service Chg + Volume)	\$ 409,887.00	\$ 535,506.22	\$ 590,847.76	\$ 611,012.47	\$ 662,698.00	\$ 643,957.00	\$ 650,605.00		-1.82%
Commercial- Service Chg	42,906.00	30,000.00	64,704.00	28,864.00	33,933.00	31,576.00	32,159.00		-5.23%
Commercial-Volume	26,834.00	22,000.00	50,247.43	16,294.43	18,913.00	16,668.00	16,668.00		-11.87%
003-46102 Commercial Rev Total (Service Chg + Volume)	\$ 69,740.00	\$ 91,137.80	\$ 114,951.43	\$ 45,158.43	\$ 52,846.00	\$ 48,244.00	\$ 48,827.00		-7.61%
MF Res.- Service Chg	-	-	-	46,131.63	39,087.00	48,476.00	49,370.00		26.31%
MF Res.-Volume	-	-	-	44,935.64	27,228.00	54,013.00	54,013.00		98.37%
003-46106 MF Res. Rev Total (Service Chg + Volume)	\$ -	\$ -	\$ -	\$ 91,067.27	\$ 66,315.00	\$ 102,489.00	\$ 103,383.00		55.90%
Public Auth-Service Chg	3,705.00	4,000.00	4,480.00	4,480.00	4,295.00	4,447.00	4,529.00		5.45%
Public Authority-Volume	122.00	1,140.00	238.50	233.31	249.81	248.00	248.00		-0.72%
003-46104 Public Authority Sewer (Service Chg + Volume)	\$ 3,827.00	\$ 4,556.90	\$ 4,718.50	\$ 4,713.31	\$ 4,544.81	\$ 4,695.00	\$ 4,777.00		5.11%
003-46103 Industrial Charges (airport)	74,996.25	100,217.62	110,050.25	115,558.29	123,681.32	82,189.99	102,000.00		-17.53%
Total Charges for Sanitary Sewer Service	\$ 558,450.25	\$ 731,418.54	\$ 820,567.94	\$ 867,509.77	\$ 910,085.13	\$ 881,574.99	\$ 909,592.00		-0.05%
<b>OTHER OPERATING REVENUES</b>									
003-47001 Forfeited Discounts	\$ 3,646.21	\$ 3,444.42	\$ 3,275.87	\$ 3,888.00	\$ 3,000.00	\$ 2,825.00	\$ 3,000.00		0.00%
003-47404 Other Sewer Revenues	3,241.20	3,673.98	3,847.44	14,538.62	750.00	6,205.00	6,205.00		727.33%
003-47401 Sewer Hookup Fees	24,400.00	35,800.00	38,800.00	28,800.00	16,000.00	16,000.00	10,000.00		-37.50%
003-47402 Sewer Inspection Fees	6,970.00	9,600.00	10,350.00	7,850.00	2,000.00	4,000.00	2,500.00		25.00%
003-48110 Interest on Accounts	2,263.94	741.04	567.80	358.24	700.00	225.00	225.00		-67.86%
Total Other Operating Rev	\$ 40,521.35	\$ 53,259.44	\$ 56,841.11	\$ 55,434.86	\$ 22,450.00	\$ 29,255.00	\$ 21,930.00		-2.32%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 598,971.60</b>	<b>\$ 784,677.98</b>	<b>\$ 877,409.05</b>	<b>\$ 922,944.63</b>	<b>\$ 932,535.13</b>	<b>\$ 910,829.99</b>	<b>\$ 931,522.00</b>		<b>-0.11%</b>

SANITARY SYSTEM OPERATIONS & MAINTENANCE EXPENSES									
		2011	2012	2013	2014	2015	2015 est.	2016	% Change
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	
62000-001-004	Sew-Labor Wage	\$ 37,120.97	\$ 42,718.24	\$ 34,064.36	\$ 40,333.69	\$ 46,617.00	\$ 46,617.00	\$ 49,236.58	5.62%
62000-003-004	Sew-Labor WRS	3,419.58	2,508.45	2,236.34	2,794.54	3,169.96	3,169.96	3,249.61	2.51%
62000-004-004	Sew-Labor FICA/Med	2,738.03	3,169.65	2,589.32	3,045.70	3,566.20	3,566.20	3,766.60	5.62%
62000-005-004	Sew-Labor Fringe	5,632.46	5,438.09	2,021.36	2,227.87	3,140.65	3,140.65	2,229.41	-29.01%
62000-039	Facilities Maint	1,000.21	2,300.03	12,935.30	1,336.34	3,500.00	5,000.00	3,500.00	0.00%
62000-043	PW Power for Pumping	4,533.43	4,297.29	4,640.70	5,259.40	4,500.00	7,000.00	7,000.00	55.56%
62000-011	Sew-Ed/Conf/Trav	828.65	618.50	471.45	962.01	950.00	1,006.00	950.00	0.00%
62000-080	Treatment Charges-GBMSD	222,907.49	188,686.85	272,238.31	326,876.94	327,200.00	361,500.00	397,285.00	21.42%
62000-007	Lift Station Phones	805.62	637.14	723.32	571.02	-	-	-	
62000-102	CMAR Sewer Replacement	6,186.17	12,000.00	92.54	-	12,000.00	12,000.00	12,000.00	0.00%
62000-006	DPW Supply/Exp	4,528.88	3,450.76	2,853.43	4,956.46	5,000.00	5,000.00	5,000.00	0.00%
62000-016	Sew- Fuel	6,999.13	6,458.21	9,083.50	10,032.54	10,000.00	5,000.00	5,500.00	-45.00%
62000-035	San Sew-Payment in Lieu of Tax	1,075.00	409.00	409.00	2,200.00	-	2,200.00	2,200.00	-
62000-081	San Sew-Interceptor Lease Payment	5,723.16	1,049.21	1,049.21	1,049.21	1,049.21	1,049.21	1,049.21	0.00%
62000-078	Sewer Engineering	7,735.62	41,926.70	13,549.42	3,228.17	12,750.00	6,500.00	15,000.00	17.65%
62000-014	Outside Services & Televising	23,067.56	37,838.99	42,029.47	51,314.85	33,000.00	30,000.00	40,000.00	21.21%
<b>Total Operations/Maintenance Expense</b>		<b>\$ 334,301.96</b>	<b>\$ 353,507.11</b>	<b>\$ 400,987.03</b>	<b>\$ 456,188.74</b>	<b>\$ 466,443.02</b>	<b>\$ 492,749.02</b>	<b>\$ 547,966.41</b>	<b>17.48%</b>

GENERAL OPERATING EXPENSES									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
62000-001-003	Sew-Admin Salary	\$ 28,433.16	\$ 25,067.06	\$ 25,702.54	\$ 26,521.22	\$ 26,628.25	\$ 25,503.25	\$ 24,832.90	-6.74%
62000-003-003	Sew-AdminWRS	2,947.40	1,459.34	1,701.45	1,844.61	1,810.72	1,734.22	865.53	-52.20%
62000-004-003	Sew-Admin FICA/Med	2,097.36	1,804.25	1,822.20	1,884.95	2,037.06	1,951.00	1,899.72	-6.74%
62000-005-003	Sew-Admin Fringe	5,273.88	5,749.72	6,128.50	6,675.61	6,963.72	6,858.83	8,189.97	17.61%
62000-009	Audit	2,500.00	4,667.50	4,189.00	4,171.78	4,395.21	4,395.21	4,283.75	-2.54%
62000-034	Insurance Expense(WC, P/C, other)	1,418.70	2,000.78	2,956.68	3,373.71	3,325.00	2,739.22	5,875.16	76.70%
62000-033	Health Reimbursement	10,234.55	6,007.64	5,711.53	8,071.47	7,175.00	6,000.00	6,900.00	-3.83%
<b>Total General Expenses</b>		<b>\$ 52,905.05</b>	<b>\$ 46,756.29</b>	<b>\$ 48,211.90</b>	<b>\$ 52,543.35</b>	<b>\$ 52,334.96</b>	<b>\$ 49,181.73</b>	<b>\$ 52,847.03</b>	<b>0.98%</b>
<b>Total Oper/Maint/General.</b>		<b>\$ 387,207.01</b>	<b>\$ 400,263.40</b>	<b>\$ 449,198.93</b>	<b>\$ 508,732.09</b>	<b>\$ 518,777.98</b>	<b>\$ 541,930.75</b>	<b>\$ 600,813.44</b>	<b>15.81%</b>
OTHER SANITARY SEWER EXPENSES									
62000-024	Depreciation Expense	\$ 206,496.65	\$ 208,614.00	\$ 217,351.00	\$ 227,720.00	\$ 226,000.00	\$ 232,000.00	\$ 234,000.00	3.54%
03-40800-00	Tax Expense	1,484.00	-	-	-	1,500.00	(1,500.00)	1,500.00	0.00%
03-42800-00	Amort of Debt Issue Costs	4,248.00	-	-	-	-	-	-	
03-62000-047	Sewer Capital	-	2,536.75	9,278.43	36,443.17	48,125.00	1,000.00	119,150.00	147.58%
<b>Total Other Expenses</b>		<b>\$ 212,228.65</b>	<b>\$ 211,150.75</b>	<b>\$ 226,629.43</b>	<b>\$ 264,163.17</b>	<b>\$ 275,625.00</b>	<b>\$ 231,500.00</b>	<b>\$ 354,650.00</b>	<b>28.67%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 599,435.66</b>	<b>\$ 611,414.15</b>	<b>\$ 675,828.36</b>	<b>\$ 772,895.26</b>	<b>\$ 794,402.98</b>	<b>\$ 773,430.75</b>	<b>\$ 955,463.44</b>	<b>20.27%</b>
<b>NET OPERATING INCOME (LOSS)</b>		<b>\$ (464.06)</b>	<b>\$ 173,263.83</b>	<b>\$ 201,580.69</b>	<b>\$ 150,049.37</b>	<b>\$ 138,132.15</b>	<b>\$ 137,399.24</b>	<b>\$ (23,941.44)</b>	<b>-117.33%</b>
SEWER NONOPERATING REVENUES (EXPENSES)		2011 ACTUAL	2012 BUDGET	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	
	Interest Paid on Debt*	\$ (149,969.00)	\$ (134,341.21)	\$ (186,115.84)	\$ (165,653.72)	\$ (154,970.79)	\$ (154,970.79)	\$ (143,647.09)	-7.31%
	Principal Paid on Debt*	(698,841.00)	(309,129.49)	(398,737.36)	(299,413.38)	(318,610.73)	(318,610.73)	(331,871.61)	4.16%
	Tax Levy for future capacity	136,045.91	-	-	-	-	-	-	
003-49130	Bond Premium	-	36,618.78	-	-	-	-	-	
<b>Total Nonoperating Revenues (Expenses)</b>		<b>\$ (712,764.09)</b>	<b>\$ (406,851.92)</b>	<b>\$ (584,853.20)</b>	<b>\$ (465,067.10)</b>	<b>\$ (473,581.52)</b>	<b>\$ (473,581.52)</b>	<b>\$ (475,518.70)</b>	<b>0.41%</b>
<b>NET INCOME (LOSS)</b>		<b>\$ (713,228.15)</b>	<b>\$ (233,588.09)</b>	<b>\$ (383,272.51)</b>	<b>\$ (315,017.73)</b>	<b>\$ (335,449.37)</b>	<b>\$ (336,182.28)</b>	<b>\$ (499,460.14)</b>	<b>48.89%</b>
*Details on Principal/Interest paid on debt (see Debt Service Budget)									

## **PROPRIETARY FUND “07”: VILLAGE STORMWATER MANAGEMENT UTILITY FUND**

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### **GOAL:**

To provide a cost-efficient utility that effectively conveys and discharges storm water and associated runoff in an environmentally-sound manner; to comply with all relevant regulations regarding storm water quality and quantity controls.

### **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 (Capital Improvement Program), pro-actively 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. Curb and gutter infrastructure is only in a few single family subdivisions and other developments in the Village. 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.

Existing and ever-changing 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 user charges, the Village will be better able to fund such projects and further the objectives of having clean and safe waterways.

The Village adopted its Storm Water Utility Ordinance in 2007. The health of the Utility is very good with a stable fund balance. 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 stricter regulations. The Village Board chooses to be pro-active by reserving funds from user charges 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 2016:** The Storm Water Utility user charges were unchanged from 2015 rates. Charges are based on a calculation called an “Equivalent Runoff Unit”(ERU). An average residential home is 1 “ERU.” The 2016 charge per ERU is \$71.43.

STORM WATER UTILITY REVENUES AND EXPENSES									
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	% Change
<b>OPERATING REVENUE-STORM WATER UTILITY USER CHARGES</b>									
46101	Revenue;Storm Water Fees	\$ 465,421.68	\$ 451,272.68	\$ 507,478.17	\$ 514,437.28	\$ 463,707.00	\$ 464,589.90	\$ 458,922.33	-1.03%
44300	Revenue; Building Permits			-	3,000.00	2,000.00	2,000.00	1,500.00	-25.00%
<b>Total Revenue</b>		<b>\$ 465,421.68</b>	<b>\$ 451,272.68</b>	<b>\$ 507,478.17</b>	<b>\$ 517,437.28</b>	<b>\$ 465,707.00</b>	<b>\$ 466,589.90</b>	<b>\$ 460,422.33</b>	<b>-1.13%</b>
		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET	
<b>STORM WATER UTILITY OPERATION/MAINTENANCE/CONSTRUCTION EXPENSES</b>									
64000-001-003	SW Admin Salary/Wage	\$ 58,067.81	\$ 64,810.35	\$ 65,957.98	\$ 68,725.85	\$ 67,327.17	\$ 62,827.17	\$ 58,229.46	-13.51%
64000-001-004	SW Labor Salary/Wage	28,982.95	31,043.57	29,359.78	33,934.36	32,698.54	32,698.54	33,452.18	2.30%
64000-003-003	SW Admin WRS	5,372.79	3,802.70	4,364.58	4,784.13	4,578.25	4,272.25	3,688.45	-19.44%
64000-003-004	SW Labor WRS	2,438.10	1,410.15	1,354.70	1,870.55	1,713.50	1,713.50	1,712.84	-0.04%
64000-004-003	SW Admin FICA/MED	4,291.83	4,795.07	4,859.09	5,068.95	5,150.53	4,806.28	4,454.55	-13.51%
64000-004-004	SW Labor FICA/MED	2,178.35	2,317.86	2,197.71	2,597.06	2,501.44	2,501.44	2,559.09	2.30%
64000-005-003	SW Admin Fringe	8,123.69	7,899.45	8,423.32	9,017.20	11,088.10	10,668.56	13,217.34	19.20%
64000-005-004	SW Labor Fringe	3,185.87	3,048.27	1,837.97	2,138.51	2,176.03	2,176.03	1,441.37	-33.76%
64000-006	SW Supplies	2,158.57	2,543.65	1,378.08	2,465.66	2,500.00	1,750.00	2,500.00	0.00%
64000-009	SW Audit	4,133.75	2,627.50	2,186.00	2,180.52	2,317.14	2,317.14	2,148.75	-7.27%
64000-011	SW Ed/Conf/Travel	1,878.65	618.50	1,571.45	2,252.01	2,000.00	2,006.00	2,000.00	0.00%
64000-014	SW Outside Services	19,854.24	8,255.00	8,762.51	12,060.74	11,000.00	9,000.00	25,000.00	127.27%
64000-015	SW New Equipment	775.95	4,642.14	-	171.63	4,250.00	2,000.00	3,000.00	-29.41%
64000-016	SW Fuel	2,594.79	7,148.58	9,083.46	10,293.81	9,750.00	8,000.00	8,750.00	-10.26%
64000-021	SW Vehicle & Equip Maint	2,682.18	1,550.25	1,564.15	9,091.90	4,000.00	6,000.00	6,500.00	62.50%
64000-044	SW Equipment Rental	13,593.54	3,022.20	6,246.52	6,180.45	9,500.00	8,000.00	8,000.00	-15.79%
64000-022	SW Facilities Maintenance	20,816.88	45,343.27	395.80	17,790.06	20,000.00	2,500.00	7,500.00	-62.50%
64000-033	SW Health Reimbursement	10,234.46	6,006.57	5,711.49	8,071.14	7,175.00	6,000.00	6,900.00	-3.83%
64000-035	SW Payment of Tax	3,078.86	3,557.35	-	-	-	-	-	

STORM WATER UTILITY OPERATION/MAINTENANCE/CONSTRUCTION EXPENSES Cont'd									
		2011	2012	2013	2014	2015	2015 est.	2016	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		BUDGET	% Change
64000-059	SW Legal Expenses	24,072.44	55,507.76	68,095.60	64,217.94	30,000.00	53,500.00	30,000.00	0.00%
64000-078	SW Planning/Engineering	42,659.30	61,947.96	25,797.92	13,957.53	25,000.00	10,000.00	20,000.00	-20.00%
64000-083	SW Culvert Replacement	2,522.38	33,650.98	141.64	14,633.45	12,500.00	7,000.00	12,500.00	0.00%
64000-087	SW Permit/Design	-	-	-	-	4,850.00	-	4,850.00	0.00%
64000-088	SW Repair/Prev Maint	-	155.89	3,002.72	52,601.63	3,000.00	2,500.00	3,000.00	0.00%
	CTY Bridge Aid Funds (match)							40,000.00	
64000-054	Storm Street Sweeping		8,642.00	7,677.00	4,209.25	8,000.00	8,000.00	9,000.00	12.50%
<b>Total Maint/Ops/Const Expenses</b>		<b>\$ 263,697.38</b>	<b>\$ 364,347.02</b>	<b>\$ 259,969.47</b>	<b>\$ 348,314.33</b>	<b>\$ 283,075.70</b>	<b>\$ 250,236.91</b>	<b>\$ 310,404.03</b>	<b>9.65%</b>
64000-047	SW Capital Outlay	\$ -	\$ 2,536.53	\$ 8,255.28	\$ 7,499.97	\$ 173,118.00	\$ 173,118.00	\$ 153,979.00	-11.06%
64000-024	SW Depreciation	\$ 25,855.00	\$ 17,593.00	\$ 45,568.00	\$ 55,235.00	\$ 57,000.00	\$ 61,000.00	\$ 70,000.00	22.81%
	<b>Total Storm Sewer Expenses</b>	<b>\$ 289,552.38</b>	<b>\$ 384,476.55</b>	<b>\$ 313,792.75</b>	<b>\$ 411,049.30</b>	<b>\$ 513,193.70</b>	<b>\$ 484,354.91</b>	<b>\$ 534,383.03</b>	<b>4.13%</b>
	<b>Less Revenue from User Fee Charges</b>	<b>\$ (465,421.68)</b>	<b>\$ (451,272.68)</b>	<b>\$ (507,478.17)</b>	<b>\$ (517,437.28)</b>	<b>\$ (465,707.00)</b>	<b>\$ (466,589.90)</b>	<b>\$ (460,422.33)</b>	<b>-1.13%</b>
	<b>Net Income (Loss)</b>	<b>\$ 175,869.30</b>	<b>\$ 66,796.13</b>	<b>\$ 193,685.42</b>	<b>\$ 106,387.98</b>	<b>\$ (47,486.70)</b>	<b>\$ (17,765.01)</b>	<b>\$ (73,960.70)</b>	<b>55.75%</b>

## **10.0 Tax Increment Districts (TIDs)**

## TAX INCREMENT DISTRICT #1 (fund "08")- *CENTENNIAL CENTRE at HOBART*

### GOAL:

To utilize tax increment finance laws to spur economic development with the intent of preserving, 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* Master Plan. The following description is designed to give a general overview of tax increment finance (TIF) and how it works.

Since 1975 state enabling legislation, the use of tax increment finance has become a widely used economic development tool that Wisconsin municipalities can utilize to increase property tax base. 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.

For more information regarding TID #1 specifically, or tax increment financing in general, please contact the Village Office.

## **Recent TID #1 Development Activities**

- The *MarketPlace District* sub-area plan was developed and adopted for *Centennial Centre at Hobart*;
- *Ravello Townhomes* phase II were built out and occupied;
- *Jan Wos Park* was constructed;
- Multi-use pedestrian pathway loop was completed (Sunlite-Overland- Centennial Centre Blvd);
- Development Agreement was executed for *Hobart Crossing*, an up-scale leased residence projected to be approximately 178 units at an estimated value of \$18M;
- Development Agreement was executed for *Encore*, an townhome style leased residence consisting of 96 units at an estimated value of \$7.2M;
- New [www.buildinhobart.com](http://www.buildinhobart.com) website completed and features TID #2 properties for sale and development;
- Founders Terrace and Larsen Orchard Parkway phase 1 construction near completion;
- Planning commenced for first commercial lease-tenant building.

TAX INCREMENT DISTRICT (TID) #1 REVENUES AND EXPENSES								
		2011	2012	2013	2014	2015		2016
REVENUE - TID #1		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2015 est.	BUDGET
08-41110	Revenue, Gen Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
08-43430	Exempt Computer Aid	-	3,480.00	4,703.00	4,693.00	4,693.00	4,693.00	4,693.00
08-48300	Interest on Accounts	19.73	1,108.06	-	-	1,000.00	1,000.00	1,000.00
08-48300	Land Sales Revenues (Financing/Fund Transfer/Other)	(2,000.00)	-	-	-	-	-	-
multiple accts.		1,250,351.00	7,239,226.32	-	4,746,064.09	-	2,352,753.81	-
08-41900	DEV- PILOT	-	-	-	30,831.40	-	-	-
08-41111	Tax Increment	16,608.36	370,158.73	629,476.02	995,648.79	1,300,109.85	1,300,109.85	1,539,333.03
	Issued Bonds							1,425,000.00
<b>TOTAL REVENUE</b>		<b>\$ 1,264,979.09</b>	<b>\$ 7,613,973.11</b>	<b>\$ 634,179.02</b>	<b>\$ 5,777,237.28</b>	<b>\$ 1,305,802.85</b>	<b>\$ 3,658,556.66</b>	<b>\$ 2,970,026.03</b>
DEBT SERVICE EXPENSES - TID #1		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
multiple accts.	Principal Paid on Debt	\$ 1,873,780.00	\$ 5,100,000.00	\$ 240,000.00	\$ 1,128,351.00	\$ 293,921.00	\$ 2,596,520.00	\$ 500,980.00
multiple accts.	Interest Paid on Debt	317,344.52	234,443.00	240,691.12	165,130.63	296,656.48	206,145.09	286,452.35
<b>TOTAL DEBT SERVICE EXPENSES</b>		<b>2,191,124.52</b>	<b>5,334,443.00</b>	<b>480,691.12</b>	<b>1,293,481.63</b>	<b>590,577.48</b>	<b>2,802,665.09</b>	<b>787,432.35</b>
OTHER EXPENSES - TID #1		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
08-68000-001	Admin Salary	\$ -	\$ -	\$ -	\$ -	\$ 4,175.00	\$ 4,175.00	\$ 4,500.00
08-68000-003	Admin WRS	-	-	-	-	283.90	283.90	297.00
08-68000-004	Admin FICA/MED	-	-	-	-	319.39	319.39	344.25
08-68000-005	Admin Fringe	-	-	-	-	832.71	832.71	1,005.75
08-68000-006	ED Marketing/Supply	-	-	-	9,187.25	10,000.00	32,000.00	15,000.00
08-56560-000	Developer Contribution (construction escrow disbursement)	146,503.60	1,055,689.30	-	-	-	-	-
08-68000-009	Audit	-	-	-	-	-	-	-
08-68000-014	Outside Services	1,731.20	18,437.53	6,226.61	120,781.16	30,500.00	20,000.00	33,250.00
08-68000-047	Capital Outlay	9,230.37	808,242.88	1,268,354.05	800,661.52	81,214.00	1,300,000.00	1,423,508.00
08-68000-053	Increment Payment	-	11,041.06	17,948.88	49,856.50	71,842.00	71,031.00	389,601.00
08-68000-078	Engineering	36,094.07	89,882.97	133,760.70	90,859.60	18,475.00	105,000.00	20,000.00
08-68000-040	Water Irrigation	-	-	-	-	3,250.00	-	-
08-68000-099	Bond Issuance Costs	24,004.80	104,912.00	-	73,064.61	-	49,668.81	-
<b>TOTAL OTHER EXPENSES</b>		<b>217,564.04</b>	<b>2,088,205.74</b>	<b>1,426,290.24</b>	<b>1,144,410.64</b>	<b>220,892.00</b>	<b>1,583,310.81</b>	<b>1,887,506.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 2,408,688.56</b>	<b>\$ 7,422,648.74</b>	<b>\$ 1,906,981.36</b>	<b>\$ 2,437,892.27</b>	<b>\$ 811,469.48</b>	<b>\$ 4,385,975.90</b>	<b>\$ 2,674,938.35</b>
<b>TOTAL REVENUE</b>		<b>\$ 1,264,979.09</b>	<b>\$ 7,613,973.11</b>	<b>\$ 634,179.02</b>	<b>\$ 5,777,237.28</b>	<b>\$ 1,305,802.85</b>	<b>\$ 3,658,556.66</b>	<b>\$ 2,970,026.03</b>
<b>NET INCOME (LOSS)</b>		<b>\$ (1,143,709.47)</b>	<b>\$ 191,324.37</b>	<b>\$ (1,272,802.34)</b>	<b>\$ 3,339,345.01</b>	<b>\$ 494,333.37</b>	<b>\$ (727,419.24)</b>	<b>\$ 295,087.68</b>
<b>NOTES:</b>								
**Tax Increment** revenue and **Increment Payment** expense for 2016 calculated based on payable combined tax rate of \$17.61, will be higher/lower given final tax rates of all jurisdictions								

## TAX INCREMENT DISTRICT #2 (fund "09")- SOUTHEAST HOBART BUSINESS PARK

### 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 2011, the Village constituted its second tax increment district (TID#2) in southern Hobart. TID #2 will feature two separate planned development districts which are divided by Orlando Drive. To the south is a mix-used residential and commercial area with a zoning district similar to *Centennial Centre at Hobart*. The area north of Orlando Drive known as the *Southeast Hobart Business Park* will focus on commercial and industrial development projects. The stated objectives of TID #2 include:

1. Support and stimulate private investment on land within a planned development district, which would not happen without the assistance of tax increment financing;
2. Strengthen the tax base and economic viability of the Village;
3. Re-institute a planned limited industrial area (north of Orlando) as part of a mixed use TID which will feature controlled residential developments (south of Orlando) to provide homes for new jobs expected to be created.



## Recent TID #2 Development Activities

- Executed Development Agreement for the Driveway basketball training center on Flight-Way Drive- construction began on that building in December 2015;
- The Village acquired 36 acres of developable property for \$1,985,000 to facilitate future manufacturing development projects;
- New [www.buildinhobart.com](http://www.buildinhobart.com) website completed and features TID #2 properties for sale and development;
- Complete built-out achieved in the *Tailwind Crossing* single family subdivision.

TAX INCREMENT DISTRICT (TID) #2 REVENUES AND EXPENSES								
REVENUE - TID #1		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
09-41110	Revenue, Gen Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09-43430	Exempt Computer Aid	-	-	68.00	283.00	283.00	-	283.00
09-48300	Interest on Accounts	319.68	313.20	-	159.17	200.00	200.00	200.00
09-48300	Land Sales	-	-	-	-	-	-	-
multiple accts.	Revenues (Financing/Fund Transfer/Other)	1,749,695.40	-	-	1,464,737.60	-	-	-
09-41111	Tax Increment	-	-	60,413.05	300,458.94	505,598.27	505,598.27	611,382.00
<b>TOTAL REVENUE</b>		<b>\$ 1,750,015.08</b>	<b>\$ 313.20</b>	<b>\$ 60,481.05</b>	<b>\$ 1,765,638.71</b>	<b>\$ 506,081.27</b>	<b>\$ 505,798.27</b>	<b>\$ 300,901.11</b>
DEBT SERVICE EXPENSES - TID #1		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
multiple accts.	Principal Paid on Debt	\$ -	-	\$ -	\$ 186,649.00	\$ 6,080.00	\$ 1,328,580.00	\$ 284,020.00
multiple accts.	Interest Paid on Debt	-	39,276.00	43,240.00	11,927.91	90,370.26	79,513.92	141,022.50
<b>TOTAL DEBT SERVICE EXPENSES</b>		<b>-</b>	<b>39,276.00</b>	<b>43,240.00</b>	<b>198,576.91</b>	<b>96,450.26</b>	<b>1,408,093.92</b>	<b>425,042.50</b>
OTHER EXPENSES - TID #1		2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 est.	2016 BUDGET
09-69000-001	Admin Salary	\$ -	\$ -	\$ -	\$ -	\$ 4,175.00	\$ 4,715.00	\$ 4,500.00
09-69000-003	Admin WRS	-	-	-	-	283.90	283.90	297.00
09-69000-004	Admin FICA/MED	-	-	-	-	319.39	319.39	344.25
09-69000-005	Admin Fringe	-	-	-	-	832.71	832.71	1,005.75
09-51415-006	ED Marketing/Supply	-	-	-	4,253.49	10,000.00	12,000.00	15,000.00
09-56560-000	Developer Contribution (construction escrow disbursement)	1,408,723.76	128,456.99	-	-	-	-	-
09-69000-009	Audit	-	-	-	-	-	-	-
09-9000-014	Outside Services	-	3,831.00	16,139.84	5,777.50	20,000.00	28,000.00	20,000.00
09-69000-047	Capital Outlay	(1,600,000.00)	751.00	-	1,384,170.20	30,000.00	660,564.44	30,000.00
09-69000-053	Increment Payment	-	-	3,306.47	15,228.77	25,535.00	24,269.00	30,829.00
09-69000-078	Engineering	-	-	-	17,537.25	10,000.00	5,000.00	10,000.00
09-69000-099	Bond Issuance Costs	42,211.00	-	-	37,770.39	-	45,846.19	-
<b>TOTAL OTHER EXPENSES</b>		<b>(149,065.24)</b>	<b>133,038.99</b>	<b>19,446.31</b>	<b>1,464,737.60</b>	<b>101,146.00</b>	<b>781,830.63</b>	<b>111,976.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ (149,065.24)</b>	<b>\$ 172,314.99</b>	<b>\$ 62,686.31</b>	<b>\$ 1,663,314.51</b>	<b>\$ 197,596.26</b>	<b>\$ 2,189,924.55</b>	<b>\$ 537,018.50</b>
<b>TOTAL REVENUE</b>		<b>\$ 1,750,015.08</b>	<b>\$ 313.20</b>	<b>\$ 60,481.05</b>	<b>\$ 1,765,638.71</b>	<b>\$ 506,081.27</b>	<b>\$ 505,798.27</b>	<b>\$ 300,901.11</b>
<b>NET INCOME (LOSS)</b>		<b>\$ 1,899,080.32</b>	<b>\$ (172,001.79)</b>	<b>\$ (2,205.26)</b>	<b>\$ 102,324.20</b>	<b>\$ 308,485.01</b>	<b>\$ (1,684,126.28)</b>	<b>\$ (236,117.39)</b>
<b>NOTES:</b>								
*Tax Increment" revenue and "Increment Payment" expense for 2016 calculated based on payable combined tax rate of \$19.27, will be higher/lower given final tax rates of all jurisdictions								

**APPENDIX A**  
**WAGE RATE/SALARY SCHEDULE BY TITLE**

<b>2016 WAGE RATES/SALARY SCHEDULE (effective 1/1/16)</b>	
<b>POSITION</b>	<b>2016 SALARY / WAGE</b>
VILLAGE ADMINISTRATOR (1)*	\$90,000
DIRECTOR OF NEIGHBORHOOD SERVICES (1)	\$81,826
CHIEF OF POLICE (1)	\$77,556
PUBLIC WORKS & UTILITIES COORDINATOR (1)	\$68,661
CLERK / TREASURER (1)	\$60,611
DEPUTY CLERK - TREASURER / UTILITY BILLING CLERK (1)	\$22.58
POLICE CLERK / ADMINISTRATIVE CLERK (1)	\$18.37
COURT CLERK / ADMINISTRATIVE CLERK (1)	\$17.12
POLICE LIEUTENANT/INVESTIGATOR	\$31.10
POLICE OFFICER - FULL TIME (5) "top pay"	\$29.61
POLICE OFFICER - PART TIME (1) "top pay"	\$21.80
WATER/SEWER OPERATOR (1)	\$24.50
PW & UTILITY CREW MEMBER (3)	\$20.18
ASSISTANT TO VILLAGE ADMINISTRATOR (1)	\$17.73
<b>* does not include \$500/month housing allowance</b>	

## APPENDIX B

### WAGE/SALARY COST TOTALS AND ALLOCATIONS BY ACCOUNT

2016 WAGE AND SALARY ACCOUNT ALLOCATIONS			
FUND	POSITION/PROGRAM	ACCT #	AMOUNT
G	ADMIN	51410-001	\$ 49,500.00
G	ASSISTANT to VA	51410-002	\$ 31,346.64
G	CLERK	51420-001	\$ 64,674.66
G	TREAS	51520-001	\$ 14,470.61
G	BUILD/PLANT WAGE	51600-001	\$ 10,869.84
G	COURT CLERK	51200-001	\$ 21,365.76
G	POLICE OFFICERS/CLERK	52100-001	\$ 492,075.09
G	PT OFFICERS	52100-001-002	\$ 51,012.00
G	NEIGH SERVICES	52400-001	\$ 49,913.86
G	DPW-LABOR	53100-001-004	\$ 109,267.52
G	DPW-ADMIN	53100-001-003	\$ 13,732.20
G	DPW- REC COORD	to be assigned	\$ 5,531.76
W	DPW-LABOR	60000-001-004	\$ 56,720.33
W	WAT ADMIN	60000-001-003	\$ 31,934.88
S	DPW-LABOR	62000-001-004	\$ 49,236.58
S	SEW ADMIN	62000-001-003	\$ 24,832.90
ST	ST DPW-LABOR	64000-001-004	\$ 33,452.18
ST	ST ADMIN	64000-001-003	\$ 58,229.46
T1	T1-ADMIN	68000-001	\$ 4,500.00
T2	T2 ADMIN	69000-001	\$ 4,500.00
		<b>TOTAL</b>	<b>\$ 1,177,166.27</b>

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility

# APPENDIX C

## PAYROLL TAXES (FICA/MEDICARE) COST TOTALS AND ALLOCATIONS BY ACCOUNT

2016 FICA/MED ACCOUNT ALLOCATIONS			
FUND	POSITION/PROGRAM	ACCT #	AMOUNT
G	ADMIN	51410-004	\$ 6,184.77
G	CLERK	51420-004	\$ 4,947.61
G	TREAS	51520-004	\$ 1,107.00
G	BUILD/PLANT	51600-004	\$ 831.54
G	COURT CLERK	51200-004-002	\$ 1,634.48
G	POLICE OFFICERS/CLERK	52100-004	\$ 41,546.16
G	NEIGH SERVICES	52400-004	\$ 3,818.41
G	DPW-LABOR	53100-004-004	\$ 8,358.97
G	DPW-ADMIN	53100-004-003	\$ 1,050.51
G	DPW- REC/SUST COORD	to be assigned	\$ 423.18
W	DPW-LABOR	60000-004-004	\$ 4,339.11
W	WAT ADMIN	60000-004-003	\$ 2,443.02
S	DPW-LABOR	62000-004-004	\$ 3,766.60
S	SEW ADMIN	62000-004-003	\$ 1,899.72
ST	ST DPW-LABOR	64000-004-004	\$ 2,559.09
ST	ST ADMIN	64000-004-003	\$ 4,454.55
T 1	T1-ADMIN	68000-004	\$ 344.25
T2	T2 ADMIN	69000-004	\$ 344.25
		<b>TOTAL</b>	<b>\$ 90,053.22</b>

**FUNDS:**

- G= General Fund
- W= Water Utility
- S= Sewer Utility
- ST= Storm Water Utility

# APPENDIX D

## HEALTH & DENTAL COST TOTALS AND ALLOCATION BY ACCOUNT

<b>2016 HEALTH &amp; DENTAL BENEFIT ALLOCATIONS</b>					
<b>FUND</b>	<b>POSITION/PROGRAM</b>	<b>HEALTH ACCT #</b>	<b>AMOUNT</b>	<b>DENTAL ACCOUNT #</b>	<b>AMOUNT</b>
G	ADMIN	51410-005	\$ 11,803.05	51410-005	\$ 228.53
G	CLERK	51420-005	\$ 23,183.25	51420-005	\$ 700.78
G	TREAS	51520-005	\$ 5,002.25	51520-005	\$ 117.26
G	COURT CLERK	51200-005-002	\$ 6,926.75	51200-005-002	\$ 512.42
G	POLICE OFFICERS/CLERK	52100-005	\$ 63,655.85	52100-005	\$ 2,718.36
G	NEIGH SERVICES	52400-005	\$ 12,323.23	52400-005	\$ 253.46
G	DPW-LABOR	53100-005-004	\$ 12,831.97	53100-005-004	\$ 467.51
G	DPW-ADMIN	53100-005-003	\$ -	53100-005-003	\$ -
G	DPW- REC COORD	to be assigned	\$ 215.78	to be assigned	\$ 31.17
W	DPW-LABOR	60000-005-004	\$ 2,229.71	60000-005-004	\$ 161.03
W	WAT ADMIN	60000-005-003	\$ 10,965.04	60000-005-003	\$ 357.31
S	DPW-LABOR	62000-005-004	\$ 1,654.30	62000-005-004	\$ 119.47
S	SEW ADMIN	62000-005-003	\$ 7,743.02	62000-005-003	\$ 233.13
ST	ST DPW-LABOR	64000-005-004	\$ 1,150.82	64000-005-004	\$ 83.11
ST	ST ADMIN	64000-005-003	\$ 12,351.53	64000-005-003	\$ 271.00
T1	T1-ADMIN	68000-005	\$ 961.85	68000-005	\$ 20.78
T2	T2 ADMIN	69000-005	\$ 961.85	69000-005	\$ 20.78
		<b>TOTAL</b>	<b>\$ 173,960.23</b>	<b>TOTAL</b>	<b>\$ 6,296.07</b>

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility

# APPENDIX E

## WISCONSIN RETIREMENT SYSTEM (WRS) COST TOTALS AND ALLOCATION BY ACCOUNT

2016 WRS SCHEDULE			
FUND	POSITION/PROGRAM	WRS Acct #	AMOUNT
G	ADMIN	51410-003	\$ 5,335.88
G	CLERK	51420-003	\$ 4,268.53
G	TREAS	51520-003	\$ 955.06
G	COURT CLERK	51200-003	\$ 1,410.14
G	BUILD/PLANT	51600-003	\$ 449.71
G	POLICE OFFICERS/CLERK	52100-003	\$ 58,884.05
G	CHIEF WDC	52100-019	\$ 7,833.23
G	NEIGH SERVICES	52400-003	\$ 3,294.31
G	DPW-LABOR	53100-003-003	\$ 6,386.66
G	DPW-ADMIN	53100-003-004	\$ 906.33
G	DPW- REC COORD	to be assigned	\$ 365.10
W	DPW-LABOR	60000-003-004	\$ 3,743.54
W	WAT ADMIN	60000-003-003	\$ 2,107.70
S	DPW-LABOR	62000-003-004	\$ 3,249.61
S	SEW ADMIN	62000-003-003	\$ 1,638.97
ST	ST DPW	64000-003-004	\$ 1,712.84
ST	ST ADMIN	64000-003-003	\$ 3,843.14
T1	T1-ADMIN	68000-003	\$ 297.00
T2	T2 ADMIN	69000-003	\$ 297.00
		<b>TOTAL</b>	<b>\$ 106,978.81</b>

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility

# APPENDIX F

## “OTHER” FRINGE BENEFIT COST TOTALS AND ALLOCATION BY ACCOUNT (Life Insurance and Income Continuation Insurance)

2016 LIFE AND INCOME CONTINUATION ALLOCATIONS			
FUND	POSITION/PROGRAM	ACCT #	AMOUNT
G	ADMIN	51410-005	\$ 254.43
G	CLERK	51420-005	\$ 1,026.25
G	TREAS	51520-005	\$ 251.84
G	COURT CLERK	51200-005-002	\$ 138.06
G	POLICE OFFICERS/CLERK	52100-005	\$ 3,722.36
G	NEIGH SERVICES	52400-005	\$ 515.06
G	DPW-LABOR	53100-005-004	\$ 636.60
G	DPW-ADMIN	53100-005-003	\$ 145.52
G	DPW- REC COORD	to be assigned	\$ 38.96
W	DPW-LABOR	60000-005-004	\$ 536.60
W	WAT ADMIN	60000-005-003	\$ 281.13
S	DPW-LABOR	62000-005-004	\$ 455.64
S	SEW ADMIN	62000-005-003	\$ 213.82
ST	ST DPW-LABOR	64000-005-004	\$ 207.44
ST	ST ADMIN	64000-005-003	\$ 594.82
T1	T1-ADMIN	68000-005	\$ 23.13
T2	T2 ADMIN	69000-005	\$ 23.13
		<b>TOTAL</b>	<b>\$ 9,018.52</b>

**FUNDS:**

G= General Fund

W= Water Utility

S= Sewer Utility

ST= Storm Water Utility

# APPENDIX G: LONG TERM DEBT SERVICE PLAN AND SOURCE OF FUNDS

\*\*Current as of 12/31/15 only\*\*

	GO DEBT		SAFE DRINKING WATER		GBMSD DEBT			FUNDS	FUNDS	FUND	FUND	TAX
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST		REVENUE	REVENUE	REVENUE	REVENUE	LEVY
2016	\$ 1,215,000.00	\$ 767,171.90	\$ 48,128.00	\$ 19,515.55	\$ 199,859.11	\$ 83,564.56	\$ 2,333,239.12	\$ 259,932.15	\$ 475,518.70	\$ 787,432.35	\$ 425,042.05	\$ 420,813.88
2017	\$ 1,435,000.00	\$ 705,613.65	\$ 49,186.81	\$ 18,445.09	\$ 207,976.27	\$ 75,447.40	\$ 2,491,669.22	\$ 260,984.93	\$ 472,373.02	\$ 828,101.49	\$ 420,649.66	\$ 509,560.12
2018	\$ 1,435,000.00	\$ 666,659.87	\$ 50,268.92	\$ 17,351.07	\$ 216,434.01	\$ 66,989.66	\$ 2,452,703.53	\$ 257,440.01	\$ 473,681.03	\$ 822,457.18	\$ 293,160.19	\$ 605,965.12
2019	\$ 1,460,000.00	\$ 625,914.84	\$ 51,374.84	\$ 16,233.00	\$ 225,246.72	\$ 58,176.95	\$ 2,436,946.35	\$ 258,050.67	\$ 472,551.34	\$ 810,356.74	\$ 287,454.35	\$ 608,533.25
2020	\$ 1,535,000.00	\$ 581,497.34	\$ 52,505.09	\$ 15,090.31	\$ 234,429.38	\$ 48,994.29	\$ 2,467,516.41	\$ 262,658.32	\$ 474,400.00	\$ 832,887.22	\$ 284,972.62	\$ 612,598.25
2021	\$ 1,580,000.00	\$ 534,017.32	\$ 53,660.20	\$ 13,922.50	\$ 239,323.70	\$ 39,426.02	\$ 2,460,349.74	\$ 262,328.55	\$ 465,993.12	\$ 832,989.53	\$ 287,890.29	\$ 611,148.25
2022	\$ 1,765,000.00	\$ 480,904.81	\$ 54,840.72	\$ 12,728.98	\$ 249,294.00	\$ 29,455.72	\$ 2,592,224.23	\$ 381,996.27	\$ 479,633.65	\$ 831,685.59	\$ 285,662.97	\$ 613,245.75
2023	\$ 1,825,000.00	\$ 421,686.16	\$ 56,047.22	\$ 11,509.22	\$ 141,627.25	\$ 19,066.79	\$ 2,474,936.64	\$ 381,348.88	\$ 364,799.60	\$ 828,982.19	\$ 283,278.97	\$ 616,527.00
2024	\$ 1,860,000.00	\$ 360,168.75	\$ 57,280.26	\$ 10,262.62	\$ 147,717.22	\$ 12,976.82	\$ 2,448,405.67	\$ 388,849.76	\$ 361,421.04	\$ 790,002.41	\$ 292,118.84	\$ 616,013.62
2025	\$ 1,940,000.00	\$ 295,536.24	\$ 58,540.42	\$ 8,988.58	\$ 154,069.19	\$ 6,624.85	\$ 2,463,759.28	\$ 408,683.01	\$ 339,386.28	\$ 783,208.28	\$ 284,380.46	\$ 648,101.25
2026	\$ 2,000,000.00	\$ 228,111.22	\$ 59,828.31	\$ 7,686.53			\$ 2,295,626.06	\$ 400,242.85	\$ 179,054.49	\$ 788,198.92	\$ 283,309.80	\$ 644,820.00
2027	\$ 1,570,000.00	\$ 167,601.20	\$ 61,144.54	\$ 6,355.83			\$ 1,805,101.57	\$ 67,500.37	\$ 145,517.50	\$ 641,609.11	\$ 300,032.09	\$ 650,442.50
2028	\$ 1,695,000.00	\$ 112,732.41	\$ 62,489.72	\$ 4,995.85			\$ 1,875,217.98	\$ 67,485.57	\$ 141,433.75	\$ 653,997.96	\$ 362,889.45	\$ 649,411.25
2029	\$ 1,835,000.00	\$ 50,841.19	\$ 63,864.49	\$ 3,605.96			\$ 1,953,311.64	\$ 67,470.45	\$ 142,187.50	\$ 700,547.23	\$ 396,358.96	\$ 646,747.50
2030	\$ 145,000.00	\$ 15,145.00	\$ 65,269.51	\$ 2,185.49			\$ 227,600.00	\$ 67,455.00			\$ 160,145.00	\$ -
2031	\$ 145,000.00	\$ 9,272.50	\$ 66,705.43	\$ 733.76			\$ 221,711.69	\$ 67,439.19			\$ 154,272.50	\$ -
2032	\$ 150,000.00	\$ 3,150.00					\$ 153,150.00				\$ 153,150.00	
	<b>\$ 23,590,000.00</b>	<b>\$ 6,026,024.40</b>	<b>\$ 911,134.48</b>	<b>\$ 169,610.34</b>	<b>\$ 2,015,976.85</b>	<b>\$ 440,723.06</b>	<b>\$ 33,153,469.13</b>	<b>\$ 3,859,865.97</b>	<b>\$ 4,987,951.02</b>	<b>\$ 10,932,456.20</b>	<b>\$ 4,954,768.20</b>	<b>\$ 8,453,927.75</b>

\*The above plan includes 2016 pre-payment of remaining P&I on 7/15/2003 REFUNDING BONDS and 4/1/2007 NOTE (DPW building) as directed by the Village Board.

# APPENDIX H: VILLAGE OF HOBART STRATEGIC PLAN INITIATIVES

2015-2017 Strategic Plan Actions by Year		
<b>YEAR 1</b>	<b>CHAMPIONS</b>	
Undertake Complete Revision of Village Comprehensive Plan	Admin, PZ, CDA, DNS, Consultant	
Analysis of EMS Service/Response Times	Admin, Police, Fire, Consultant	
Police Department Level of Service and Staffing Study	Admin, Police, Fire, VB, Town Board, Consultant	
Develop Community Branding & Positioning Plan	Admin, CDA, Consultant	
Effect Time-Certainty for WIS 29/CTH VV Interchange Construction	Admin, VP, Various Stakeholders	
Finalize Multi-Year Capital Improvement Plan	Admin, DNS, PW, PWC, AA	
Finalize Sidewalk/Right-of-Way Maintenance Ordinance	Admin, DNS, PW, PWC	
Develop Business Park Architectural & Design Standards	Admin, DNS, CDA, PZ, Consultant	
<b>YEAR 2</b>	<b>CHAMPIONS</b>	
Develop Subdivision Ordinance	Admin, PZ, DNS, Consultant	
Update Zoning Ordinance	Admin, DNS, PZ, Consultant	
Develop Targeted "Community" Marketing Plan	Admin, CDA, Consultant	
Implement Parks, Recreation, and Open Space Planning Study	Admin, PW, DNS, PWC, Consultant	
Comprehensive Review of Building Fee Schedules Including Impact Fees	Admin, DNS, PW, AA	
Develop Water & Sewer Servicing Plan	Admin, DNS, PW, DNS, GBMSD, GBWU, Engineering Firm	
Develop Social Media Plan	C/T, Dep.C/T, AA	
Facilities & Building Space Needs Assessment	Admin, C/T, Village Board (sub. Committee), Consultant	
Develop Employee Attraction & Retention Plan	Admin, C/T, Village Board (sub. Committee)	
<b>YEAR 3</b>	<b>CHAMPIONS</b>	
Develop Pedestrian & Bicycle Plan	Admin, DNS, CDA, Consultant	
Develop Comprehensive Property Maintenance/Community Aesthetics Program	Admin, DNS, AA,	
Develop Existing Business Retention/Expansion Program, Encourage a Ho	Admin, AA, CDA, Consultant	
Police Department GIS Mapping/Targeted Enforcement Plan	Admin, Police, Consultant	
Develop Multi-year Financial Management Plan/Forecast	Admin, C/T, Consultant	
<b>YEAR 4 &amp; BEYOND</b>	<b>Abbreviations</b>	
Park & Recreation Department Plan/Needs/Feasibility	Planning & Zoning Commission	PZ
Village "Events"	Community Development Authority	CDA
	Administrator	Admin
	Director of Neighborhood Services	DNS
	Village President	VP
	Public Works/Utilities Coordinator	PW
	Assistant to the Administrator	AA
	Public Works & Utilities Advisory Committee	PWC
	Police Chief	Police
	Village Board	VB
	Clerk/Treasurer	C/T
	Fire Chief	Fire

# APPENDIX I:

## 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. 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.

**Inter-fund 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-of expenditure 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, which 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 un-liquidated 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.

**Re-appropriation.** 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 expenditure.

**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.** Financing 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 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.