



2014 ANNUAL BUDGET  
COMMON COUNCIL  
CITY OF HARTFORD, WISCONSIN

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2014 ANNUAL BUDGET  
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# **City of Hartford, Wisconsin**

**AS ADOPTED BY THE MAYOR**

**AND COMMON COUNCIL**

**ON OCTOBER 22, 1994**

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*The City of Hartford is committed to  
providing quality services to the  
entire community through good  
planning and cost effective methods*

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## BUDGET MESSAGE

**TO: THE HONORABLE JOSEPH DAUTERMANN, MAYOR  
AND MEMBERS OF THE COMMON COUNCIL**

**OCTOBER 4, 2013**

I am pleased to submit for your consideration a proposed operational budget for the City of Hartford for fiscal year 2014. The proposed budget conforms to the BUDGET POLICIES FISCAL 2014 approved under Resolution No. 3364 by the Common Council in July, and represents the best efforts of your management team to balance service needs in the upcoming year with the goal of conserving economic resources. Despite lingering concerns over the strength of the national economy, the Hartford area continues to demonstrate resilience. Local governments are typically the last entities to emerge from recessionary periods due to our heavy reliance on *ad valorem* property taxation to fund basic operations. Nevertheless, local construction and employment improvements provide ample reason for optimism.

### **PROPERTY TAXES**

The proposed 2014 Annual Budget includes a 1 cent reduction in property tax rate (assessed valuation basis) for property owners in Washington County. **This marks the tenth year in the last eleven without a property tax increase for the average residential property owner.** Meeting the mission of this government at the service levels established by the Common Council for our community will require a total property tax levy of \$6,747,323 which is 7.76% higher than last year. This increase is almost entirely the result of larger debt service payments timed to coincide with the retirement of Tax Incremental District Number 4 earlier this year. The additional tax base created by the closing of that District makes this possible without increasing municipal tax bills for the average property owner. The additional tax revenue will first be used to complete payment of the Hartford Recreation Center by 2018. During the years 2019 through 2032 the closing of Tax Incremental Districts 4 and 5 will provide funds for the amortization of borrowings used in the construction of the Jack Russell Memorial Library and the remodeling of the Police Station and City Hall. I anticipate these projects, as well as the regular infrastructure replacements funded by long-term debt, will be paid without any increase in property taxes for the Capital Improvement Program component of annual budgets over the next twenty years. This plan, with the proposed future construction of a new outdoor aquatic facility, will substantially complete the Long-Term Facility Plan developed by the Common Council in 2007. In so doing the City of Hartford will place itself in a strong position to meet its service obligations to the community through the 21<sup>st</sup> Century.

## **PROPERTY VALUATION**

The tax levy required to support municipal activities for calendar year 2014 is apportioned on the basis of assessed valuations of real and personal property at January 1, 2013. Compared to the valuations determined at January 1, 2012, the effects of the recent national recession remain. Additional valuation provided by the closing of Tax Incremental District Number 4 cannot disguise the continued decline in property values in the Hartford community. However, those declines have slowed significantly, and conventional wisdom suggests property values are beginning to rise. Net new construction has also improved, although much of this additional growth has been in Tax Incremental District Number 7. Despite reasons for optimism, the inherent one year delay in matching valuations to levies makes 2014 a challenging budget year. This challenge was predictable, and department heads were asked to adjust operating revenues and expenditures to keep levy impacts from adversely affecting property tax bills. I am pleased to see this goal has been met.

The City of Hartford is currently undergoing its first in-house property revaluation since 1999. We have deliberately delayed this project as long as possible, in order to time the revaluation as close to the end of the recessionary decrease in property values as possible. Revaluations are always difficult and contentious. Conducting them repeatedly during one recessionary cycle only exacerbates the problem. Returning assessed values to equalized values will significantly increase property tax rates in 2015. All things being equal this adjustment will be offset by a reduction in valuation. Unfortunately, this process will differ among classes of real property. The relative impact of the recent recession on industrial versus commercial versus residential properties will affect proportional shares of future tax levies. Future tax bills will also be influenced by the results of in-house assessments, and the relative market values of housing types.

In order to spread the cost of future revaluations I will be proposing the introduction of a value maintenance program commencing 2015. The program would require the revaluation of approximately 25% of all real property each year (not an in-house revaluation). The program would add approximately 1 cent to the property tax rate, but would provide a complete revaluation of all property every four years. This program has proved successful and popular in other communities in which it has been introduced. The value maintenance program would provide a consistent budget for assessment services, avoiding the difficulty of funding City-wide revaluations as real estate markets change.

## **MUNICIPAL UTILITIES**

No rate increases are proposed for Hartford Electric, the Hartford Water Utility, or the Hartford Sewer Utility in 2014. Weakness in financial performance is predicted for Hartford Electric and the Sewer Utility, although some bottom line impact results from financial support extended to the Police Department / City Hall Remodeling Project. I anticipate a rate increase for the Sewer Utility in 2015, although the strong retained earnings position of that utility should allow any rate adjustments to be spread over a number of years. Hartford Electric continues to provide positive net income, despite heavy investment in infrastructure improvements aimed at enhancing system reliability. The limited roadway reconstruction schedule for 2014 and 2015 should allow all three municipal utilities to stabilize net income for the near term.

## **STAFFING**

The 2014 Annual Budget includes a 3% wage increase for all non-elected positions on the City-wide Table of Organization and all paid on-call volunteers of Hartford Fire and Rescue. This will be the first real cost of living adjustment for City employees in five years. The increase is partially offset by a .35% rise in general employee pension contributions mandated by the State of Wisconsin, and a \$50/\$100 increase in health insurance deductibles. The net effect of the proposal is an approximate 2.5% increase in employee compensation. This increase is solely intended to maintain the value of employee compensation relative to general price level increases. Several additional salary and/or wage adjustments (identified in the Appendix) are proposed for positions which have fallen below typical compensation for comparable job descriptions in Southern and Southeastern Wisconsin.

Commencing January 1<sup>st</sup> the City will discontinue the practice of paying double time (except represented police officers, subject to collective bargaining). And 2015 will introduce a paid time off plan intended to increase productivity among the workforce without increasing costs.

The 2014 Annual Budget includes no additions to the City-wide Table of Organization.

## **POLICE DEPARTMENT / CITY HALL REMODELING PROJECT**

On November 11<sup>th</sup> contractors are expected to begin the first remodeling of City Hall since its expansion in 1985. The project will cost \$6.2 million, including \$4 million borrowed in 2014. This project concludes the expansion concept begun with the construction of the Jack Russell

Memorial Library in 2011. The space provided on the top floor of City Hall when the Library moved to its new facility will now be occupied by the City Hall offices currently located on the main floor (Mayor, Administration, City Clerk, Finance, Planning/Zoning, Engineering, Building Inspection, and City Attorney). The main floor and lower floor of City Hall will be remodeled for an expanded Hartford Police Department. In addition the Police Department will add vehicle bays in the current parking lot area, and the entire City Hall facility will be converted to natural gas heat. A sprinkler system will be installed throughout the building, and many long-postponed repair projects will be included as the facility is modernized to meet current building codes and accessibility requirements.

This project will require the closure of the parking lot behind City Hall through 2014. During construction some service disruptions are likely to occur, but we expect to continue operations during the entire project, anticipated to take twelve months.

#### **NORTH SIDE INTERCEPTOR, MILLPOND WALL RECONSTRUCTION, JACKSON STREET WALKWAY**

Major construction projects scheduled for downtown Hartford will dominate the capital improvement schedule for 2014. In addition to the Police Department / City Hall Remodeling Project, the City plans the complete reconstruction of the Hartford Millpond Bulkhead Walls. This project will require the draining (and possible dredging) of the Millpond, as well as a thorough dam inspection and the installation of new fountains. At the same time the Sewer Utility will be redirecting its large north side interceptor from under the Main Street Bridge. The interceptor will be buried under the Jackson Street Walkway in order to move the interceptor out of the Rubicon River area. The Jackson Street Walkway on the south side of City Hall will also be reconstructed to better connect portions of the Rubicon River Parkway trail system.

The development and production of this draft 2014 Annual Budget would have been impossible without the combined effort of your management staff. Supporting them is a team of municipal employees of whom I am enormously proud. In particular I note the contributions of Finance Director Dawn Timm and Personnel Technician Julie Hanrahan, without whose help this document would certainly suffer.

Respectfully submitted,

Gary Koppelberger  
City Administrator

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

**WHEREAS**, the Mayor and Common Council of the City of Hartford, in accordance with Chapter 65 of the Wisconsin Statutes, are authorized to develop an Annual Budget for the City of Hartford; and,

**WHEREAS**, it is the desire of the Mayor and Common Council of the City of Hartford that the 2014 Annual Budget be consistent with the wishes of the electorate, and recognize the economic and cultural diversity of the community, as reflected in the mission statement and annual goals and the Common Council; now

**THEREFORE BE IT RESOLVED**, that the City of Hartford does establish the following BUDGET POLICIES, FISCAL 2014, and that the City Administrator is instructed to present to the Common Council on October 4, 2013 a proposed 2014 Annual Budget for the City of Hartford incorporating these goals and objectives.

**GENERAL BUDGET DEVELOPMENT POLICIES:**

1. The Annual Budget shall comply with the Municipal Code of the City of Hartford and all applicable Wisconsin Statutes. The Annual Budget will include budgets for all funds of the City, including the Hartford Community Development Authority, Housing Action, Inc., and the Hartford Downtown Business Improvement District.
2. The 2014 Annual Budget shall be developed as a cooperative effort among departments, committees of the Common Council, and the community. Throughout the budget development process department heads are encouraged to seek input from the committees, boards, or authorities exercising fiscal oversight of departmental operations, and/or the Finance and Personnel Committee. Any changes authorized by official oversight bodies will be incorporated within the Annual Budget.
3. The Annual Budget shall be developed to include the detail of financial activity for each service level (division), administrative level (department), and financial level (fund). Detailed information for each service level shall include Labor, Operation and Maintenance, Debt Service, Capital Outlay, and Non-Operating Expenditure lines, as well as Transfers to Other Funds. Revenues and Transfers shall be summarized for each service level. Financial and budgetary information shall be provided for the last audited calendar year, the current year's revised Annual Budget, the unaudited experience of the first six months of the current year, the anticipated financial results at the end of the current calendar year, and the official proposed Annual Budget. Financial data shall be summarized by rounding amounts to the nearest \$1,000. Detail shall also indicate the percentage change from the current Annual Budget to the proposed Annual Budget for each level of detail provided.
4. The 2014 Annual Budget shall identify projected fund balances and retained earnings for all funds at the end of the current calendar year, as well as amounts available from those sources to offset proposed budget expenditures. The impact of each service level upon the tax levy of the City of Hartford shall be clearly noted and compared to the previous year's budgeted results. Major expenditures and revenues shall be separately identified and described, and the impact of key financial decisions upon subsequent budgets shall be explained.
5. The City will place its highest priority upon increasing the efficiency and economy of service delivery. Wherever practical, performance measurement and productivity indicators will be introduced to the Annual Budget. Objectives and Activity Measures consistent with departmental goals will form an integral part of the Annual Budget.

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

6. The Annual Budget shall include a Citywide table of organization and tables of organization by department or division. A summary of salaries and (separately) fringe benefits by permanent position shall be included within the document. A summary of labor allocations among service levels shall also be provided.
7. Each service level shall be presented with an employee count and a calculation of full-time equivalent employment, each compared to the previous two fiscal years.
8. Commencing 2014 the Annual Budget document will include a 3-year budget projection for all funds.

**BUDGET DEVELOPMENT SCHEDULE:**

1. Annual Budget preparation documents shall be distributed to departments on June 14, 2013.
2. The City Administrator shall distribute a Budget Development Schedule to elected and appointed officials of the City on or before June 14, 2013.
3. The City Administrator and Finance Director shall meet with department heads on or before August 9, 2013 to assist in the development of the Annual Budget proposal.
4. Copies of the proposed 2014 Annual Budget will be submitted to the Mayor and Common Council and be available to the general public no later than the close of business on October 4, 2013.
5. The Common Council shall hold a series of Budget Workshops commencing October 8, 2013 and continuing on October 9 and 10, 2013 at 7:00 p.m. as warranted by the extent of Common Council review. Workshops shall be conducted in accordance with Section 4.27(3)(c) of the Municipal Code.
6. The Common Council shall hold a public hearing on the proposed 2014 Annual Budget pursuant to Wisconsin Statute and the Municipal Code on November 12, 2013 at 7:00 p.m.
7. Every effort will be made to communicate the implications of the 2014 Annual Budget to the citizens of Hartford. Public meetings will be televised whenever practical. Time will be allocated at the start of each Budget Workshop and the Budget Hearing for input from citizens, taxpayers, utility customers, and local organizations.

**PROGRAMMATIC POLICIES (Long-Term Commitments):**

1. The Annual Budget will be designed to enhance a sense of community within the City of Hartford by maximizing the efficiency of public funds, sponsoring responsible economic development, protecting existing neighborhood investment, and guarding environmental quality.
2. The Annual Budget will be a balanced budget. No programs will be funded from subsequent period budgets. All proposed carry-forwards of budgeted funds to future years must be approved by the Common Council prior to its last scheduled meeting of the year.
3. In order to enhance the productivity of the municipal work force consistent with the goal of controlling staff increases, the City is committed to providing adequate compensation, training, educational opportunities, technical support, and capital equipment resources to all programs.

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

4. The City of Hartford will maintain its cooperative partnership with the Hartford Area Development Corporation for the marketing of industrial land, the promotion and development of industrial growth within the City, and the sharing of economic benefits derived from this activity to the mutual advantage of the partners.
5. The Annual Budget will reflect the City's ongoing commitment to maintaining a diversified residential tax base, including single family, duplex, and multi-family housing opportunities for property owners and renters of all income levels.
6. The City commits itself to expanding areas of agreement and cooperation among other Washington and Dodge County governmental units, including the development of forums for discussion of items of common interest and service efficiency, in order to balance broad community needs and resources, as well as assisting in long-range planning efforts aimed at promoting the quality of life in our area without sacrificing beneficial development initiatives.
7. The City will consider advancing important transportation projects, particularly the Arthur Road Northern Transportation Route, and will provide funding in support of such projects.
8. The City shall include a description of facility maintenance to be accomplished during the year, consistent with projects identified in the 2005 Facility Maintenance Plan, as well as a complete review of items identified in the 2005 Plan. Sufficient funds shall be applied within each Annual Budget to assure the public that municipal structures will not be subject to functional obsolescence or deterioration within the calendar year.
9. The City will continue to fund a Vehicle Replacement Program, including a replacement schedule for all licensed equipment and other large equipment based upon projected useful life.
10. The City will continue to support a roadway repair/replacement policy which places highest priority on roadways of greatest age and highest traffic count.
11. The City shall, over a five-year period, average the annual resurfacing, replacement, reconstruction, or seal coating of at least 5% of the City's total lane miles of roadways and alleyways. Each Annual Budget shall provide specific details of these calculations.
12. The City will continue efforts to preserve natural areas within the City, including woodland areas, unique geological features, and elements of the natural environment. The City will continue to emphasize the importance of human-sized transportation systems including pedestrian walkways and designated bicycle paths.
13. The City, through its membership in Wisconsin Public Power, Inc., will continue efforts to place Hartford Electric in a position to meet customer needs by emphasizing affordable power and system reliability.
14. The City will continue the cooperative operation of electric distribution systems between the City of Hartford and the Village of Slinger, and the development of Hartford Electric consistent with the 2004 Electric Distribution System Study.
15. The Annual Budget will provide resources for the development of the Hartford Water Utility consistent with the December, 2003 Water System Study.

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

16. The Annual Budget will reflect the City's long-term commitment to providing safe air transportation via the Hartford Municipal Airport, consistent with the approved Airport Layout Plan.
17. The City of Hartford commits itself to the transition of Hartford Fire and Rescue operations from a paid on-call emergency service to a full-time Fire and Rescue staff, operating from multiple sites in and around the City.
18. The City of Hartford commits itself to maintaining an around-the-clock emergency services dispatch center under the control of the Hartford Police Department, with the option to open discussion in the future for centralized dispatch services.
19. The City will maintain an active storm water control program, including the equitable funding of these controls, the environmental protection of the Pike Lake Watershed, and the protection of water quality in the Rock River Basin.
20. The City will follow, to the maximum practical extent, a pattern of development consistent with SEWRPC's 2020 Land Use Plan.

**PROGRAMMATIC POLICIES (Current Policy Objectives):**

1. The City of Hartford shall reflect in the 2014 Annual Budget its desire to accommodate growth without adversely affecting the City's "core business", including emergency services, utilities, and public works. Priority in the allocation of additional financial resources shall be first given to the operational needs of these core areas.
2. The City will endeavor to maintain its current level of service to its citizens. Any proposed service reductions must be submitted with a statement clearly identifying both the savings anticipated and the public impact of the reductions.
3. All employment vacancies resulting from resignation or retirement will be filled only upon the approval of the Finance and Personnel Committee.
4. The City will take all necessary steps to prevent the financial obligations of its tax incremental districts from impacting the tax levy and the undesignated fund balance of the General Fund.
5. The City will continue expansion and replacement of Hartford Municipal Airport infrastructures in cooperation with the State Bureau of Aeronautics.
6. The Table of Organization for the City of Hartford as presented in the 2014 Annual Budget shall not include any additional permanent positions.
7. The City will commit all appropriate resources to the fulfillment of safety and safety training requirements of the Wisconsin Department of Commerce, as well as programs recommended by our risk management and safety consultants.
8. The Annual Budget will demonstrate the City's commitment to long-term staffing, training, and equipping of all emergency and safety programs.

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

9. The Annual Budget will provide resources necessary to continue the City's commitment to providing regional fire services as requested by townships.
10. The Annual Budget shall demonstrate a commitment to making all recreation areas in the City as safe as possible for our citizens, including the replacement of dangerous or obsolete recreational equipment.
11. The Annual Budget will continue the City's pledge to develop a Rubicon River Parkway, creating a "green belt" through the City along its waterway.
12. Emphasis for calendar year 2014 shall continue to be placed upon the upgrading of existing electric distribution system components to ensure reliable service to customers.
13. The 2014 Annual Budget will not include provision for a Contingency Fund.

**REVENUE POLICIES:**

1. Budgeted revenues shall be based upon current trends and general price levels.
2. The City of Hartford shall continue to operate its electric, water, and sewer utilities without benefit of property tax levy. Hartford Electric and the Hartford Water Utility will continue to provide to the General Fund a payment in lieu of taxes per Public Service Commission rules. The Hartford Sewer Utility shall be responsible for payment to the General Fund of all indirect costs related to sewer system operations.
3. The City will review its Hartford Sewer Utility rate design to enable the utility to fully support reserve requirements and operating expenses of the Hartford Water Pollution Control Facility.
4. The City will not introduce changes to any utility rate tariffs during 2014.
5. Cost recovery fees and other non-property tax revenues, where appropriate, should be established to offset the cost of providing specific services, and will be reviewed annually by the Common Council in advance of the preparation of the Annual Budget. These fees and other revenues should be developed to recover costs associated with the service provided, recognizing that the City's ongoing social commitment to the community anticipates the creation of some user fees which will not recover 100% of associated costs.
6. The City will aggressively seek its fair share of available State and Federal grants and aids unless conditions attached to that assistance are contrary to the City's interests. Prior to applying for any intergovernmental aid, the City will examine the matching requirements so that the source and availability of funds may be determined before the application is made. The City will also assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits.
7. The City will maintain a reasonable revaluation schedule to equitably distribute the cost of government among property owners.

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

8. The property tax rate for the City of Hartford will not deviate more than \$0.05 from the assessed tax rate imposed for 2013, plus any change in levied debt service.
9. The City will, to the maximum extent possible, decrease dependence on property taxes and diversify the supporting revenue base in the General Fund.

**DEBT MANAGEMENT POLICY:**

1. Annual Budgets will ensure that debt management does not require the elimination of essential services.
2. No long-term debt shall be issued to finance operating expenditures.
3. The City will borrow each even numbered year for Capital Improvement Program purposes, with such borrowings being issued as General Obligation Promissory Notes or Bonds.
4. Biennial General Obligation Promissory Notes or Bonds shall have level annual payments except where significant funding sources outside the tax levy are available on a different schedule, or where facilities with anticipated useful lives in excess of 20 years are funded by such borrowings.
5. All biennial General Obligation Promissory Notes or Bonds (excluding issuances to fund major building structures) shall be repayable within 10 years of issuance.
6. Biennial General Obligation Promissory Notes shall not exceed \$3.25 million dollars.
7. The City will continue to provide tax levy support for debt service related to the Hartford Recreation Center.
8. The City will establish the undesignated fund balance in the General Fund (excluding amounts designated for working capital and encumbrances) at a minimum of 10% of the total revenues of the general fund and debt service fund, including property taxes. Undesignated fund balance beyond this level may be considered for the purpose of advance refunding of debt service issues or other non-recurring expenditures.
9. The City of Hartford shall be committed to meeting all bond and note covenants, and to act on behalf of bondholders in support of the City's general obligation bond rating.
10. The City of Hartford will maintain good communications with bond rating agencies, financial consultants, independent auditors, investors, and citizens regarding its financial condition.

**CAPITAL IMPROVEMENT PROGRAM and CAPITAL OUTLAY POLICIES:**

1. The 2014 Annual Budget shall incorporate in its entirety the 2014-2018 Capital Improvement Program reviewed by the Common Council on September 10 - 12, 2013. The Capital Improvement Program shall schedule the acquisition of physical, operational assets with useful lives of more than one year and original costs of at least \$10,000.
2. A minimum 10% of the previous year's debt service tax levy (excluding debt service for the new

**2014 BUDGET POLICIES**  
**City of Hartford Resolution #3364**  
**Approved by the Common Council July 9, 2013**

Hartford Recreation Center) shall be placed upon the 2014 property tax levy to fund 2014 Capital Improvement and Capital Outlay projects and items.

3. The 2014 Annual Budget shall provide all resources necessary to accomplish each 2014 Capital Improvement Program project within the calendar year and within the budget identified for the specific project. Any 2014 Capital Improvement Program project which, as a result of subsequent events, cannot be completed within the calendar year established for that project, must be reviewed by the Common Council prior to initiation of the project.
4. Capital projects shall be categorized by priorities 1, 2, 3, or 4. Projects ranked 1 or 2 shall be completed according to the Capital Improvement Program schedule. (See Exception below.) Projects ranked 3 or 4 may be adjusted or deleted for budgetary purposes within the construction period, subject to the instructions of the Common Council.

EXCEPTION: Capital projects funded by long-term debt shall be completed according to the Capital Improvement Program, provided the total borrowed cost of these projects does not exceed 110% of funds borrowed.

5. Capital Outlay items shall be defined as all fixed assets with original costs equal to or greater than \$5,000 but less than \$10,000.
6. The useful life of financed construction projects shall exceed the term of the financing.
7. The Capital Improvement Program 2014-2018 shall include the conclusions approved by the Common Council from the 2008 facilities study including the scheduling and funding of the Hartford Police Department, Veterans Memorial Pool, and future Hartford Fire & Rescue locations.

Signed:

\_\_\_\_\_  
Joseph C. Dautermann, Mayor

Introduced: July 9, 2013

Adopted: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Lori Hetzel, Clerk

City of Hartford, Wisconsin  
 2014 Annual Budget  
 History of Property Values  
 1986—2014

<b>Budget Year</b>	<b>Assessed Values Without TID's</b>	<b>Assessed Values With TID's</b>	<b>Equalized Values with TID's</b>	<b>Equalization Ratio (Assessed/Equalized)</b>
1986	\$165,016,120	\$173,859,040	\$170,366,300	102.05%
1987	\$167,020,037	\$177,505,010	\$172,808,100	102.72%
1988	\$168,513,132	\$178,921,090	\$180,873,900	98.92%
1989	\$173,244,033	\$183,402,894	\$185,686,400	98.77%
1990	\$183,606,026	\$189,023,735	\$203,335,500	92.96%
1991	\$189,546,051	\$194,947,860	\$212,001,500	91.96%
1992	\$212,414,460	\$219,541,132	\$237,898,800	92.28%
1993	\$221,322,999	\$237,563,435	\$256,265,500	92.70%
1994	\$225,341,251	\$242,030,370	\$286,488,300	84.48%
1995	\$308,544,803	\$338,158,120	\$328,368,800	102.98%
1996	\$320,503,079	\$355,484,900	\$377,988,900	94.05%
1997	\$359,300,352	\$408,270,300	\$412,389,900	99.00%
1998	\$377,042,512	\$428,734,210	\$448,906,400	95.51%
1999	\$441,248,320	\$496,685,640	\$499,355,400	99.47%
2000	\$470,663,778	\$527,745,655	\$542,898,600	97.21%
2001	\$523,114,991	\$597,528,800	\$582,738,700	102.54%
2002	\$545,380,947	\$619,281,802	\$630,815,000	98.17%
2003	\$596,753,580	\$695,637,520	\$678,649,700	102.50%
2004	\$625,832,669	\$703,068,640	\$725,616,900	96.89%
2005	\$776,841,076	\$838,425,320	\$823,168,600	101.85%
2006	\$828,116,841	\$893,959,610	\$971,796,600	91.99%
2007	\$854,046,761	\$955,396,930	\$1,070,611,000	89.24%
2008	\$1,036,876,999	\$1,149,624,000	\$1,139,775,700	100.86%
2009	\$1,067,894,158	\$1,195,458,020	\$1,236,809,100	96.66%
2010	\$1,083,641,318	\$1,216,135,150	\$1,236,029,200	98.39%
2011	\$1,088,565,459	\$1,219,424,103	\$1,177,067,800	103.60%
2012	\$1,062,159,551	\$1,220,490,126	\$1,152,726,500	105.88%
2013	\$1,117,228,887	\$1,232,688,750	\$1,097,331,500	112.34%
2014	\$1,199,601,610	\$1,226,120,560	\$1,071,656,600	114.41%

City of Hartford, Wisconsin  
2014 Annual Budget  
History of Property Tax Levies by Fund (1986—2014)

Budget Year	General Fund	Library Fund	Transportation Fund	Debt Service Funds	Capital Project Funds	Airport Fund	Recreation Fund	Property Tax Levy
1986	\$1,217,918	\$0	\$0	\$0	\$0	\$0	\$0	\$1,217,918
1987	\$1,702,210	\$0	\$0	\$0	\$0	\$0	\$0	\$1,702,210
1988	\$1,782,851	\$0	\$0	\$0	\$0	\$0	\$0	\$1,782,851
1989	\$1,901,493	\$0	\$0	\$0	\$0	\$0	\$0	\$1,901,493
1990	\$1,441,969	\$0	\$0	\$569,875	\$0	\$0	\$0	\$2,011,844
1991	\$1,357,051	\$0	\$0	\$585,540	\$0	\$0	\$0	\$1,942,591
1992	\$1,480,793	\$0	\$0	\$477,267	\$0	\$0	\$0	\$1,958,060
1993	\$1,293,984	\$0	\$4,279	\$529,388	\$215,965	\$0	\$0	\$2,043,616
1994	\$1,470,558	\$0	\$14,033	\$446,461	\$139,864	\$0	\$0	\$2,070,916
1995	\$1,519,708	\$0	\$7,607	\$388,114	\$354,487	\$0	\$0	\$2,269,916
1996	\$1,783,589	\$0	\$7,380	\$404,615	\$156,255	\$0	\$0	\$2,351,839
1997	\$1,865,402	\$0	\$20,274	\$540,169	\$229,200	\$0	\$0	\$2,655,045
1998	\$2,039,273	\$356,166	\$19,758	\$391,419	\$0	\$0	\$0	\$2,806,616
1999	\$2,284,193	\$349,391	\$18,884	\$619,969	\$0	\$0	\$0	\$3,272,437
2000	\$1,934,554	\$371,291	\$6,801	\$605,333	\$613,100	\$0	\$0	\$3,531,079
2001	\$2,294,212	\$371,197	\$28,246	\$828,667	\$352,875	\$48,740	\$0	\$3,923,937
2002	\$2,621,189	\$371,197	\$13,746	\$951,439	\$0	\$0	\$254,000	\$4,211,571
2003	\$2,490,410	\$445,606	\$10,394	\$1,514,114	\$0	\$0	\$66,282	\$4,526,806
2004	\$2,606,565	\$449,306	\$13,078	\$1,406,062	\$0	\$0	\$252,896	\$4,727,907
2005	\$3,006,042	\$480,071	\$8,400	\$1,344,875	\$0	\$0	\$294,357	\$5,133,745
2006	\$3,216,885	\$513,436	\$3,531	\$1,624,538	\$0	\$0	\$99,445	\$5,457,835
2007	\$3,306,507	\$535,377	\$20,877	\$1,690,467	\$0	\$0	\$55,163	\$5,608,391
2008	\$3,467,389	\$565,415	\$25,306	\$1,688,160	\$0	\$0	\$54,780	\$5,801,050
2009	\$3,699,623	\$576,298	\$23,770	\$1,756,865	\$0	\$0	\$55,000	\$6,111,556
2010	\$3,753,647	\$576,298	\$15,000	\$1,782,036	\$0	\$0	\$55,000	\$6,181,981
2011	\$3,693,284	\$576,298	\$19,951	\$1,864,350	\$0	\$0	\$0	\$6,153,883
2012	\$3,668,668	\$576,298	\$13,684	\$1,712,350	\$0	\$0	\$0	\$5,971,000
2013	\$3,765,663	\$576,298	\$64,459	\$1,855,123	\$0	\$0	\$0	\$6,261,543
2014	\$3,791,663	\$584,500	\$12,160	\$2,359,000	\$0	\$0	\$0	\$6,747,323

City of Hartford, Wisconsin 2014 Annual Budget  
(Washington County—Hartford School)  
History of Property Tax Rates and Ratios Including All Overlapping Taxing Entities (1986—2014)

Budget Year	VTAE						Less: State Tax Credit	Rate Per	Ratio of	Rate Per
	City	HUHS	Joint 1	District	County	State		\$1000 Assessed Value	Assessed to Equalized	\$1000 Equalized Value
1986	\$7.38	\$4.28	\$10.77	\$1.56	\$3.07	\$0.19	(\$3.96)	\$23.29	102.05%	\$23.77
1987	\$10.19	\$5.01	\$11.81	\$1.62	\$3.36	\$0.19	(\$4.52)	\$27.66	102.72%	\$28.41
1988	\$10.58	\$5.16	\$12.57	\$1.68	\$3.98	\$0.20	(\$2.73)	\$31.44	98.92%	\$31.10
1989	\$10.97	\$5.79	\$12.77	\$1.66	\$4.03	\$0.20	(\$2.83)	\$32.59	98.77%	\$32.19
1990	\$10.97	\$6.18	\$12.99	\$1.77	\$4.29	\$0.22	(\$2.89)	\$33.53	92.96%	\$31.17
1991	\$10.25	\$7.00	\$14.12	\$1.78	\$4.29	\$0.22	(\$2.82)	\$34.84	91.96%	\$32.04
1992	\$9.22	\$7.55	\$14.62	\$1.77	\$4.57	\$0.22	(\$2.40)	\$35.55	92.28%	\$32.81
1993	\$9.24	\$8.49	\$14.68	\$1.80	\$4.66	\$0.22	(\$2.40)	\$36.69	81.35%	\$29.85
1994	\$9.20	\$8.77	\$15.33	\$1.91	\$5.02	\$0.24	(\$2.41)	\$38.06	84.31%	\$32.09
1995	\$7.36	\$6.47	\$11.03	\$1.51	\$4.13	\$0.19	(\$1.79)	\$28.90	102.98%	\$29.76
1996	\$7.34	\$6.49	\$11.51	\$1.58	\$4.30	\$0.21	(\$1.72)	\$29.71	93.68%	\$27.83
1997	\$7.39	\$4.91	\$7.80	\$1.45	\$3.96	\$0.20	(\$2.26)	\$23.45	99.03%	\$23.22
1998	\$7.44	\$5.38	\$7.90	\$1.48	\$4.15	\$0.21	(\$2.16)	\$24.40	95.16%	\$23.22
1999	\$7.42	\$5.10	\$7.60	\$1.43	\$3.95	\$0.20	(\$1.89)	\$23.81	99.45%	\$23.68
2000	\$7.50	\$4.81	\$7.88	\$1.48	\$4.05	\$0.21	(\$1.83)	\$24.10	97.03%	\$23.38
2001	\$7.50	\$4.56	\$7.38	\$1.55	\$3.92	\$0.20	(\$1.73)	\$23.38	100.01%	\$23.38
2002	\$7.72	\$4.54	\$7.37	\$1.60	\$3.89	\$0.20	(\$1.68)	\$23.64	98.17%	\$23.21
2003	\$7.58	\$4.13	\$6.87	\$1.56	\$3.65	\$0.20	(\$1.55)	\$22.44	102.50%	\$23.00
2004	\$7.55	\$4.46	\$7.04	\$1.58	\$3.56	\$0.21	(\$1.47)	\$22.93	96.89%	\$22.22
2005	\$6.61	\$4.12	\$5.84	\$1.44	\$3.19	\$0.19	(\$1.22)	\$20.17	101.85%	\$20.54
2006	\$6.59	\$4.01	\$5.78	\$1.54	\$3.31	\$0.20	(\$1.15)	\$20.28	91.99%	\$18.66
2007	\$6.57	\$4.14	\$6.17	\$1.55	\$3.27	\$0.20	(\$1.42)	\$20.48	89.24%	\$18.28
2008	\$5.59	\$3.55	\$5.36	\$1.32	\$2.77	\$0.17	(\$1.36)	\$17.40	100.86%	\$17.55
2009	\$5.72	\$3.58	\$5.47	\$1.39	\$2.80	\$0.18	(\$1.49)	\$17.65	96.66%	\$17.06
2010	\$5.70	\$3.88	\$6.08	\$1.41	\$2.82	\$0.17	(\$1.46)	\$18.60	98.39%	\$18.30
2011	\$5.65	\$3.94	\$6.37	\$1.40	\$2.75	\$0.16	(\$1.46)	\$18.81	103.60%	\$19.49
2012	\$5.63	\$3.70	\$6.43	\$1.40	\$2.70	\$0.16	(\$1.50)	\$18.52	105.80%	\$19.59
2013	\$5.60	\$3.41	\$6.14	\$1.36	\$2.55	\$0.15	(\$1.48)	\$17.73	112.34%	\$19.92
2014	\$5.59						P E N D I N G		114.41%	Pending

**CITY OF HARTFORD, WISCONSIN  
CALCULATION OF PROPERTY TAX MIL RATE  
BUDGET YEAR 2014**

	2013	2014	ACTUAL CHANGE	% CHANGE
ASSESSED VALUE - WASHINGTON COUNTY	\$1,179,092,750	\$1,171,279,400	(\$7,813,350)	-6.6%
EQUALIZED VALUE - WASHINGTON COUNTY	\$1,044,415,400	\$1,017,114,400	(\$27,301,000)	-2.61%
ASSESSED TO EQUALIZED RATIO - WASHINGTON COUNTY	1.128949985	1.151570954	0.022620969	2.00%
EQUALIZED INCREMENT TID #4 WASHINGTON COUNTY ONLY	\$32,442,700	\$0	(\$32,442,700)	-100.00%
EQUALIZED INCREMENT TID #5	\$15,960,700	\$15,456,000	(\$504,700)	-3.16%
EQUALIZED INCREMENT TID #6	\$2,160,300	\$431,500	(\$1,728,800)	-80.03%
EQUALIZED INCREMENT TID #7 WASHINGTON COUNTY ONLY	\$4,234,000	\$3,692,100	(\$541,900)	-12.80%
TOTAL EQUALIZED TID INCREMENTS - WASHINGTON COUNTY	\$54,797,700	\$19,579,600	(\$35,218,100)	-64.27%
ASSESSED MANUFACTURING ROLL - WASHINGTON COUNTY	\$76,303,400	\$70,619,850	(\$5,683,550)	-7.45%
TOTAL ASSESSED ROLL - WASHINGTON COUNTY W/TIDS	\$1,179,092,750	\$1,171,279,400	(\$7,813,350)	-6.6%
TOTAL EQUALIZED ROLL - WASHINGTON COUNTY W/TIDS	\$1,044,415,400	\$1,017,114,400	(\$27,301,000)	-2.61%
TOTAL EQUALIZED ROLL FOR TAX LEVY PURPOSED WASH CO WO/TID	\$989,617,700	\$997,534,800	\$7,917,100	.80%
TOTAL ASSESSMENT ROLL WASHINGTON COUNTY WITHOUT TIDS	\$1,117,228,887	\$1,148,732,101	\$31,503,214	2.82%
ASSESSED VALUE - DODGE COUNTY	\$53,596,000	\$54,841,160	\$1,245,160	2.32%
EQUALIZED VALUE - DODGE COUNTY	\$52,916,100	\$54,542,200	\$1,626,100	3.07%
ASSESSED TO EQUALIZED RATIO - DODGE COUNTY	1.012848642	1.005481260	(0.007367382)	-.73%
EQUALIZED INCREMENT TID #4 DODGE COUNTY ONLY	\$50,751,800	\$0	(\$50,751,800)	-100.00%
EQUALIZED INCREMENT TID #7 DODGE COUNTY ONLY	\$2,164,300	\$3,950,000	\$1,785,700	82.51%
TOTAL EQUALIZED TID INCREMENTS-DODGE COUNTY	\$52,916,100	\$3,950,000	(\$48,966,100)	-92.54%
ASSESSED MANUFACTURING ROLL - DODGE COUNTY	\$51,134,800	\$52,371,060	\$1,236,260	2.42%
TOTAL ASSESSED ROLL - DODGE COUNTY W /TIDS	\$53,596,000	\$54,841,160	\$1,245,160	2.32%
TOTAL EQUALIZED ROLL - DODGE COUNTY W/ TIDS	\$52,916,100	\$54,542,200	\$1,626,100	3.07%
TOTAL DODGE CO EQUALIZED ROLL FOR TAX LEVY PURPOSES WO/TID	\$0	\$50,592,200	\$50,592,200	100.00%
TOTAL ASSESSMENT ROLL DODGE COUNTY WO/TIDS	\$0	\$50,869,509.02	\$50,869,509	100.00%
TOTAL BOTH COUNTIES EQUALIZED ROLL FOR TAX LEVY PURPOSES	\$989,617,700	\$1,048,127,000	\$58,509,300	5.91%
PROPORTION OF LEVY TO BE COLLECTED IN WASHINGTON COUNTY	1	0.951730849	(\$0.0482692)	-4.83%
PROPORTION OF LEVY TO BE COLLECTED IN DODGE COUNTY	0	0.048269151	\$0.0482692	100.00%
TAX LEVY FOR GENERAL OPERATIONS FUND	\$3,765,663	\$3,791,663	\$26,000	0.69%
TAX LEVY FOR LIBRARY FUND	\$576,298	\$584,500	\$8,202.00	1.42%
TAX LEVY FOR TRANSPORTATION PROGRAM FUND	\$64,459	\$12,160	(\$52,299)	-81.14%
TAX LEVY FOR DEBT SERVICE FUND	\$1,855,123	\$2,359,000	\$503,877	27.16%
TOTAL TAX LEVY	\$6,261,543	\$6,747,323	\$485,780	7.76%
WASHINGTON COUNTY TAX LEVY	\$6,261,543	\$6,421,635	\$160,092	2.56%
DODGE COUNTY TAX LEVY	\$0	\$325,688	\$325,688	100.00%
WASHINGTON COUNTY ASSESSED TAX RATE	5.604530164	5.59019413	(\$0.01)	-.26%
DODGE COUNTY ASSESSED TAX RATE	0	6.402411901	\$6.40	100.00%

City of Hartford, Wisconsin  
 2014 Annual Budget  
 History of General Obligation Debt and Population  
 1986—2013

<b>Budget Year</b>	<b>General Obligation Debt at December 31</b>	<b>City of Hartford Population</b>	<b>General Obligation Debt Per Capita</b>
1986	\$5,407,600	7,604	\$711
1987	\$7,074,286	7,605	\$930
1988	\$8,968,165	7,679	\$1,168
1989	\$9,301,000	7,892	\$1,179
1990	\$8,860,000	8,188	\$1,082
1991	\$10,469,706	8,349	\$1,254
1992	\$11,649,945	8,489	\$1,372
1993	\$12,038,142	8,635	\$1,394
1994	\$10,880,436	8,804	\$1,236
1995	\$10,131,705	8,911	\$1,137
1996	\$11,771,891	9,087	\$1,295
1997	\$10,985,813	9,325	\$1,178
1998	\$18,003,409	9,822	\$1,833
1999	\$17,099,559	9,888	\$1,729
2000	\$20,239,085	10,118	\$2,000
2001	\$19,316,864	10,905	\$1,771
2002	\$21,067,716	11,424	\$1,844
2003	\$19,801,400	11,719	\$1,690
2004	\$21,873,435	12,049	\$1,815
2005	\$22,221,421	12,732	\$1,745
2006	\$23,207,276	13,035	\$1,780
2007	\$22,560,000	13,556	\$1,664
2008	\$22,865,000	13,700	\$1,669
2009	\$20,535,000	13,900	\$1,477
2010	\$21,290,000	13,970	\$1,524
2011	\$23,860,000	14,253	\$1,674
2012	\$24,365,000	14,258	\$1,709
2013	\$21,615,000	14,274	\$1,514

City of Hartford, Wisconsin 2014 Annual Budget  
 Amortization of Outstanding Principal  
 All General Obligation Debt (2014—2032)

Budget Year	2012 Refunding Bonds	2012 Refunding Notes	2012 G.O. Notes	2004 G.O. Notes	2006 Refunding Bonds	2006 G.O. Notes	2007 Taxable Notes	2008 G.O. Notes	2010 Refunding Bonds	2010 G.O. Notes	Total To Be Paid
2014	\$250,000	\$50,000	\$275,000	\$280,000	\$420,000	\$280,000	\$80,000	\$435,000	\$530,000	\$275,000	\$2,875,000
2015	\$250,000	\$50,000	\$300,000		\$785,000	\$290,000	\$85,000	\$450,000	\$530,000	\$300,000	\$3,040,000
2016	\$250,000	\$50,000	\$300,000		\$825,000	\$300,000	\$85,000	\$465,000	\$530,000	\$300,000	\$3,105,000
2017	\$250,000	\$50,000	\$300,000		\$905,000		\$100,000	\$485,000	\$545,000	\$300,000	\$2,935,000
2018	\$200,000	\$150,000	\$300,000		\$740,000		\$100,000	\$500,000	\$400,000	\$300,000	\$2,690,000
2019		\$225,000	\$325,000				\$125,000			\$325,000	\$1,000,000
2020		\$250,000	\$325,000				\$125,000			\$330,000	\$1,030,000
2021		\$300,000	\$325,000				\$115,000				\$740,000
2022		\$325,000	\$350,000								\$675,000
2023		\$325,000									\$325,000
2024		\$325,000									\$325,000
2025		\$350,000									\$350,000
2026		\$350,000									\$350,000
2027		\$350,000									\$350,000
2028		\$375,000									\$375,000
2029		\$375,000									\$375,000
2030		\$375,000									\$375,000
2031		\$350,000									\$350,000
2032		\$350,000									\$350,000
<b>TOTALS</b>	<b>\$1,200,000</b>	<b>\$4,975,000</b>	<b>\$2,800,000</b>	<b>\$280,000</b>	<b>\$3,675,000</b>	<b>\$870,000</b>	<b>\$815,000</b>	<b>\$2,335,000</b>	<b>\$2,535,000</b>	<b>\$2,130,000</b>	<b>\$21,615,000</b>

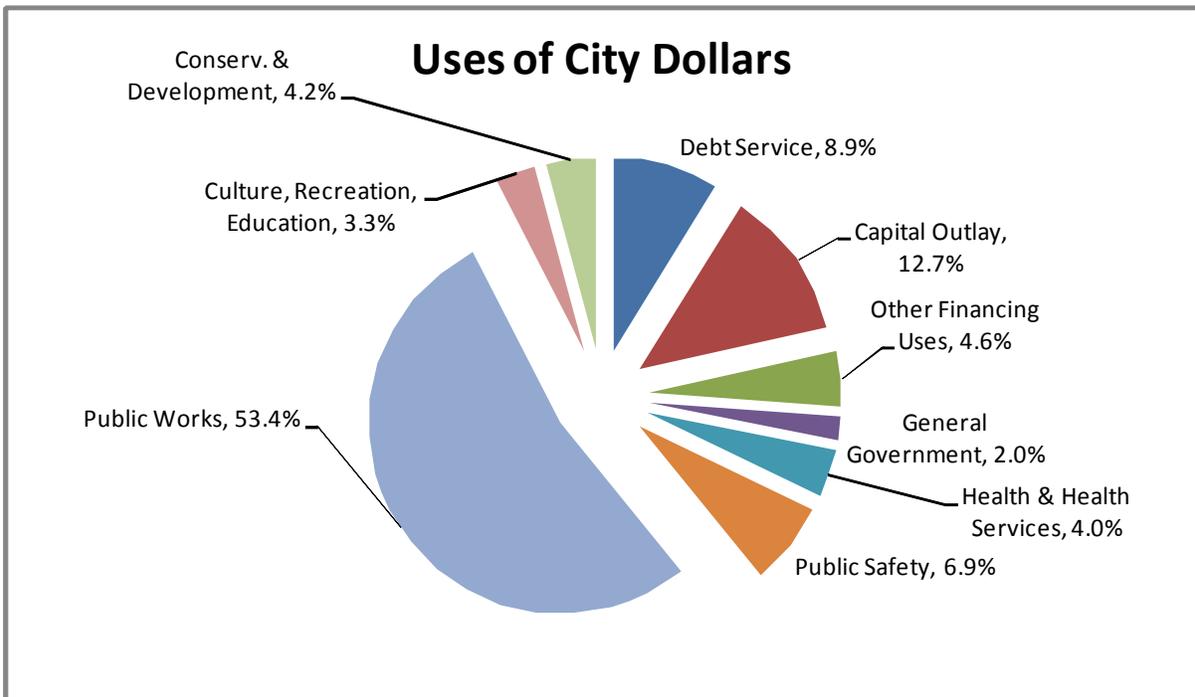
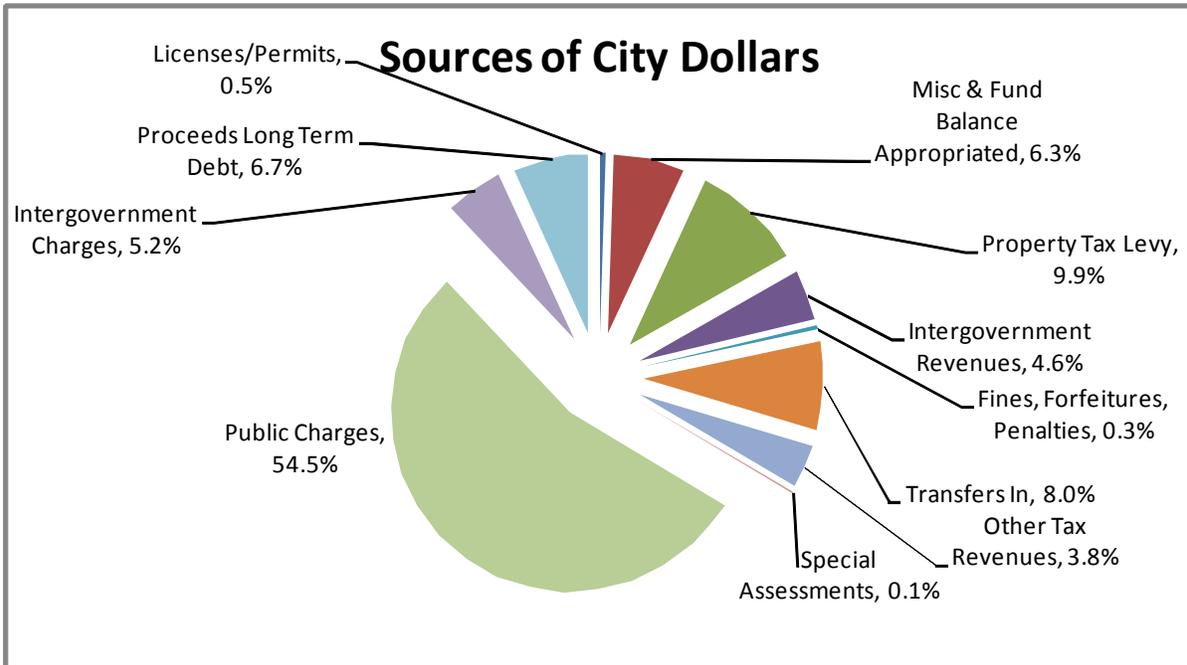
## Summary of All Funds

To account for the acquisition, use, and balances of expendable financial resources and the related liabilities of governmental and proprietary funds.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	11520	11304	11177	11306	0%
Operations and Maintenance	38632	40207	38056	38848	-3%
Debt Service	11592	4846	4823	4685	-3%
Capital Outlay	2450	2621	3599	8040	207%
Nonoperating Expenditures	12	20	20	20	0%
Transfers To Other Funds	9822	5727	6518	5422	-5%
<b>Total Expenditures &amp; Transfers</b>	<b>74028</b>	<b>64725</b>	<b>64193</b>	<b>68321</b>	<b>6%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	5293	4467	4505	2607	-42%
Special Assessments	68	75	71	100	33%
Intergovernmental Revenues	3785	3869	3373	3120	-19%
Licenses and Permits	398	347	424	373	7%
Fines, Forfeitures, Penalties	231	227	262	227	0%
Public Charges for Services	37952	38276	36507	37229	-3%
Intergovernmental Charges	3922	4085	3564	3565	-13%
Miscellaneous Revenues	15187	2210	2486	7124	222%
Transfers From Other Funds	9822	5727	6518	5422	-5%
Sub-Total	76658	59283	57710	59767	1%
Surplus Applied (Generated)	-8591	-819	222	1806	-321%
Property Tax Levy	5961	6261	6261	6748	8%
<b>Total Revenues and Transfers</b>	<b>74028</b>	<b>64725</b>	<b>64193</b>	<b>68321</b>	<b>6%</b>

# Summary of Fund Activity

## All Funds



## Summary of Governmental Funds

To account for the acquisition, use, and balances of expendable financial resources and the related current liabilities (except those accounted for in proprietary and fiduciary funds).

This Summary of Governmental Funds consolidates information found on Summary of Fund Type pages for: General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	6870	6877	6744	6860	0%
Operations and Maintenance	3444	3592	3619	3570	-1%
Debt Service	10085	3553	3553	3527	-1%
Capital Outlay	2450	2621	3599	8040	207%
Nonoperating Expenditures	0	0	0	0	0%
Transfers To Other Funds	8925	4776	3640	3528	-26%
<b>Total Expenditures &amp; Transfers</b>	<b>31774</b>	<b>21419</b>	<b>21155</b>	<b>25525</b>	<b>19%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	5251	4429	4469	2569	-42%
Special Assessments	68	75	71	100	33%
Intergovernmental Revenues	2098	2267	2170	2522	11%
Licenses and Permits	181	167	234	183	10%
Fines, Forfeitures, Penalties	231	227	262	227	0%
Public Charges for Services	1298	1238	1234	1263	2%
Intergovernmental Charges	370	394	370	370	-6%
Miscellaneous Revenues	12592	429	793	5773	1246%
Transfers From Other Funds	9699	3693	6210	4255	15%
Sub-Total	31788	12919	15813	17262	34%
Surplus Applied (Generated)	-5975	2239	-919	1515	-32%
Property Tax Levy	5961	6261	6261	6748	8%
<b>Total Revenues and Transfers</b>	<b>31774</b>	<b>21419</b>	<b>21155</b>	<b>25525</b>	<b>19%</b>

## Summary of Proprietary Funds

To account for a government's ongoing organizations and activities that are similar to those often found in the private sector.

This Summary of Proprietary Funds consolidates information found on Summary of Fund Type pages for: Enterprise Funds, Internal Service Funds.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	4650	4427	4433	4446	0%
Operations and Maintenance	35188	36615	34437	35278	-4%
Debt Service	1507	1293	1270	1158	-10%
Capital Outlay	0	0	0	0	0%
Nonoperating Expenditures	12	20	20	20	0%
Transfers To Other Funds	897	951	2878	1894	99%
<b>Total Expenditures &amp; Transfers</b>	<b>42254</b>	<b>43306</b>	<b>43038</b>	<b>42796</b>	<b>-1%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	42	38	36	38	0%
Special Assessments					
Intergovernmental Revenues	1687	1602	1203	598	-63%
Licenses and Permits	217	180	190	190	6%
Fines, Forfeitures, Penalties	0	0	0	0	0%
Public Charges for Services	36654	37038	35273	35966	-3%
Intergovernmental Charges	3552	3691	3194	3195	-13%
Miscellaneous Revenues	2595	1781	1693	1348	-24%
Transfers From Other Funds	123	2034	308	1170	-42%
Sub-Total	44870	46364	41897	42505	-8%
Surplus Applied (Generated)	-2616	-3058	1141	291	-110%
Property Tax Levy	0	0	0	0	0%
<b>Total Revenues and Transfers</b>	<b>42254</b>	<b>43306</b>	<b>43038</b>	<b>42796</b>	<b>-1%</b>

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***GENERAL***

***FUND***

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# Summary of Fund Type

## GENERAL FUND

To account for all financial resources except those required to be accounted for in another fund. The General Fund is the chief operating fund of the City of Hartford.

The Summary of Fund Type for the General Fund consolidates the following departments:

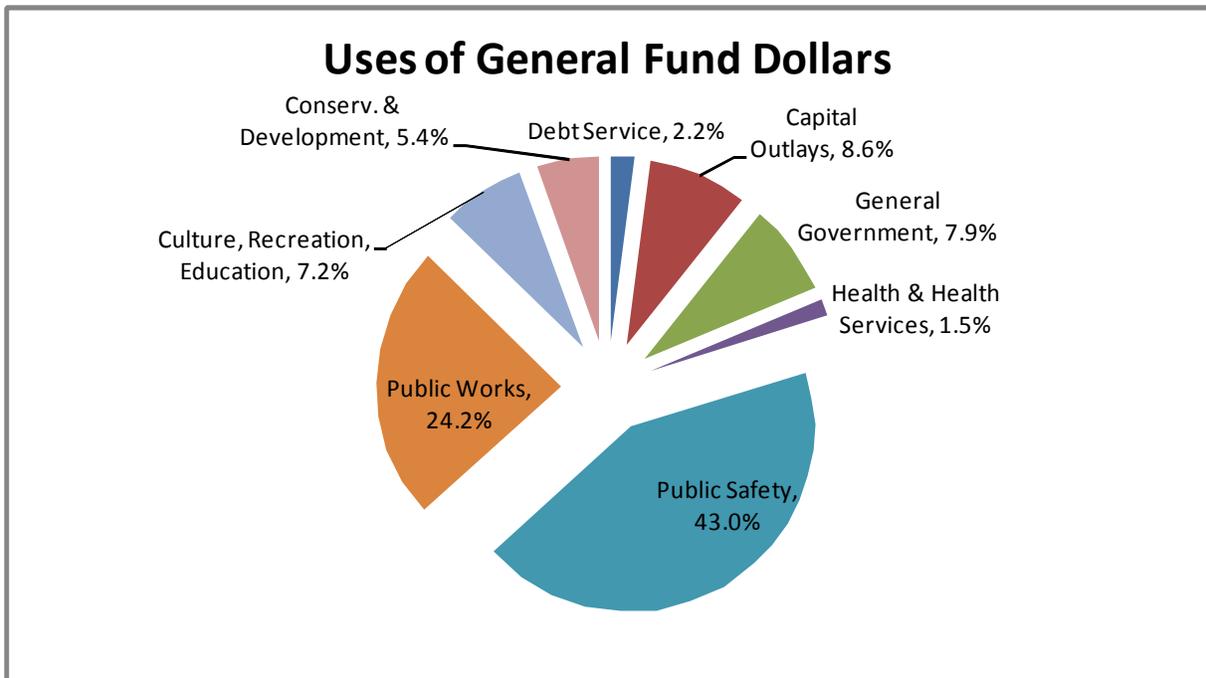
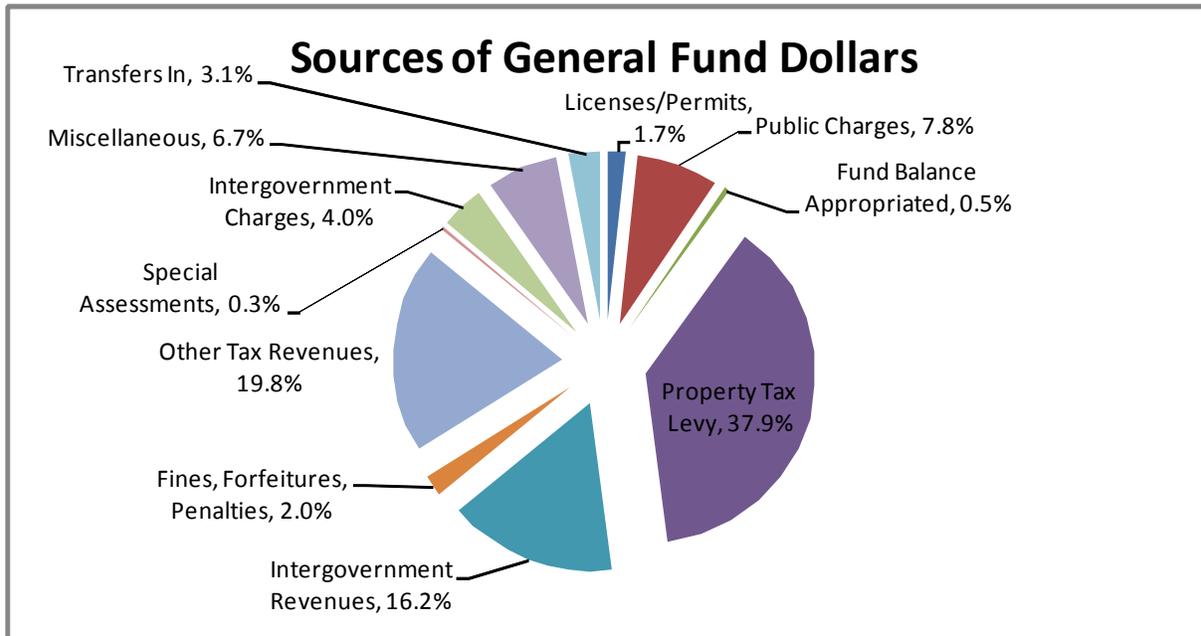
<b>Legislative</b>	<b>General Administration</b>
<b>Clerical Administration</b>	<b>Financial Administration</b>
<b>Public Safety</b>	<b>Public Works</b>
<b>Parks and Recreation</b>	<b>Planning and Development</b>

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	5686	5697	5593	5671	0%
Operations and Maintenance	2687	2844	2848	2867	1%
Debt Service					
Capital Outlay	785	936	583	555	-41%
Nonoperating Expenditures					
Transfers To Other Funds	605	538	839	1041	93%
<b>Total Expenditures &amp; Transfers</b>	<b>9763</b>	<b>10015</b>	<b>9863</b>	<b>10134</b>	<b>1%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	1956	1966	1966	2017	3%
Special Assessments	27	30	26	56	87%
Intergovernmental Revenues	1634	1605	1686	1669	4%
Licenses and Permits	181	167	234	183	10%
Fines, Forfeitures, Penalties	209	205	240	205	0%
Public Charges for Services	788	776	784	786	1%
Intergovernmental Charges	370	394	370	370	-6%
Miscellaneous Revenues	282	262	664	137	-48%
Transfers From Other Funds	529	716	949	115	-84%
Sub-Total	5976	6121	6919	5538	-10%
Surplus Applied (Generated)	118	128	-822	804	528%
Property Tax Levy	3669	3766	3766	3792	1%
<b>Total Revenues and Transfers</b>	<b>9763</b>	<b>10015</b>	<b>9863</b>	<b>10134</b>	<b>1%</b>

# Summary of Fund Activity

## General Fund

To account for all financial resources except those required to be accounted for in another fund. The General Fund is the chief operating fund for the City of Hartford



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***LEGISLATIVE AND  
GENERAL ADMINISTRATION***

***DEPARTMENTAL  
BUDGET  
SUMMARIES***

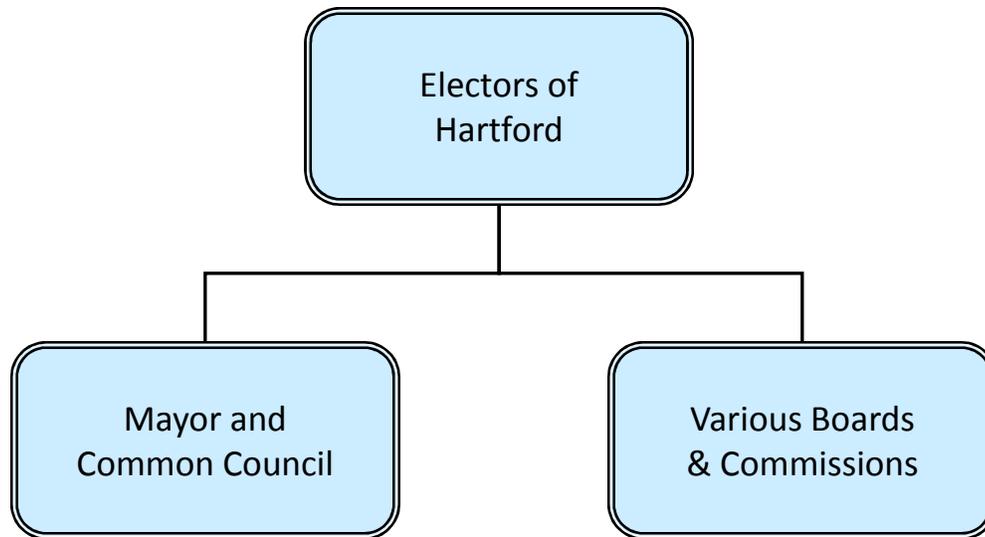
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# Legislative Department Budget Detail

**Fund:** General

**Department:** Legislative

**Manager:** Mayor and Common Council



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	10	10	10	10	<b>0%</b>
Full Time Equivalent Positions	10	10	10	10	<b>0%</b>





## General Administration Department Summary

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> Combined

The Department of General Administration consolidates services in the following Detail Pages:

City Administrator  
Legal  
Municipal Court

Animal Control  
Personnel  
Miscellaneous Operations

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	105	103	104	88	-15%
Operations and Maintenance	196	186	182	182	-2%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	605	538	839	1041	93%
<b>Total Expenditures and Transfers</b>	<b>906</b>	<b>827</b>	<b>1125</b>	<b>1311</b>	<b>59%</b>
Less: Revenues and Transfers In	3473	3660	4328	3070	-16%
<b>Net Cost to General Revenues</b>	<b>-2567</b>	<b>-2833</b>	<b>-3203</b>	<b>-1759</b>	<b>-38%</b>



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***GENERAL ADMINISTRATION***

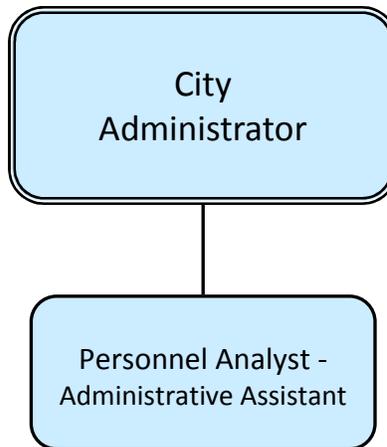
***Division***  
***Detail***

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## City Administration Budget Detail

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> City Administration

The Division of City Administration oversees the daily operation of municipal government, including the execution of Common Council policies, the recommendation of alternative procedures for improved operating efficiency, and the coordination of departmental efforts toward Common Council goals.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	0.985	0.985	0.985	0.755	<b>-23.35%</b>

## City Administration Budget Detail

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> City Administration

**GOALS:** To oversee and administer all operations of the City of Hartford, act as administrative officer in the execution of Council approved policies, and recommend to the Mayor and Council appropriate alternatives for the efficient and effective management of the City.

**OBJECTIVES:** Implement strategic plan of Mayor and Common Council through the development of appropriate policies and procedures.  
 Annually monitor the City's debt management program.  
 Manage utility operating strategies and rates.  
 Maintain Facilities Maintenance Program.  
 Assist Common Council in stabilizing the annual tax levy.  
 Coordinate a strategic land use (growth management) program.  
 Optimize external communications of City government.

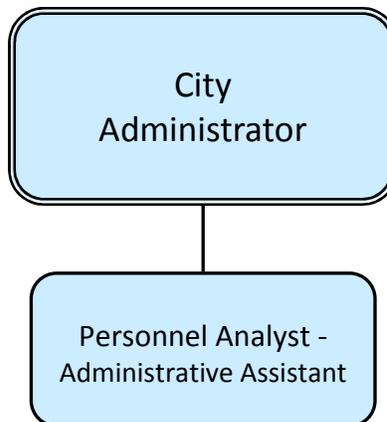
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	97	95	96	70	-26%
Operations and Maintenance	12	12	12	11	-8%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>109</b>	<b>107</b>	<b>108</b>	<b>81</b>	<b>-24%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>109</b>	<b>107</b>	<b>108</b>	<b>81</b>	<b>-24%</b>

**HIGHLIGHTS:** Labor reduction in 2014 reflects reallocation to economic development, personnel, and utility funds to more accurately match workloads.

## Personnel Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Personnel</b>

The Personnel Division operates within the City Administration office. This division oversees selection and training of new employees, coordination of grievance procedures with department heads, and the negotiation of contracts with all collective bargaining units. The Personnel Division also coordinates the administration of employee benefit programs, such as health and dental insurance, flexible benefit plans, and the wellness program. Complete employment and performance records of employees are maintained in the City Administration office.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0.1	0.1	0.1	0.18	<b>80%</b>

## Personnel Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Personnel</b>

**GOALS:** Develop, implement, and coordinate policies and programs covering all aspects of employment, labor relations, selection, orientation, and training, and health benefits.

**OBJECTIVES:** Monitor and evaluate Health Incentive and Wellness Programs.  
Negotiate successor collective bargaining agreements.

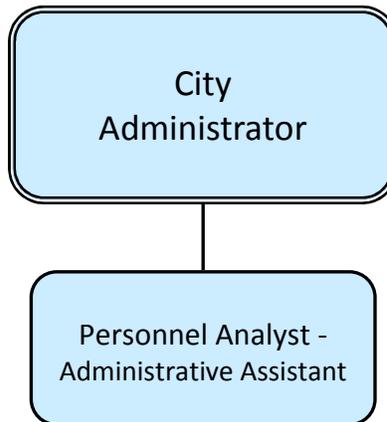
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Full Time Employees	Employees	121	122	122	119
Part Time Employees	Employees	33	34	30	32
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	8	8	8	18	125%
Operations and Maintenance	6	4	4	4	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	14	12	12	22	83%
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>14</b>	<b>12</b>	<b>12</b>	<b>22</b>	<b>83%</b>

**HIGHLIGHTS:** No additions to Table of Organization in 2014.  
Labor cost increase in 2014 reflects reallocation to match actual workloads.

*Municipal Court Budget Detail*

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Municipal Court</b>

The City of Hartford participates in the Mid-Moraine Municipal Court System, organized by local governmental units in Washington and Ozaukee Counties to provide an efficient judicial forum for uncontested criminal actions. The Municipal Court Division includes a traveling court official to hear local cases in City Hall, avoiding the inconvenience to the public of traveling to county courthouses. The program also reduces court time and travel costs of law enforcement officers testifying in courts. The cost of municipal court operations is assessed to participating municipalities on the basis of caseload, with court costs recoverable through fees assessed to defendants.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0	0	0	0	<i><b>0%</b></i>

## Municipal Court Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Municipal Court</b>

**GOALS:** To provide an efficient judicial forum for the disposition of municipal code, OWI, and other uncontested criminal actions through membership in the Mid-Moraine Municipal Court System.

**OBJECTIVES:** Maintain minimum once a month court schedule in City.  
Continue participation in Mid-Moraine Municipal Court Administrative Committee.  
Monitor deterioration in court revenues.

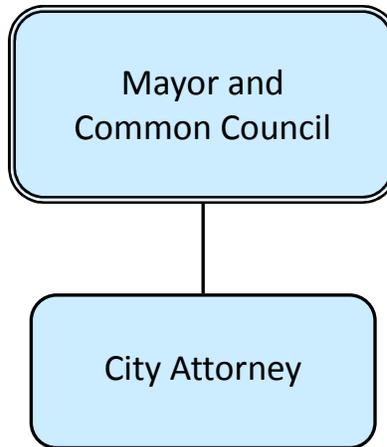
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Citations Issued	Citations	2710	3112	2800	2700
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	67	69	69	69	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	67	69	69	69	0%
Less: Revenues and Transfers In	49	53	53	53	0%
<b>Net Cost to General Revenues</b>	18	16	16	16	0%

**HIGHLIGHTS:** Fines and forfeitures from municipal court activities are shown in Law Enforcement.  
Changes in allowable court fees cause deterioration in overall court revenues and fines.

## Legal Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Attorney</b>	<b>Division:</b>	<b>Legal</b>

The Office of the City Attorney comprises the Legal Division. Hartford retains a City Attorney on a contractual basis with an area law firm. The Division is responsible for providing professional legal services to the City, including a legal review of all contractual arrangements and documents, interpretation of Ordinances, and representation in legal forums.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

## Legal Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Attorney</b>	<b>Division:</b>	<b>Legal</b>

**GOALS:** To provide prompt, professional legal services to the City of Hartford.

**OBJECTIVES:** Maintain twice a week City Hall office hours.  
 Review for legal sufficiency all ordinances, resolutions, contracts, agreements, leases, etc., as required.  
 Represent the City in litigation and Municipal Court prosecutions.  
 Assist negotiation for new collective bargaining agreements.

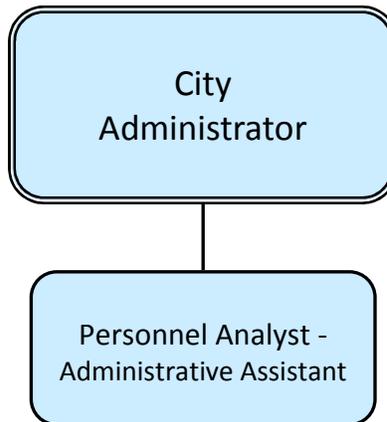
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Ordinances & Resolutions	Ordinances	50	40	37	40
Annexation & Development Agreements	Agreements	1	2	2	2
Prepare/Review Deeds & Easements	Documents	10	10	10	10
Traffic/Municipal Court Cases	Cases	2600	2600	2800	2700
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	43	28	28	28	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>43</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>0%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>43</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>0%</b>

**HIGHLIGHTS:** 2014 attorney fees unchanged at \$175/hour. Budgeted hours is for governmental funds only.

## Animal Control Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>General Administration</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Animal Control</b>

In mid-1998 the City of Hartford reached an agreement with the Washington County Humane Society for the removal and care of cats and other feral and stray animals. This agreement provides services which the City would otherwise be required to provide at higher cost using City employees.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

## Animal Control Budget Detail

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> Animal Control

**GOALS:** To provide safe and healthy community environment by contracting for the removal of feral and stray cats and other animals by the Washington County Humane Society.

**OBJECTIVES:** Monitor the value of the current contract.

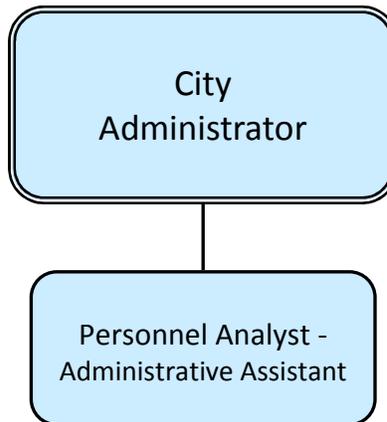
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Stray Cats Received	Animals	100	90	107	64
Wildlife Received	Animals	11	27	13	17
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	4	5	5	3	-40%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>-40%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>-40%</b>

**HIGHLIGHTS:** Partial offset of costs is accomplished through the issuance of cat licenses (revenue to Treasury Division of Financial Administration).  
City now participating in feral cat program through Humane Society.

## Miscellaneous Operations Budget

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> Miscellaneous Operations

Miscellaneous Operations include transfers from/to other funds, as well as unallocated expenditures and revenues (chiefly the General Fund tax levy, utility payments in lieu of taxes, property insurance and contingency funds). The application of any undesignated fund balance from the General Fund is recorded under Miscellaneous Operations.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0	0	0	0	<i><b>0%</b></i>

## Miscellaneous Operations Budget

<b>Fund:</b> General	<b>Department:</b> General Administration
<b>Manager:</b> City Administrator	<b>Division:</b> Miscellaneous Operations

**GOALS:** To provide a segregation of unallocated expenditures and revenues from tax levies, payments in lieu of taxes, interfund transfers involving the General Fund, State Shared Revenues, and contingency accounts.

**OBJECTIVES:** Maintain a timely accounting record of unallocated expenditures and revenues to assist presentation of interim budgetary results.  
Maximize state aids by appropriate allocation of costs among operations.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	64	68	64	67	-1%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	605	538	839	1041	93%
<b>Total Expenditures and Transfers</b>	<b>669</b>	<b>606</b>	<b>903</b>	<b>1108</b>	<b>83%</b>
Less: Revenues and Transfers In	3424	3607	4275	3017	-16%
<b>Net Cost to General Revenues</b>	<b>-2755</b>	<b>-3001</b>	<b>-3372</b>	<b>-1909</b>	<b>-36%</b>

**HIGHLIGHTS:** Expenditure Restraint Program aids increase \$20,000 in 2014. Operation and Maintenance reflects unallocated insurance costs. Payments in lieu of taxes from utilities increase in 2014. Payment in lieu of taxes from other sources decline \$20,000 due to sale of Hartford Highlands. No Contingency Fund allocation in 2013.



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***CLERICAL ADMINISTRATION***

***DEPARTMENTAL***

***BUDGET***

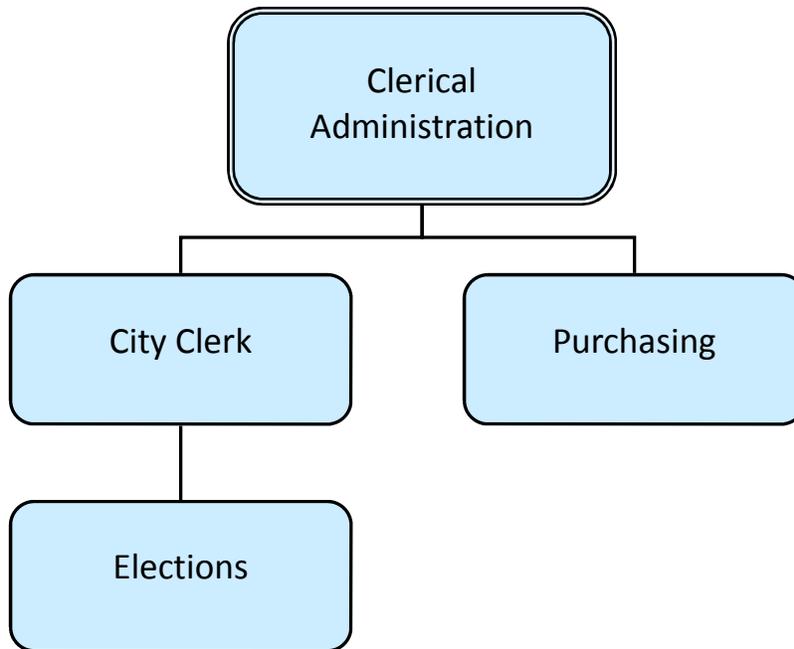
***SUMMARIES***

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## Clerical Administration Department Summary

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Clerical Administration</b>
<b>Manager:</b>	<b>City Clerk</b>	<b>Division:</b>	<b>Combined</b>

The Clerical Administration Department is composed of three divisions (City Clerk, Elections, and Purchasing), all found within the General Fund.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	1.54	1.54	1.54	1.54	<b>0%</b>

Clerical Administration  
Department Summary

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Clerical Administration</b>
<b>Manager:</b>	<b>City Clerk</b>	<b>Division:</b>	<b>Combined</b>

The Department of Clerical Administration consolidates services in the following Detail Pages:

City Clerk	Elections
Purchasing	

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	143	122	122	134	10%
Operations and Maintenance	55	77	73	78	1%
Debt Service					
Capital Outlay	0	0	0	18	100%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>198</b>	<b>199</b>	<b>195</b>	<b>230</b>	<b>16%</b>
Less: Revenues and Transfers In	71	68	74	73	7%
<b>Net Cost to General Revenues</b>	<b>127</b>	<b>131</b>	<b>121</b>	<b>157</b>	<b>20%</b>



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***CLERICAL ADMINISTRATION***

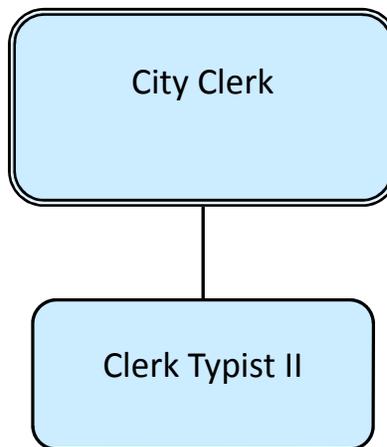
***Division***  
***Detail***

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## City Clerk Budget Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> City Clerk

The Office of the City Clerk is responsible for providing staff support to the Common Council, including the recording of public records and minutes of all public sessions of deliberative bodies. The City Clerk is also responsible for the licensing of various professions and activities within the City.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	1.38	1.38	1.38	1.38	<b>0%</b>

## City Clerk Budget Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> City Clerk

**GOALS:** Contribute to effective City administration by assisting the Common Council in providing prompt and efficient clerical support and assisting the citizenry in defining applicable City ordinances/ state laws, open records requests.

**OBJECTIVES:** Provide prompt record and transcription of all Common Council and standing committee meetings. Prepare all professional and other license applications for immediate submission to the Finance and Personnel Committee for review. Assist in the preparation of ordinances and resolutions and provide for the codification of same.

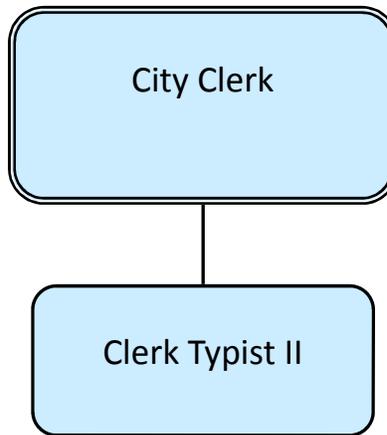
<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Master Electrician Licenses	Licenses	74	74	40	12
Bartender Licenses	Licenses	165	158	160	170
Miscellaneous (Cigarette)	Licenses	20	22	20	20
Special Assessment Letters	Letters	236	284	350	350
Ordinances	Ordinances	30	14	7	10
Resolutions	Resolutions	26	26	30	30
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	111	105	105	108	3%
Operations and Maintenance	47	72	69	71	-1%
Debt Service					
Capital Outlay	0	0	0	18	0%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>158</b>	<b>177</b>	<b>174</b>	<b>197</b>	<b>11%</b>
Less: Revenues and Transfers In	71	68	74	73	7%
<b>Net Cost to General Revenues</b>	<b>87</b>	<b>109</b>	<b>100</b>	<b>124</b>	<b>14%</b>

**HIGHLIGHTS:** No fee increases for 2014.

## Elections Budget Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> Elections

All municipal elections are conducted through the Department of Clerical Administration. Adherence to election statutes, monitoring the election day activities, and prompt reporting of election results are overseen by the Elections Division, under the management of the City Clerk.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0.16	0.16	0.16	0.16	<b>0%</b>

## Elections Budget Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> Elections

**GOALS:** To conduct elections within the City of Hartford within existing statutes and ordinances, and promptly report and record election results.

**OBJECTIVES:** Conduct scheduled elections, test voting machines, register voters, recruit, select and train officials, and process absentee ballots.  
 Maintain accurate and comprehensive voter registration listing in statewide voter registration system.  
 Review and certify nomination papers for validity and sufficiency.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Elections Administered	Elections	2	6	2	4
New Voter Registrations	Registrations	11	1845	32	1230
Training Sessions Conducted	Sessions	1	2	1	1
Absentee Ballots Issued	Ballots	385	3257	397	2170
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	32	17	17	26	53%
Operations and Maintenance	5	2	1	4	100%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>37</b>	<b>19</b>	<b>18</b>	<b>30</b>	<b>58%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>37</b>	<b>19</b>	<b>18</b>	<b>30</b>	<b>58%</b>

**HIGHLIGHTS:** Four elections scheduled for 2014.

## Purchasing Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> Purchasing

The Purchasing Division is responsible for coordinating a decentralized purchasing system and assisting departments in obtaining needed goods and services. The division monitors procurement authorizations and maintains a central store of office supplies.

City Clerk

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

## Purchasing Budget Detail

<b>Fund:</b> General	<b>Department:</b> Clerical Administration
<b>Manager:</b> City Clerk	<b>Division:</b> Purchasing

**GOALS:** To provide a computer-based purchasing system that allows individual departments the opportunity to maintain responsibility for their departmental purchasing needs subject to specific purchasing requirements and approval practices.

**OBJECTIVES:** Ensure that all purchasing policies established by the Common Council and the City Administrator are being complied with uniformly and consistently by all municipal departments and employees.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Purchase Orders Issued	P.O.'s	955	1039	1104	1214
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	3	3	3	3	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0%</b>



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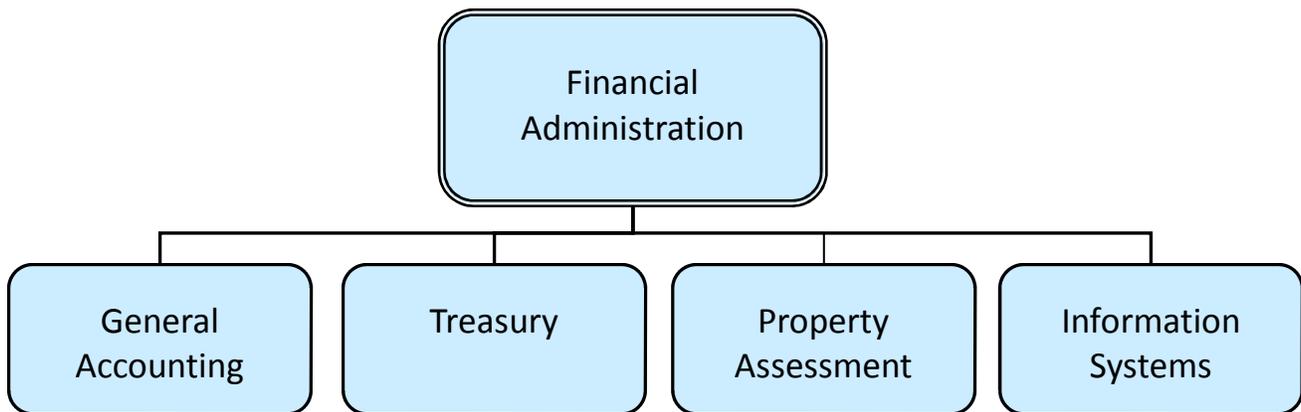
***FINANCIAL  
ADMINISTRATION  
DEPARTMENTAL  
BUDGET  
SUMMARY***

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## Financial Administration Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Financial Administration</b>
<b>Manager:</b>	<b>Finance Director</b>	<b>Division:</b>	<b>Combined</b>

The Financial Administration Department is composed of four divisions. Three divisions (General Accounting, Treasury, and Property Assessment) are found within the General Fund. The Information Systems division is recorded as an Internal Service Fund.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	6	6	6	6	<b>0%</b>
Full Time Equivalent Positions	1.05	0.95	0.95	0.95	<b>0%</b>

## Financial Administration Department Summary

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Financial Administration</b>
<b>Manager:</b>	<b>Finance Director</b>	<b>Division:</b>	<b>Combined</b>

The Department of Financial Administration consolidates services in the following Detail Pages:

General Accounting	Treasury
Property Assessment	

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	83	72	73	73	1%
Operations and Maintenance	193	208	191	187	-10%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>276</b>	<b>280</b>	<b>264</b>	<b>260</b>	<b>-7%</b>
Less: Revenues and Transfers In	154	146	100	105	-28%
<b>Net Cost to General Revenues</b>	<b>122</b>	<b>134</b>	<b>164</b>	<b>155</b>	<b>16%</b>



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***FINANCIAL  
ADMINISTRATION***

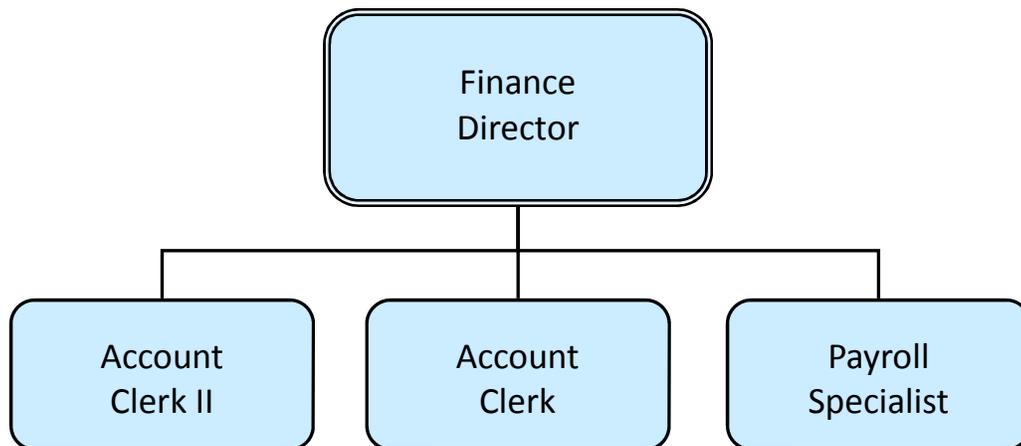
***Division  
Detail***

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## General Accounting Detail

<b>Fund:</b> General	<b>Department:</b> Financial Administration
<b>Manager:</b> Finance Director	<b>Division:</b> General Accounting

Management of all accounting functions and audit supervision are managed through the General Accounting Division, including payroll, accounts receivable, accounts payable, fixed assets, and financial reporting. Maintenance of utility accounts and records, as well as Community Development Authority financial transactions, are included within the sphere of general accounting activities.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	4	4	4	4	<b>0%</b>
Full Time Equivalent Positions	0.7075	0.625	0.625	0.625	<b>0%</b>

## General Accounting Budget Detail

<b>Fund:</b> General	<b>Department:</b> Financial Administration
<b>Manager:</b> Finance Director	<b>Division:</b> General Accounting

**GOALS:** To provide financial information useful for making economic decisions; to provide information useful for evaluating managerial and organizational fiscal performance; and to exercise stewardship and accountability over all resources belonging to the City of Hartford.

**OBJECTIVES:** Offer online bill payment options as a means of payment for various fees for service.

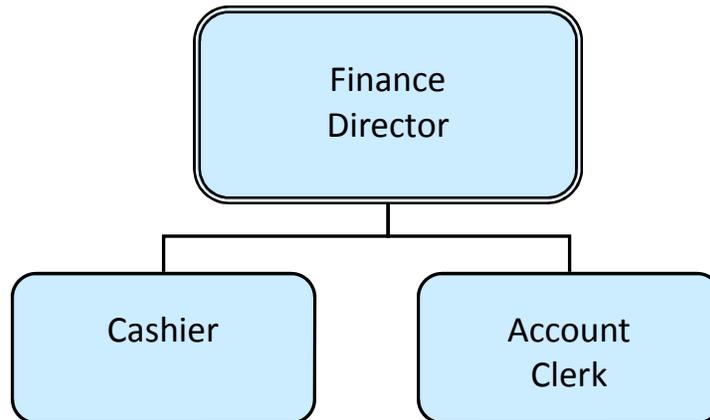
<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Electric Utility Customers	Customers	6,730	6,773	6,815	6,857
Water/Sewer Utility Customers	Customers	5,350	5,384	5,401	5,418
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	57	47	49	48	2%
Operations and Maintenance	55	59	58	60	2%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>112</b>	<b>106</b>	<b>107</b>	<b>108</b>	<b>2%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>112</b>	<b>106</b>	<b>107</b>	<b>108</b>	<b>2%</b>

**HIGHLIGHTS:** Interim financial reports provided to Common Council on a monthly basis.

## Treasury Detail

<b>Fund:</b> General	<b>Department:</b> Financial Administration
<b>Manager:</b> Finance Director	<b>Division:</b> Treasury

The Treasury Division is responsible for the management of the City’s cash management program, investment policies and practices, and debt management. All cash collection activities, including those conducted at remote sites in other departments, are managed by this division, particularly the collection of property taxes and utility bills. An investment portfolio of \$12-\$22 million is administered by the division under an investment policy established by the Common Council. The division is also responsible for the reporting of portfolio performance results to the Common Council under Wisconsin Statute.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	0.2825	0.275	0.275	0.275	<b>0%</b>

## Treasury Budget Detail

<b>Fund:</b> General	<b>Department:</b> Financial Administration
<b>Manager:</b> Finance Director	<b>Division:</b> Treasury

**GOALS:** To exercise stewardship and accountability over all moneys belonging to the City of Hartford through the proper receipting, disbursing, recording, and reporting of all cash transactions; to serve as the chief tax collecting agent for the City and its overlapping governmental entities; to manage the investment portfolio of the City in a safe and prudent manner; and to manage the Debt Management Policy of the City.

**OBJECTIVES:** Continue to look for ways to maximize the rate of return on the City's investments.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Accounts Payable Checks	Checks	7,133	7,183	7,315	7,100
Payroll Checks	Checks	7,723	7,641	7,400	7,400
Receipts Issued	Receipts	101,965	101,856	103,000	103,000
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	22	21	21	22	5%
Operations and Maintenance	76	93	76	70	-25%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>98</b>	<b>114</b>	<b>97</b>	<b>92</b>	<b>-19%</b>
<b>Less: Revenues and Transfers In</b>	<b>144</b>	<b>136</b>	<b>87</b>	<b>94</b>	<b>-31%</b>
<b>Net Cost to General Revenues</b>	<b>-46</b>	<b>-22</b>	<b>10</b>	<b>-2</b>	<b>-91%</b>

**HIGHLIGHTS:** Investment portfolio performance expected to remain weak in 2014.

## Property Assessment Detail

<b>Fund:</b> <b>General</b>	<b>Department:</b> <b>Financial Administration</b>
<b>Manager:</b> <b>Finance Director</b>	<b>Division:</b> <b>Property Assessment</b>

The City of Hartford maintains the Office of the City Assessor through a contractual arrangement with a national assessment firm. The division is responsible for the valuation of all non-manufacturing real estate within the City, as well as the development of the annual assessment roll for the City. The division is also responsible for revaluation of all City parcels, currently conducted on a contractual basis with the same national assessment firm. Valuations are computerized and updated using an in-house computer assisted mass appraisal (CAMA) software package.

Finance  
Director

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0.06	0.05	0.05	0.05	<i><b>0%</b></i>

## Property Assessment Budget Detail

<b>Fund:</b> General	<b>Department:</b> Financial Administration
<b>Manager:</b> Finance Director	<b>Division:</b> Property Assessment

**GOALS:** To assess all real and personal property in the City of Hartford, and to compile and prepare the annual real and personal property tax rolls.

**OBJECTIVES:** Review and generate values of each parcel in the City.  
 Measure and value new construction in the City.  
 Discover, list, and value all personal property to update records.  
 Maintain all records and files in both hard copy and computer.  
 Property revaluation plans suspended pending change in equalization ratio.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Real Estate Parcels	Parcels	5,663	5,665	5,672	5,675
Personal Property Units	Units	512	505	501	505
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	4	4	3	3	-25%
Operations and Maintenance	62	56	57	57	2%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	66	60	60	60	0%
Less: Revenues and Transfers In	10	10	13	11	0%
<b>Net Cost to General Revenues</b>	56	50	47	49	-2%

**HIGHLIGHTS:** Assessment information now available online.  
 Major assessment error will cause significant budget changes 2012-2014.  
 Walk-through revaluation to be completed in 2014.



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***PUBLIC SAFETY***

***DEPARTMENTAL***

***BUDGET***

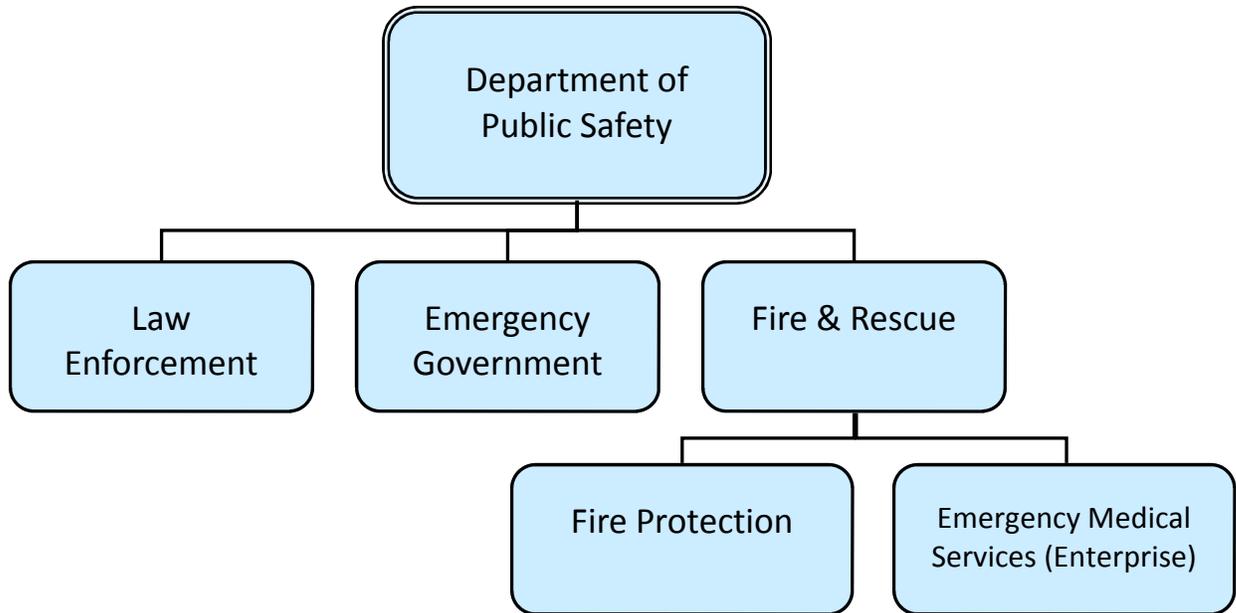
***SUMMARY***

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## Public Safety Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Public Safety</b>
<b>Manager:</b>	<b>Chief of Police Chief of Fire &amp; Rescue</b>	<b>Division:</b>	<b>Combined</b>

The Public Safety Department, under the management of the Chief of Police and the Chief of Fire and Rescue, is responsible for the protection of persons and property within the City and adjacent areas. The mission of the Department is facilitated through integrated, coordinated telecommunications and computer-enhanced information processing. Public safety efforts are divided into four areas of responsibility. Three divisions (Law Enforcement, Emergency Government, and Fire Protection) are found within the General Fund. The Emergency Medical Services Division is recorded as an Enterprise Fund.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	34.25	34.25	34.25	34.25	<b>0%</b>
Full Time Equivalent Positions	33.35	33.35	33.35	33.35	<b>0%</b>

## Public Safety Department Summary

<b>Fund:</b>	General	<b>Department:</b>	Public Safety
<b>Manager:</b>	Chief of Police	<b>Division:</b>	Combined

The Department of Public Safety consolidates services in the following Detail Pages:

Law Enforcement  
Fire & Rescue

Emergency Government

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	3597	3646	3546	3580	-2%
Operations and Maintenance	353	416	426	422	1%
Debt Service					
Capital Outlay	617	396	385	79	-80%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>4567</b>	<b>4458</b>	<b>4357</b>	<b>4081</b>	<b>-8%</b>
Less: Revenues and Transfers In	827	819	923	799	-2%
<b>Net Cost to General Revenues</b>	<b>3740</b>	<b>3639</b>	<b>3434</b>	<b>3282</b>	<b>-10%</b>



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***PUBLIC SAFETY***

***Division***  
***Detail***

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## Law Enforcement Budget Detail

<b>Fund:</b> General	<b>Department:</b> Public Safety
<b>Manager:</b> Chief of Police	<b>Division:</b> Law Enforcement

**GOALS:** To provide professional police response to the needs of the community; to control crime by apprehending offenders and reducing their opportunities; and to facilitate the safe movement of traffic.

**OBJECTIVES:** To provide proactive police response through community involvement. Provide positive community interaction through outreach and collaborative efforts through educational programs and presentations. Control and maintain the atmosphere of a safe environment of the community based on the perception of its citizens.

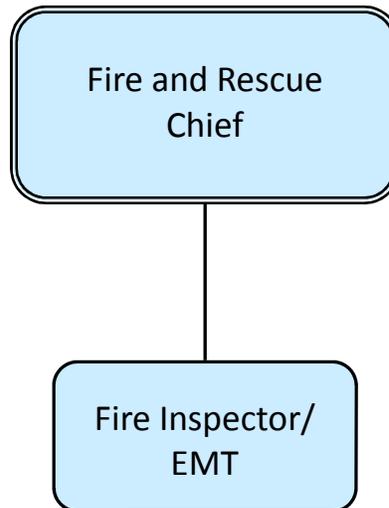
<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>	
Change in Crime Rate-Index Crime	Percent	12.3%	4.2%	-5.0%	5.0%	
Clearance Rate-Index Crime	Percent	43.5%	41.5%	44.0%	42.0%	
Miles Patrolled	Miles	164,234	161,710	170,000	170,000	
Community Outreach	Hours	1556.7	1526.7	1500	1500	
Municipal/Traffic Citations	Citations	2,710	3,112	2,800	2,700	
Warning Citations	Citations	2,243	1,816	2,000	2,200	
Adult Arrests	Arrests	893	699	675	700	
Juvenile Arrests	Arrests	375	367	375	375	
		<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>						
Labor	3373	3419	3325	3347	-2%	
Operations and Maintenance	236	273	287	276	1%	
Debt Service						
Capital Outlay	162	62	51	79	27%	
Nonoperating Expenditures						
Transfers to Other Funds						
<b>Total Expenditures and Transfers</b>	<b>3771</b>	<b>3754</b>	<b>3663</b>	<b>3702</b>	<b>-1%</b>	
<b>Less: Revenues and Transfers In</b>	<b>465</b>	<b>429</b>	<b>498</b>	<b>434</b>	<b>1%</b>	
<b>Net Cost to General Revenues</b>	<b>3306</b>	<b>3325</b>	<b>3165</b>	<b>3268</b>	<b>-2%</b>	

**HIGHLIGHTS:** Budgeted labor reduction due to 2013 error.

## Emergency Government Detail

<b>Fund:</b> General	<b>Department:</b> Public Safety
<b>Manager:</b> Fire & Rescue Chief	<b>Division:</b> Emergency Government

The Emergency Government Division is responsible for maintaining readiness for any disaster that might occur (including weather-related and man-made disasters). Readiness is maintained in cooperation with the Washington County Division of Emergency Government through written policy, training, exercises, and dissemination of public information. The division is responsible for the operation of City-wide emergency warning sirens, as well as the planning of coordinated government services and operations in the event of a disaster. The Fire and Rescue Chief is responsible for meeting the goals of the division.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0.2	0.2	0.2	0.2	<b>0%</b>

## Emergency Government Budget Detail

<b>Fund:</b> General	<b>Department:</b> Public Safety
<b>Manager:</b> Fire and Rescue Chief	<b>Division:</b> Emergency Government

**GOALS:** To provide professional, effective, and efficient response to major events, whether natural or man made, that cause property damage or personal injury within the community, and to prepare for those emergency situations through training, exercises, and written procedural manuals. It is the duty of Emergency Government to follow through each disaster event until such time as normal operations are in place once again.

**OBJECTIVES:** Continue to coordinate disaster responses with the Washington County Office of Emergency Government. Continue to disburse all required information to the proper regulatory and governmental officials in a timely manner.

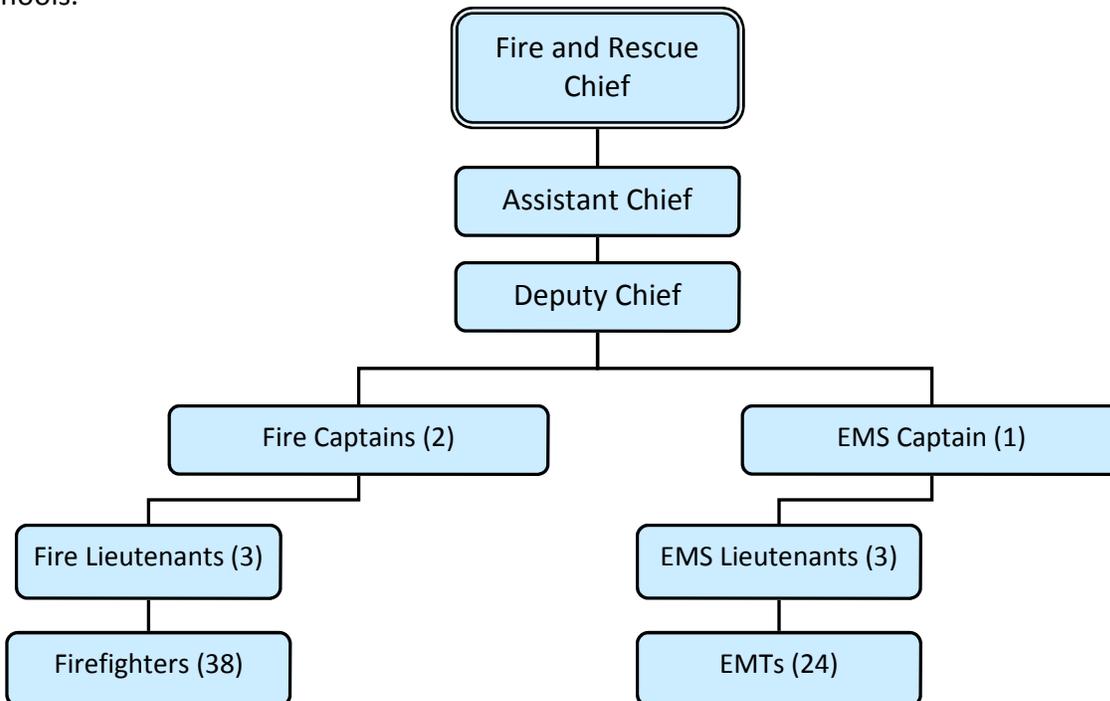
Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Disasters Recorded	Disasters	1	0	0	0
Warnings Issued (Siren System)	Warnings	1	0	0	0
Disaster Pamphlets Disbursed	Pamphlets	5,000	5,000	5,000	5,000
Public Information/Training	Meetings	4	6	4	4
Training	Hours	40	40	40	40
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	17	17	17	18	6%
Operations and Maintenance	11	18	17	18	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	28	35	34	36	3%
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	28	35	34	36	3%

**HIGHLIGHTS:** Expand on private facility interface with city warning siren system. Annual budget includes funds to support enhancing the hazardous weather preparedness of the City by achieving National Weather Service Storm Ready accreditation.

## Fire and Rescue Detail

<b>Fund:</b> General	<b>Department:</b> Public Safety
<b>Manager:</b> Fire & Rescue Chief	<b>Division:</b> Fire & Rescue

The Hartford Fire Department is responsible for protecting the lives and property of the citizens of Hartford and surrounding communities from fires and related hazards. The division is comprised of a paid on-call volunteer staff that is responsible for suppressing and defeating fires of all types, responding to motor vehicle, industrial, and other types of accidents, and offering a comprehensive fire prevention program to the community. Using a fleet of modern fire suppression vehicles, the Hartford Fire Department responds to calls for service within a 62 square mile area including the townships of Hartford, Erin, and Rubicon (all on a contractual basis). The division operates from a single fire station near City Hall in Hartford, where community programs and training activities are also conducted. Educational programs are also maintained within all area schools.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	0.85	0.85	0.85	0.85	<b>0%</b>

## Fire and Rescue Budget Detail

<b>Fund:</b> General	<b>Department:</b> Public Safety
<b>Manager:</b> Fire and Rescue Chief	<b>Division:</b> Fire and Rescue

**GOALS:** To provide public fire safety education, fire inspection services, and emergency fire and rescue services for the citizens of Hartford and the surrounding communities.

**OBJECTIVES:** Maintain a compliment of at least 40 volunteer firefighters. Respond to all fire calls with an average initial in-service delay of less than six minutes. Implement a system to efficiently and effectively satisfy Department of Commerce requirements. Maintain all vehicles in on-the-road condition 90% of the time. Maintain a minimum of 1200 total hours of firefighting/rescue training.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Fire Responses	Calls	256	300	300	300
In-House Training Hours	Hours	1,400	1,400	1,500	1,400
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	207	210	204	215	2%
Operations and Maintenance	106	125	122	128	2%
Debt Service					
Capital Outlay	455	334	334	0	-100%
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	768	669	660	343	-49%
Less: Revenues and Transfers In	362	390	425	365	-6%
<b>Net Cost to General Revenues</b>	<b>406</b>	<b>279</b>	<b>235</b>	<b>-22</b>	<b>-108%</b>

**HIGHLIGHTS:** 2013 marked 150th anniversary of Hartford Fire Department.



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***PUBLIC WORKS***

***DEPARTMENTAL***

***BUDGET***

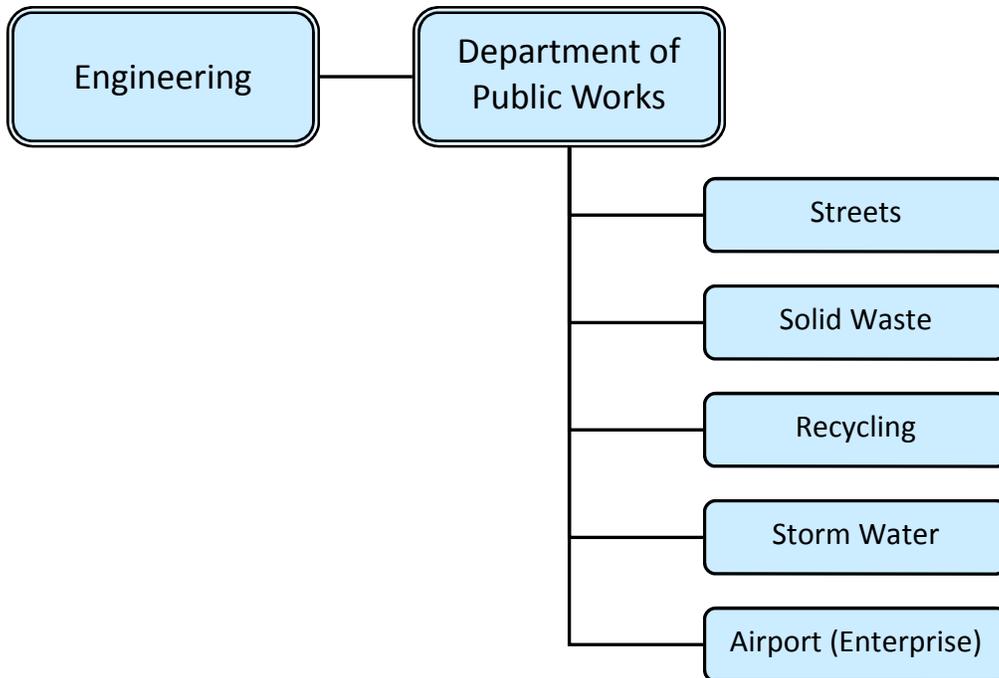
***SUMMARY***

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## Public Works Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Public Works</b>
<b>Manager:</b>	<b>Multiple</b>	<b>Division:</b>	<b>Combined</b>

City engineering and public works activities are combined for reporting purposes under one Department of Public Works, with responsibilities ranging from utility construction design and management to solid waste removal. A flexible work force under the direction of the Director of Public Works provides services through four divisions. Four divisions (Streets, Solid Waste, Storm Water, and Recycling) are found within the General Fund. The Airport Division is found under Enterprise Funds. Engineering is conducted under the direction of the City Engineer.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	12.24	11.24	11.24	11.24	<b>0%</b>
Full Time Equivalent Positions	9.8535	8.9435	8.9435	9.3435	<b>4.47%</b>

Public Works  
Department Summary

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Public Works</b>
<b>Manager:</b>	<b>Multiple</b>	<b>Division:</b>	<b>Combined</b>

The Department of Public Works consolidates services in the following Detail Pages:

Engineering	Streets
Solid Waste	Storm Water Management
Recycling	

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	891	832	874	891	7%
Operations and Maintenance	1436	1440	1480	1479	3%
Debt Service					
Capital Outlay	116	235	198	85	-64%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>2443</b>	<b>2507</b>	<b>2552</b>	<b>2455</b>	<b>-2%</b>
Less: Revenues and Transfers In	924	916	929	984	7%
<b>Net Cost to General Revenues</b>	<b>1519</b>	<b>1591</b>	<b>1623</b>	<b>1471</b>	<b>-8%</b>



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***PUBLIC WORKS***

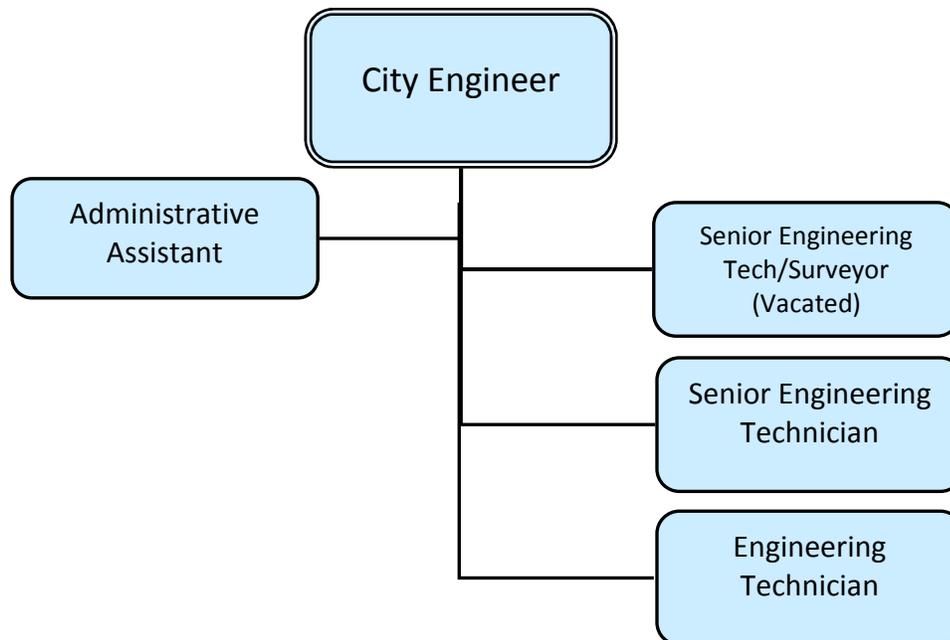
***Division***  
***Detail***

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## Engineering Detail

<b>Fund:</b> General	<b>Department:</b> Public Works
<b>Manager:</b> City Engineer	<b>Division:</b> Engineering

Most water main, sanitary sewer, storm sewer, and street construction projects are designed and managed through the Engineering Division. Overall authority in the reviewing and inspection of construction is conducted through this office. Engineering also assists other departments in designing parks and facilities. Using a computer-aided design system the Engineering Division maintains all City maps and creates long-range development plans in conjunction with other departments. The division is responsible for the allocation of special assessments to property owners, and maintains functional authority over most capital improvement program projects.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	4	4	4	4	<b>0%</b>
Full Time Equivalent Positions	1.6	1.51	1.51	1.51	<b>0%</b>









## Solid Waste Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Public Works</b>
<b>Manager:</b>	<b>Director of Public Works</b>	<b>Division:</b>	<b>Solid Waste</b>

**GOALS:** To provide the residents of the City of Hartford with a solid waste pickup and disposal program in accordance with Wisconsin Department of Natural Resources regulations.

**OBJECTIVES:** Maintain operational schedules with outside contractors.  
 Monitor count of customers served.  
 Provide collection for parks and special events.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014	
Solid Waste Pickup & Disposal	Tons	3,250	3,222	3,350	3,350	
		<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>						
Labor	34	30	34	35	17%	
Operations and Maintenance	391	396	392	398	1%	
Debt Service						
Capital Outlay						
Nonoperating Expenditures						
Transfers to Other Funds						
<b>Total Expenditures and Transfers</b>	<b>425</b>	<b>426</b>	<b>426</b>	<b>433</b>	<b>2%</b>	
<b>Less: Revenues and Transfers In</b>	<b>8</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>-10%</b>	
<b>Net Cost to General Revenues</b>	<b>417</b>	<b>416</b>	<b>417</b>	<b>424</b>	<b>2%</b>	

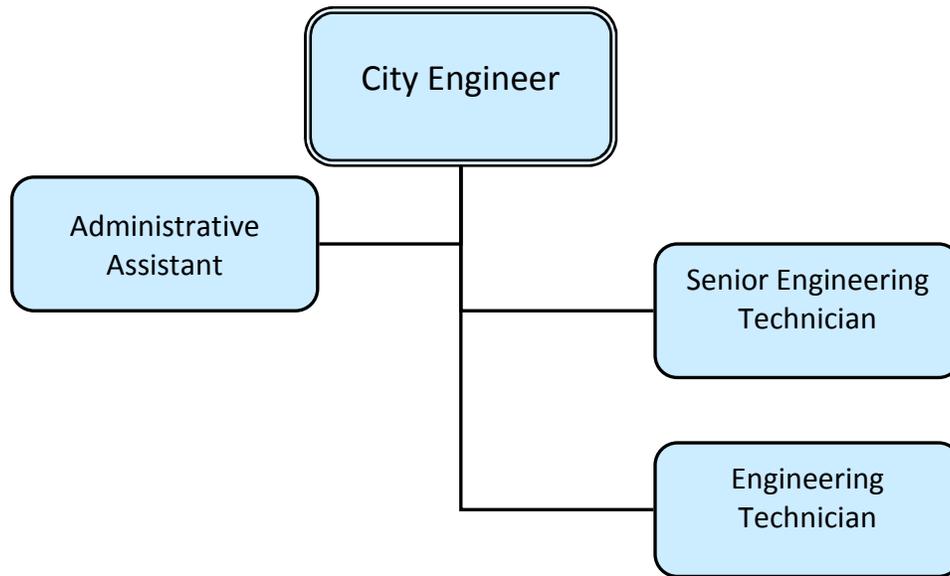
**HIGHLIGHTS:** 95 gallon carts introduced in 2012.  
 No CPI increase first three years of provider contract.  
 Third year of a 10 year contract. 4148 stops per week.





## Storm Water Management Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Public Works</b>
<b>Manager:</b>	<b>City Engineer</b>	<b>Division:</b>	<b>Storm Water Management</b>



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0.76	0.83	0.83	0.85	<b>2.41%</b>

## Storm Water Management Budget Detail

<b>Fund:</b> General	<b>Department:</b> Public Works
<b>Manager:</b> City Engineer	<b>Division:</b> Storm Water Management

**GOALS:** To isolate funding associated with the management of storm water, monitor conformance with DNR regulations, and allocate costs of detention pond maintenance.

**OBJECTIVES:** Continue to develop plans to maintain compliance with the DNR storm water permit. Allocate private detention pond costs to subdivisions. Continue to isolate storm water management costs in this division for cost analyses. Review the City's storm water management plan and adjust as necessary to comply with DNR standards.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	96	78	78	85	9%
Operations and Maintenance	23	25	23	24	-4%
Debt Service					
Capital Outlay	40	85	55	60	-29%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>159</b>	<b>188</b>	<b>156</b>	<b>169</b>	<b>-10%</b>
Less: Revenues and Transfers In	0	2	0	2	0%
<b>Net Cost to General Revenues</b>	<b>159</b>	<b>186</b>	<b>156</b>	<b>167</b>	<b>-10%</b>

**HIGHLIGHTS:** Operations expense includes storm water engineering. Revenue is fees for maintenance of detention ponds. This division expected to grow as state-mandated storm water regulations and benchmarks are addressed.



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***PARKS AND RECREATION***

***DEPARTMENTAL***

***BUDGET***

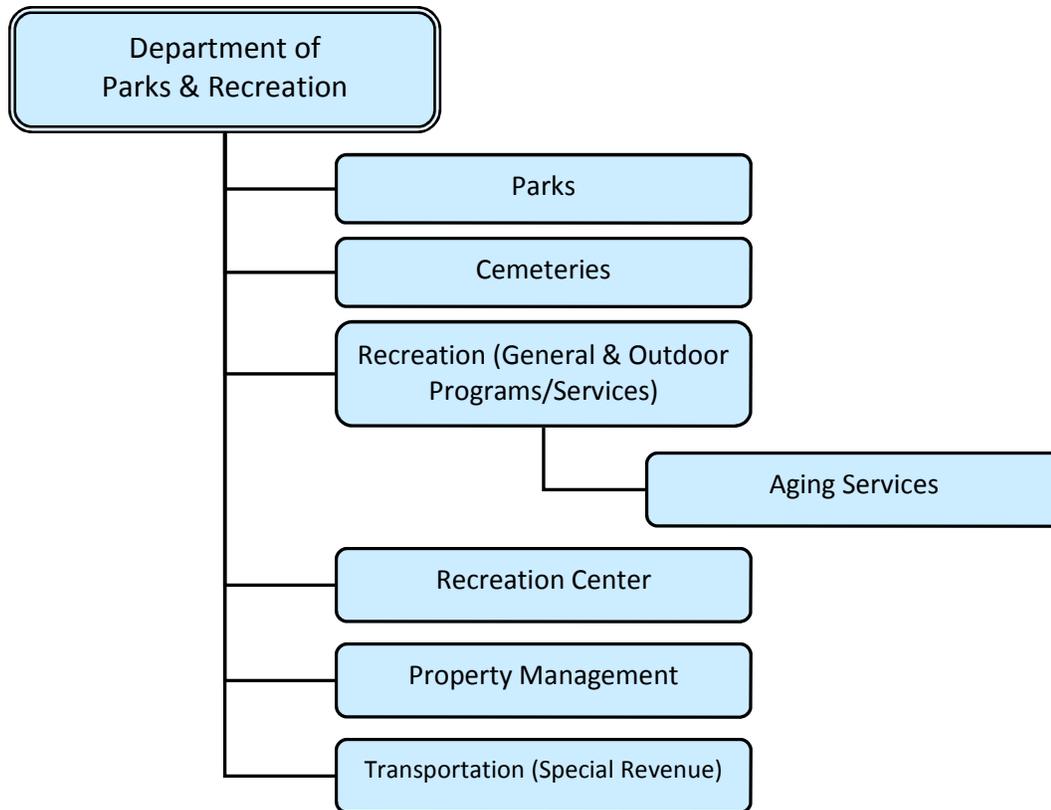
***SUMMARY***

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## Parks and Recreation Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Parks &amp; Recreation</b>
<b>Manager:</b>	<b>Director of Parks &amp; Recreation</b>	<b>Division:</b>	<b>Combined</b>

The Department of Parks and Recreation provides a variety of government services. The majority of resources are devoted to the maintenance of City-owned buildings, the care of City parks, and the provision of recreational opportunities to City residents. The Department of Parks and Recreation is comprised of six divisions. Five divisions (Property Management, Cemeteries, Parks, Aging Services, and Recreation) are found within the General Fund. The Transportation Division is a Special Revenue Fund. The Recreation Center operations expense and revenue is a Special Revenue Fund.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	6.75	7.75	7.75	7.75	<b>0%</b>
Full Time Equivalent Positions	7.08	7.99	7.99	7.59	<b>-5.01%</b>

## Parks and Recreation Department Summary

<b>Fund:</b>	General	<b>Department:</b>	Parks and Recreation
<b>Manager:</b>	Director of Parks and Recreation	<b>Division:</b>	Combined

The Department of Parks and Recreation consolidates services in the following Detail Pages:

<p><b>Property Management</b></p> <p><b>Parks</b></p> <p><b>Recreation</b></p>	<p><b>Cemeteries</b></p> <p><b>Aging Services</b></p>
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	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	715	783	721	740	-5%
Operations and Maintenance	320	353	335	352	0%
Debt Service					
Capital Outlay	24	300	0	373	24%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>1059</b>	<b>1436</b>	<b>1056</b>	<b>1465</b>	<b>2%</b>
Less: Revenues and Transfers In	377	365	359	349	-4%
<b>Net Cost to General Revenues</b>	<b>682</b>	<b>1071</b>	<b>697</b>	<b>1116</b>	<b>4%</b>



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***PARKS AND RECREATION***

***Division***  
***Detail***

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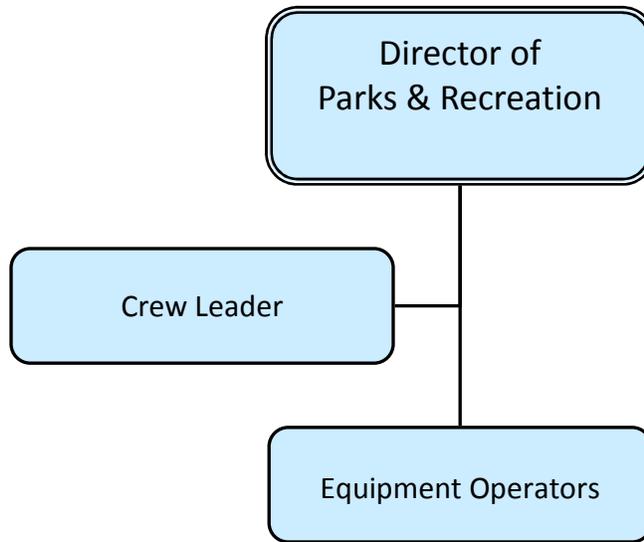




## Cemeteries Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Parks and Recreation</b>
<b>Manager:</b>	<b>Director of Parks &amp; Recreation</b>	<b>Division:</b>	<b>Cemeteries</b>

The Cemeteries Division oversees the maintenance and operation of two public cemeteries, the oldest of which was founded in 1848. The City sells cemetery plots, opens and closes grave sites, and maintains internment records. The division also provides labor and equipment on a fee basis for grave openings and closing at two church cemeteries. By ordinance the City is required to provide perpetual care to both public cemeteries, with funding from the property tax levy.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	1	1	1	1	<b>0%</b>
Full Time Equivalent Positions	0.92	1.27	1.27	1.17	<b>-7.87%</b>

## Cemeteries Budget Detail

**Fund:** General **Department:** Parks and Recreation  
**Manager:** Director of Parks and Recreation **Division:** Cemeteries

**GOALS:** To provide residents of the City of Hartford and its general area with proper cemetery grounds.

**OBJECTIVES:** Maintain two City cemeteries in a neat and orderly fashion.  
 Respond in a timely fashion to all grave opening and closing requests.  
 Provide two private cemeteries with grave opening and closing services.  
 Review and recommend improvements to cemetery record keeping.  
 Integrate cemetery records into new GIS system.

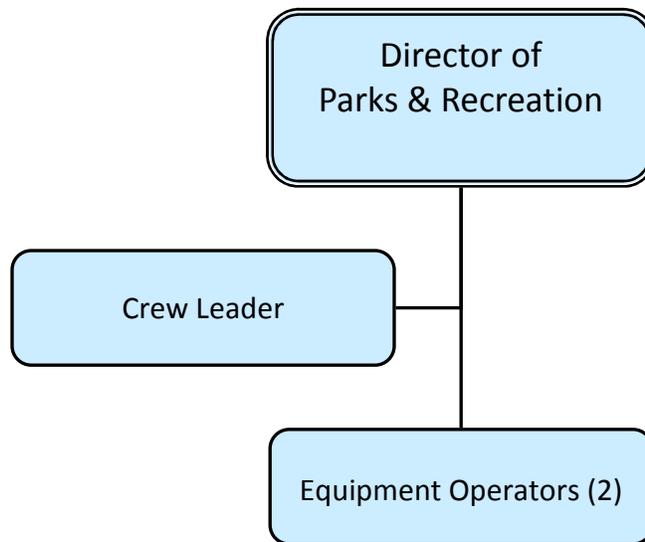
Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Burials in Public Cemeteries	Burials	54	62	50	50
Burials in Private Cemeteries	Burials	30	26	25	30
Regular Lot Sales-Public Cemeteries	Lots	52	25	15	30
Baby/Cremation Lot Sales	Lots	5	6	9	10
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	82	115	105	106	-8%
Operations and Maintenance	11	12	12	13	8%
Debt Service					
Capital Outlay	4	0	0	0	0%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>97</b>	<b>127</b>	<b>117</b>	<b>119</b>	<b>-6%</b>
Less: Revenues and Transfers In	69	68	68	68	0%
<b>Net Cost to General Revenues</b>	<b>28</b>	<b>59</b>	<b>49</b>	<b>51</b>	<b>-14%</b>

**HIGHLIGHTS:** Labor reduction reflects reallocation among divisions.

## Parks Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Parks and Recreation</b>
<b>Manager:</b>	<b>Director of Parks &amp; Recreation</b>	<b>Division:</b>	<b>Parks</b>

The City of Hartford includes more than 250 acres of park land, approximately half of which is developed for active uses including picnic shelters, athletic fields, playgrounds, an outdoor aquatic facility, trails, and open space areas. The Parks Division is responsible for the maintenance of park land, and the preservation of passive areas of wetlands and nature preserves. Partial funding of parks capital expenditures is made through the Parks Trust Fund, with revenues obtained by public site dedication fees from new residential developments.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	1	2	2	2	<b>0%</b>
Full Time Equivalent Positions	2.39	2.95	2.95	2.55	<b>-13.56%</b>

## Parks Budget Detail

<b>Fund:</b> General	<b>Department:</b> Parks and Recreation
<b>Manager:</b> Director of Parks & Recreation	<b>Division:</b> Parks

**GOALS:** To maintain all City of Hartford parks and park facilities in a neat, clean, safe fashion. **OBJECTIVES:** Clean all park restrooms on a daily basis from May through October. Drag and groom seven skinned infield softball/baseball diamonds and one grass infield to promote safe play. Groom and mow all parks as needed totaling approximately 122 groomed acres. There are 14 park sites that require regular weekly maintenance and care. There is a total of 19 park sites with conservancy and non-developed lands. Additional acres of land border and are part of the Rubicon River corridor. Regular inspection of playgrounds to meet CPSC, ASTM, and ADA guidelines. Provide skating rink for outdoor winter recreation. Prepare park shelters for picnic groups. Assist local youth clubs with field preparations including football, soccer, and baseball. Upgrade facilities through reconstruction using force labor when possible.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Parks Maintained	Parks	13	13	14	14
Sports Fields	Fields	17	17	17	17
Parks Reservations	Bookings	182	183	168	175
Tennis Courts	Courts	3	3	3	3
Basketball Courts	Courts	7	7	7	7
Park Shelters Maintained	Shelters	13	14	14	14
Playgrounds Maintained	Playgrounds	13	13	13	13
Parkland Mowed	Acres	121	121	122	122
Skatepark/BMX Bike Areas	Areas	2	2	2	2
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	272	287	249	252	-12%
Operations and Maintenance	50	64	63	64	0%
Debt Service					
Capital Outlay	14	300	0	363	21%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>336</b>	<b>651</b>	<b>312</b>	<b>679</b>	<b>4%</b>
Less: Revenues and Transfers In	10	9	13	9	0%
<b>Net Cost to General Revenues</b>	<b>326</b>	<b>642</b>	<b>299</b>	<b>670</b>	<b>4%</b>

Highlights: Bernd Park officially dedicated in 2013 with ribbon cutting event. The 2014 budget small capital outlays include funds to renovate two athletic field softball diamond infields and repair two basketball court surfaces. Labor reduction reflects reallocation between Parks & DPW departments. 2014 Millpond project split between Parks Department and Capital Projects funds to maximize state aid.



## Aging Services Budget Detail

<b>Fund:</b> General	<b>Department:</b> Parks and Recreation
<b>Manager:</b> Director of Parks and Recreation	<b>Division:</b> Aging Services

**GOALS:** To provide a public contribution to private aging service providers.

**OBJECTIVES:** Provide financial support to Senior Friends for operations as determined by Senior Friends, Inc.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Projects Supported	Projects	1	1	1	1
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	13	13	13	13	0%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	13	13	13	13	0%
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	13	13	13	13	0%



## Recreation Budget Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Parks and Recreation</b>
<b>Manager:</b>	<b>Director of Parks &amp; Recreation</b>	<b>Division:</b>	<b>Recreation</b>

**GOALS:** To provide a well balanced year round recreational program with diversified programs for all ages and developmental skill levels. To provide programs in nature and outings, sports and games, outdoor aquatics, social events, and supervised playground programs. To make recreation programs affordable to all participants.

**OBJECTIVES:** Develop adult/youth sport leagues. Provide an expansive outdoor pool operation including swim lessons, open swim, pool rentals for the swim clubs. Provide outdoor activities and events year round in the parks to include supervised youth playgrounds and field trips. Coordinate community festivals with service clubs that utilize outdoor parks and recreation facilities. Promote winter recreation in our parks through ice skating, skiing, hiking and special events.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>	
Overall Class/Event Participants	Participants	46,420	48,583	45,000	47,000	
Adult Sport Team Registrations	Teams	11	15	15	15	
Overall Youth Sport Enrollment	Enrollment	1,085	1,088	1,027	1,075	
Total Swim Lesson Enrollments	Students	1,025	1,092	947	1,025	
Total Pool Attendance-Open/Lap	People	18,224	19,954	15,000	18,500	
Total Summer Playgrounds	Students	146	136	134	135	
		<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>						
Labor	245	254	247	252	-1%	
Operations and Maintenance	134	142	131	140	-1%	
Debt Service						
Capital Outlay	0	0	0	10	100%	
Nonoperating Expenditures						
Transfers to Other Funds						
<b>Total Expenditures and Transfers</b>	<b>379</b>	<b>396</b>	<b>378</b>	<b>402</b>	<b>2%</b>	
<b>Less: Revenues and Transfers In</b>	<b>206</b>	<b>197</b>	<b>186</b>	<b>192</b>	<b>-3%</b>	
<b>Net Cost to General Revenues</b>	<b>173</b>	<b>199</b>	<b>192</b>	<b>210</b>	<b>6%</b>	



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***PLANNING AND  
ZONING***

***DEPARTMENTAL  
BUDGET  
SUMMARY***

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## Planning & Zoning Department Summary

<b>Fund:</b>	General	<b>Department:</b>	Planning & Zoning
<b>Manager:</b>	Director of Planning & Zoning	<b>Division:</b>	Combined

The Department of Planning and Zoning consolidates services in the following Detail Pages:

Planning/Zoning	Inspection Services
Economic Development	

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	104	91	105	117	29%
Operations and Maintenance	131	159	157	163	3%
Debt Service					
Capital Outlay	28	5	0	0	-100%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>263</b>	<b>255</b>	<b>262</b>	<b>280</b>	<b>10%</b>
Less: Revenues and Transfers In	149	146	205	158	8%
<b>Net Cost to General Revenues</b>	<b>114</b>	<b>109</b>	<b>57</b>	<b>122</b>	<b>12%</b>



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***PLANNING AND  
ZONING***

***Division  
Detail***

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## Planning & Zoning Detail

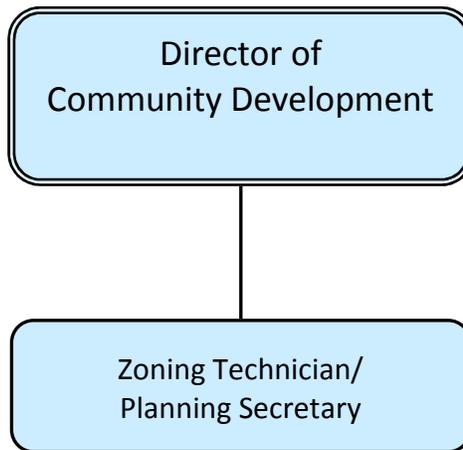
**Fund: General**

**Department: Planning & Zoning**

**Manager: Director of Community Development**

**Division: Planning & Zoning**

The division of Planning and Zoning is responsible for overall planning and strategic planning activities, including the development and administration of the City master plan. The Director serves as the City representative to various private and public sector development, planning and growth management groups. Zoning activities include the administration of local ordinances and notifying the public of proposed zoning changes. The division is the primary contact point for developers seeking annexation or plan approvals from the City, and coordinates cooperative planning functions with other governments. The division provides staff support to the City Plan Commission, Joint City-Town Planning Committee, and Zoning Board of Appeals.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	2	2	2	2	<b>0%</b>
Full Time Equivalent Positions	0.4	0.325	0.325	0.325	<b>0%</b>

# Planning & Zoning Budget Detail

**Fund:** General **Department:** Planning & Zoning  
**Manager:** Director of Community Development **Division:** Planning & Zoning

**GOALS:** To assure compliance with laws and ordinances, and oversee services essential in the review of all plans, petitions, and development proposals. To provide support to the Zoning Board of Appeals. To provide short and long term land use recommendations to the City-Town Planning Committee, Planning Commission, and Common Council.

**OBJECTIVES:** Maintain an annual inventory of housing and demographic data. Oversee development of City GIS system.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Conditional Uses	Hearings	2	2	2	2
Site Plans	Plans	11	11	10	11
Preliminary/Final Plats	Plans	1	1	1	1
Survey Maps	Plans	3	1	1	2
Zoning Certifications	Issuances	127	142	150	140
Rezoning Petitions	Hearings	9	3	3	5
Variance Petitions	Hearings	1	0	1	1
Sign Reviews, Plan Commission	Signs	13	9	14	12
Sign Reviews, In House	Signs	37	21	6	21
Land Sale/Donation Reviews	Sales	1	1	1	1
Annexation Petitions	Petitions	4	2	1	2
Developer's Agreements	Agreements	2	0	1	1
Concept Plans & Code Reviews	Plans & Reviews	1	5	4	3
Extraterritorial Survey Maps	Maps	2	0	3	2
Extraterritorial Plats	Plats	0	0	1	0
Extraterritorial Development Agmts	Agreements	0	0	0	0
Land Use/Smart Growth Plan Amendments	Amendments	2	1	0	1
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	38	31	31	32	3%
Operations and Maintenance	10	12	13	12	0%
Debt Service					
Capital Outlay	28	5	0	0	-100%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>76</b>	<b>48</b>	<b>44</b>	<b>44</b>	<b>-8%</b>
Less: Revenues and Transfers In	12	17	18	17	0%
<b>Net Cost to General Revenues</b>	<b>64</b>	<b>31</b>	<b>26</b>	<b>27</b>	<b>-13%</b>



# Inspection Services Budget Detail

**Fund:** General **Department:** Planning & Zoning  
**Manager:** Director of Community Development **Division:** Inspection Services

**GOALS:** To provide consolidated building, zoning, electrical, plumbing, heating, and related permitting services; to provide inspection information, records, and reports; to maintain a high standard of inspection services; to provide appropriate demand-response inspection service for housing code violations; and to provide erosion control permitting, inspection, and enforcement services.

**OBJECTIVES:** Ensure timely inspection and review of appropriate permits through the use of a professional inspection service. Certify City for plan review and inspections of state building plan projects. Provide a constant critique of all permit applications for compliance with all municipal and state ordinances and codes. Maintain constant communication with builders and contractors. Coordinate inspections and permit reviews with appropriate City officials.

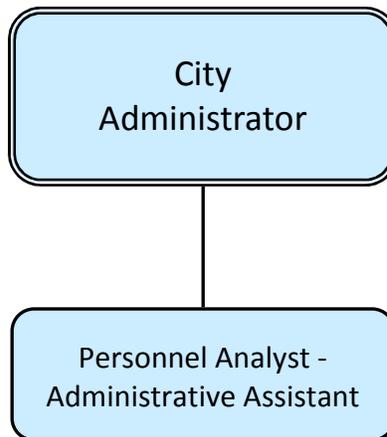
Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Building Permits	Permits	268	265	178	237
Electrical Permits	Permits	180	162	150	164
Heating Permits	Permits	105	95	86	95
Plumbing Permits	Permits	242	223	158	208
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	66	60	60	66	10%
Operations and Maintenance	118	131	131	132	1%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>184</b>	<b>191</b>	<b>191</b>	<b>198</b>	<b>4%</b>
<b>Less: Revenues and Transfers In</b>	<b>137</b>	<b>129</b>	<b>187</b>	<b>141</b>	<b>9%</b>
<b>Net Cost to General Revenues</b>	<b>47</b>	<b>62</b>	<b>4</b>	<b>57</b>	<b>-8%</b>

**HIGHLIGHTS:** Slowing of residential construction resulted in reduced revenues. Property maintenance complaints now handled by in-house staff. Anticipate revenue increase in 2014 due to industrial construction. Labor cost increase reflects additional labor for property maintenance complaints.

## Economic Development Detail

<b>Fund:</b>	<b>General</b>	<b>Department:</b>	<b>Planning &amp; Zoning</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Division:</b>	<b>Economic Development</b>

The role of the Office of Economic Development is to coordinate the various resources of municipal government toward the community development goals of the Common Council. The Director of Planning & Development serves as an initial contact between commercial and industrial interests pursuing development and expansion projects within the City. The Division is responsible for the oversight of the City's room tax programs.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	.15	<b>100%</b>

## Economic Development Budget Detail

<b>Fund:</b> General	<b>Department:</b> Planning & Zoning
<b>Manager:</b> City Administrator	<b>Division:</b> Economic Development

**GOALS:** To foster an environment conducive to business and industrial expansion within the community. To act in concert with other development agencies and authorities to promote business retention and the economic expansion of the City.

**OBJECTIVES:** Assist Hartford Area Development Corporation in the marketing and development and redevelopment of industrial sites. Assist Hartford BID District redevelopment plans. Conclude construction phases of TID's 4 and 5.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Serious Industrial & Commercial Contacts	Contacts	12	11	14	16
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	0	0	14	19	100%
Operations and Maintenance	3	16	13	19	19%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>3</b>	<b>16</b>	<b>27</b>	<b>38</b>	<b>138%</b>
Less: Revenues and Transfers In	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>3</b>	<b>16</b>	<b>27</b>	<b>38</b>	<b>138%</b>

**HIGHLIGHTS:** Labor costs reflect reallocation from General Administration. Operating expenses include computer and telephone cost allocations, annual grant to B.I.D. for business plan award program, and share of HADC/EDWC grants.



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***SPECIAL  
REVENUE  
FUNDS***

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# Summary of Fund Type

## SPECIAL REVENUE FUNDS

To account for the proceeds of specific revenue sources (other than expandable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

The Summary of Fund Type for Special Revenue Funds consolidates presentations from the following Detail Pages:

Development Loan Fund  
 Revitalization Loan Fund  
 Recreation Center Fund  
 Transportation Fund

Rehabilitation Loan Fund  
 Library Fund  
 Tax Incremental District 4 Fund  
 Tax Incremental District 5 Fund  
 Business Improvement District

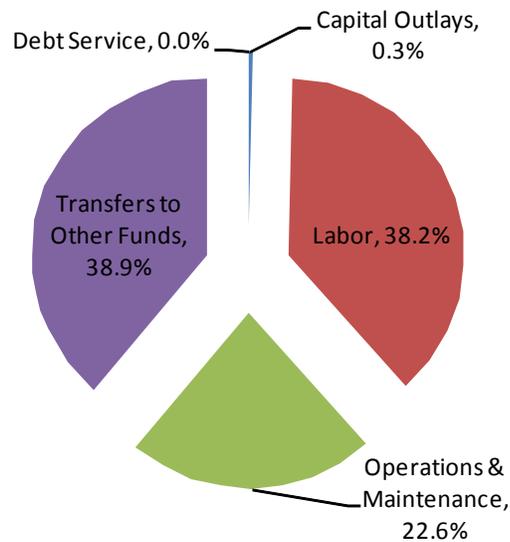
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	1184	1180	1151	1189	1%
Operations and Maintenance	757	748	771	703	-6%
Debt Service	197	0	0	0	0%
Capital Outlay	7	45	1038	10	-78%
Nonoperating Expenditures	0	0	0	0	0%
Transfers To Other Funds	1312	2262	594	1213	-46%
<b>Total Expenditures &amp; Transfers</b>	<b>3457</b>	<b>4235</b>	<b>3554</b>	<b>3115</b>	<b>-26%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	3295	2324	2313	371	-84%
Special Assessments	41	45	45	44	-2%
Intergovernmental Revenues	464	447	444	415	-7%
Licenses and Permits					
Fines, Forfeitures, Penalties	22	22	22	22	0%
Public Charges for Services	467	462	450	477	3%
Intergovernmental Charges					
Miscellaneous Revenues	516	131	114	996	660%
Transfers From Other Funds	318	318	1333	323	2%
Sub-Total	5123	3749	4721	2648	-29%
Surplus Applied (Generated)	-2246	-154	-1807	-130	-16%
Property Tax Levy	580	640	640	597	-7%
<b>Total Revenues and Transfers</b>	<b>3457</b>	<b>4235</b>	<b>3554</b>	<b>3115</b>	<b>-26%</b>

# Summary of Fund Activity

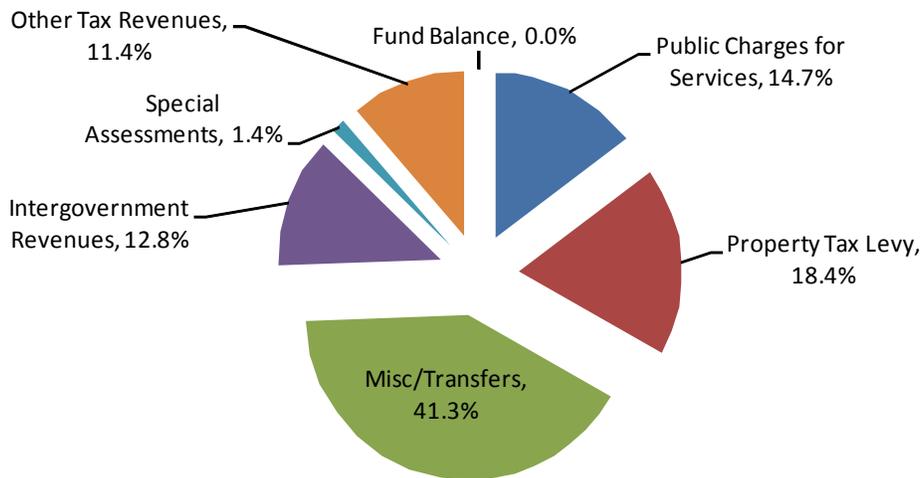
## Special Revenue Funds

To account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

### Expenditure Classifications



### Sources of City Dollars





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***SPECIAL REVENUE***

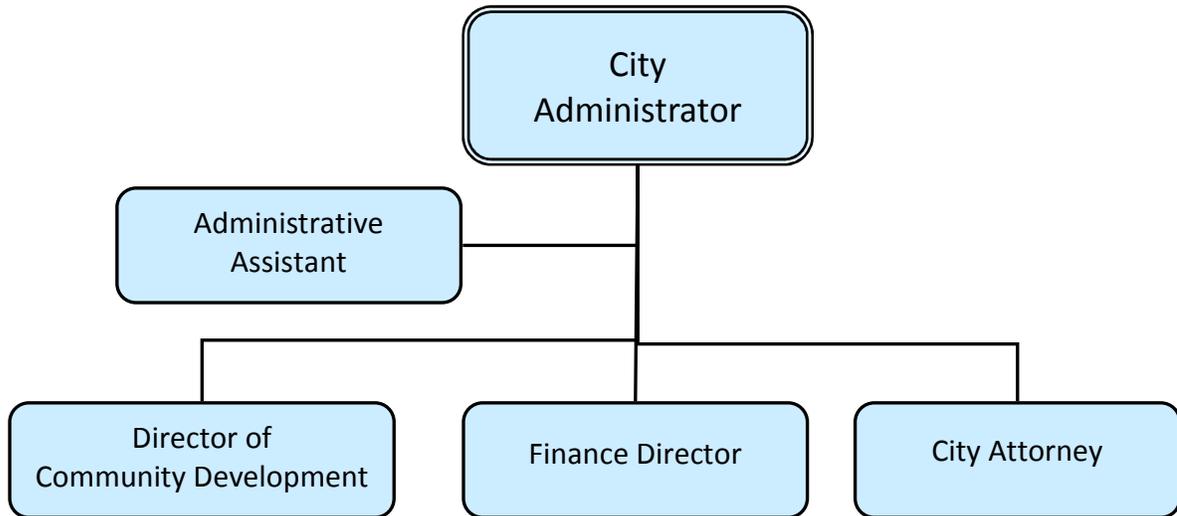
***FUNDS  
SUMMARIES***

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## Development Loan Fund Budget Detail

<b>Fund:</b>	<b>Special Revenue</b>	<b>Fund:</b>	<b>Development Loan Fund</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Department:</b>	<b>City Administration</b>

The Development Loan Fund provides the City with the opportunity to offer low cost commercial and industrial loans to local businesses in support of overall economic vitality and employment. The program differs from the DOD Revitalization Loan program in that loans are not subject to the oversight of the State of Wisconsin. Monies from the Development Loan Fund have been used to make loans to the Hartford Community Development Authority and to meet debt service obligations of City projects undertaken in support of economic development. A team approach to loan generation and maintenance is conducted among City departments and the Hartford Community Development Authority. The Development Loan Fund serves as the financial accumulation for the City's Hotel Room Tax, administered by the Office of Economic Development.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

## Development Loan Fund Budget Detail

<b>Fund:</b>	<b>Special Revenue</b>	<b>Fund:</b>	<b>Development Loan Fund</b>
<b>Manager:</b>	<b>City Administrator</b>	<b>Department:</b>	<b>City Administration</b>

**GOALS:** To provide financial grants for tourism and development purposes from room tax collections.

**OBJECTIVES:** Distribution of room tax revenue to recipients.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Development Loans Outstanding	Loans	1	1	1	1
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	61	43	47	38	-12%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	0	0	0	0	0%
<b>Total Expenditures and Transfers</b>	<b>61</b>	<b>43</b>	<b>47</b>	<b>38</b>	<b>-12%</b>
Less: Revenues and Transfers In	37	33	36	38	15%
Surplus Applied (Generated)	24	10	11	0	-100%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** Fund balance in Development Loan Fund will be exhausted in 2013. 2014 transaction relates to collection and distribution of room tax revenue to Chamber of Commerce, BID District, and Schauer Arts & Activities Center.

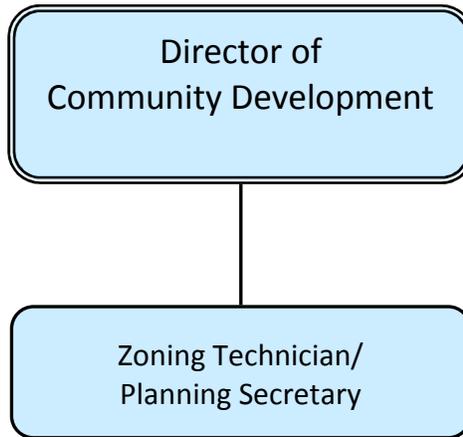
## Rehabilitation Loan Budget Detail

**Fund: Special Revenue**

**Fund: Rehabilitation Loan Fund**

**Manager: Director of Community Development    Department: Planning & Zoning**

The Rehabilitation Loan Fund provides the City with the opportunity to offer no-cost and low cost loans to homeowners and landlords seeking to improve their properties. Loans are no interest or deferred payments, and are audited by the Wisconsin Department of Administration, Division of Housing. The fund is intended to be self-sustaining, with loan repayments and interest revenue providing loan funds.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0.14	0	0	0	<i><b>0%</b></i>

## Rehabilitation Loan Fund Budget Detail

**Fund: Special Revenue**

**Fund: Rehabilitation Loan Fund**

**Manager: Director of Community Development**

**Department: Planning & Zoning**

**GOALS:** To provide 0% deferred and repayment loans to homeowners and landlords to assist in meeting minimum housing quality standards and improve housing stock in compliance with Wisconsin Department of Administration, Division of Housing.

**OBJECTIVES:** Provide housing rehab loans to three low/moderate income households. Maintain 99% or better housing loan collection rate.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Outstanding Loans	Loans	39	26	32	36
Loan Collection Rate (Housing Loans)	Percent	99%	99%	99%	99%
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	5	0	0	0	0%
Operations and Maintenance	61	3	55	0	-100%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>66</b>	<b>3</b>	<b>55</b>	<b>0</b>	<b>-100%</b>
Less: Revenues and Transfers In	5	8	36	6	-25%
Surplus Applied (Generated)	61	-5	19	-6	20%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

NOTE: State "regionalizing" of local loan programs in 2013 will reduce funds to \$90,000 plus loans outstanding.

## Revitalization Loan Budget Detail

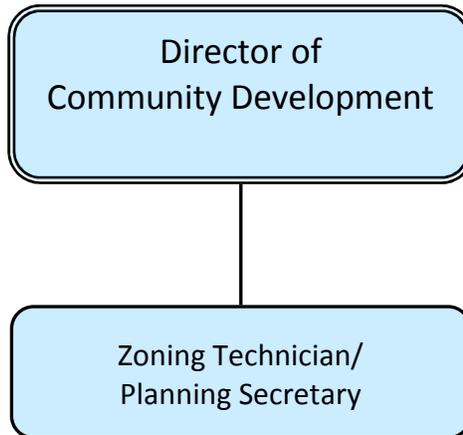
**Fund: Special Revenue**

**Fund: Revitalization Loan Fund**

**Manager: Director of Community Development**

**Department: Planning & Zoning**

The Revitalization Loan Fund provides the City with the opportunity to offer low cost loans to new and expanding businesses in the City of Hartford. Loans can be structured to meet specific business needs, and are offered as a complement to conventional financing. The fund is intended to be self-sustaining, with loan repayments and interest revenue providing most loanable funds. A team approach to loan generation and maintenance is conducted among City departments and the Hartford Community Development Authority.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0.21	0.02	0.02	0	<i><b>-100%</b></i>

## Revitalization Loan Fund Budget Detail

**Fund: Special Revenue**

**Fund: Revitalization Loan Fund**

**Manager: Director of Community Development**

**Department: Planning & Zoning**

**GOALS:** To promote business development and expansion, increase the number of available area jobs, and promote economic vitality of the community through the offering of low-interest business loans under the regulation of the Wisconsin Department of Administration.

**OBJECTIVES:** Maintain 90% or better economic development loan collection rate. Maintain active monitoring of the progress of all outstanding loans. Return collections over the State mandated cap to Wisconsin Department of Commerce.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Outstanding Loans	Loans	12	11	9	10
Loan Collection Rate (Econ Devel)	Percent	70%	90%	90%	75%
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	14	2	0	0	-100%
Operations and Maintenance	3	2	3	0	-100%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>17</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>-100%</b>
Less: Revenues and Transfers In	18	16	16	16	0%
Surplus Applied (Generated)	-1	-12	-13	-16	33%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** 2010 & 2011 expenditures include mandated repayment to state of program-generated income. Program expected to be "regionalized" by State of Wisconsin by year-end 2013.

## Tax Incremental District 4 Budget Detail

<b>Fund:</b> Special Revenue	<b>Fund:</b> Tax Incremental District 4 Fund
<b>Manager:</b> Finance Director	<b>Department:</b> Financial Administration

Tax Incremental District #4 was established in 1988 under Wisconsin Statute 66.46, which grants authority to communities to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the district. Construction projects within Tax Incremental District #4 were initially completed prior to June 22, 1998. These projects included the development of the Dodge Industrial Park and partial funding of the new Water Pollution Control Facility. Most projects were financed through the issuance of long term debt. The revision of Wisconsin's Tax Incremental Financing Law in 2004 allowed TID #4 to reopen its construction period through the end of 2010.

Finance  
Director

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

**Tax Incremental District 4  
Budget Detail**

<b>Fund:</b>	<b>Special Revenue</b>	<b>Fund: Tax Incremental District 4 Fund</b>
<b>Manager:</b>	<b>Finance Director</b>	<b>Department: Financial Administration</b>

**GOALS:** To accumulate tax increments charged to property taxpayers within Tax Incremental District 4, to pay debt service and related costs from those increments, and to monitor the repayment of project costs.

**OBJECTIVES:** Generate sufficient 2010 increment to pay all G.O. obligations and cash advances in a timely manner, as well as annual utility obligations.

	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	13	12	12	0	-100%
Debt Service	197	0	0	0	0%
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	207	1979	295	0	-100%
<b>Total Expenditures and Transfers</b>	<b>417</b>	<b>1991</b>	<b>307</b>	<b>0</b>	<b>-100%</b>
Less: Revenues and Transfers In	2959	1991	1980	0	-100%
Surplus Applied (Generated)	-2542	0	-1673	0	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

NOTE: TID #4 terminated in 2013.

## Tax Incremental District 5 Budget Detail

**Fund:** Special Revenue      **Fund:** Tax Incremental District 5 Fund  
**Manager:** Finance Director      **Department:** Financial Administration

Tax Incremental District #5 was established in 2005 to recover costs associated with land at the intersection of Highway 60 and Hilldale Drive.

Finance  
Director

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0	0	0	0	<b>0%</b>

## Tax Incremental District 5 Budget Detail

<b>Fund:</b> Special Revenue	<b>Fund:</b> Tax Incremental District 5 Fund
<b>Manager:</b> Finance Director	<b>Department:</b> Financial Administration

**GOALS:** To accumulate tax increments charged to property taxpayers with Tax Incremental District 5, and pay debt service costs from those increments.

**OBJECTIVES:** Repayment of construction debt per 2008 G.O. Bonds, and close District at earliest possible date.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	4	2	2	4	100%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	258	258	269	268	4%
<b>Total Expenditures and Transfers</b>	262	260	271	272	5%
Less: Revenues and Transfers In	391	387	358	349	-10%
Surplus Applied (Generated)	-129	-127	-87	-77	-39%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Equalized value of TID #5 remains well above amount necessary for amortization of all debt service on schedule (reflected in surplus generated annually).

## Transportation Budget Detail

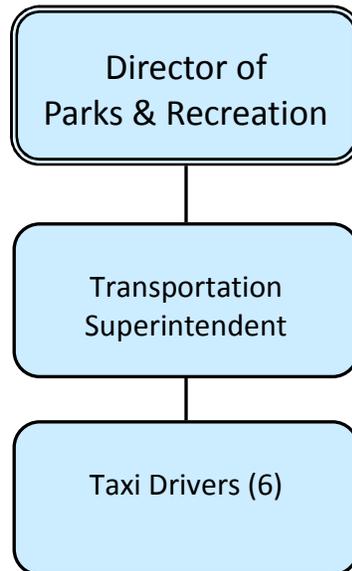
**Fund: Special Revenue**

**Fund: Transportation**

**Manager: Director of Parks & Recreation**

**Department: Parks & Recreation**

The City of Hartford operates a shared ride taxi program through an operations room located in the Recreation Center facility. Transportation is offered daily up to one mile beyond City limits. The operation receives approximately 53% Federal Section 5307 funding. Passenger fares for 2012 are proposed at \$3.00 per trip within the City. A senior/handicap card (age 60 and above) and coupon tickets allow passengers to ride for \$2.75. Service is provided by three minivans which also accommodate wheelchair passengers. A single vehicle is dispatched for the majority of the schedule with a second vehicle on the road during peak hours. Fuel surcharges are in place for \$0.25 increases when unleaded fuel reaches \$3.50 and \$4.50 per gallon.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	3.65	3.65	3.65	3.85	<b>5.21%</b>
Full Time Equivalent Positions	3.86	3.82	3.82	3.99	<b>4.45%</b>

# Transportation Budget Detail

**Fund: Special Revenue**

**Fund: Transportation**

**Manager: Director of Parks & Recreation**

**Department: Parks & Recreation**

**GOALS:** To provide demand-response shared ride taxi service throughout the City of Hartford and the surrounding community.

**OBJECTIVES:** Prepare State and Federal grants for program operations. Keep vehicles and equipment safe and operational, including replacement program after 120,000 miles. Dispatch vehicles to clients within 30 minutes. Dispatch a second vehicle according to community needs from January through March. Schedule pick-ups that encourage shared ridership. To provide responsive service during peak rider demand.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Passenger Trips	Trips	21,008	20,276	21,500	21,930
Vehicle Miles of Road Service	Miles	55,205	53,325	56,545	57,675
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	187	187	184	182	-3%
Operations and Maintenance	38	38	37	40	5%
Debt Service					
Capital Outlay	0	40	35	0	-100%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>225</b>	<b>265</b>	<b>256</b>	<b>222</b>	<b>-16%</b>
Less: Revenues and Transfers In	217	205	208	210	2%
Surplus Applied (Generated)	-6	-4	-16	0	0%
<b>Net Cost to General Revenues</b>	<b>14</b>	<b>64</b>	<b>64</b>	<b>12</b>	<b>-81%</b>

**HIGHLIGHTS:** 2013 operations and outlays impacted by Federal Census designation of Hartford/West Bend as a single "urban area". Federal/State aids reduced under this designation.

## Public Library Budget Detail

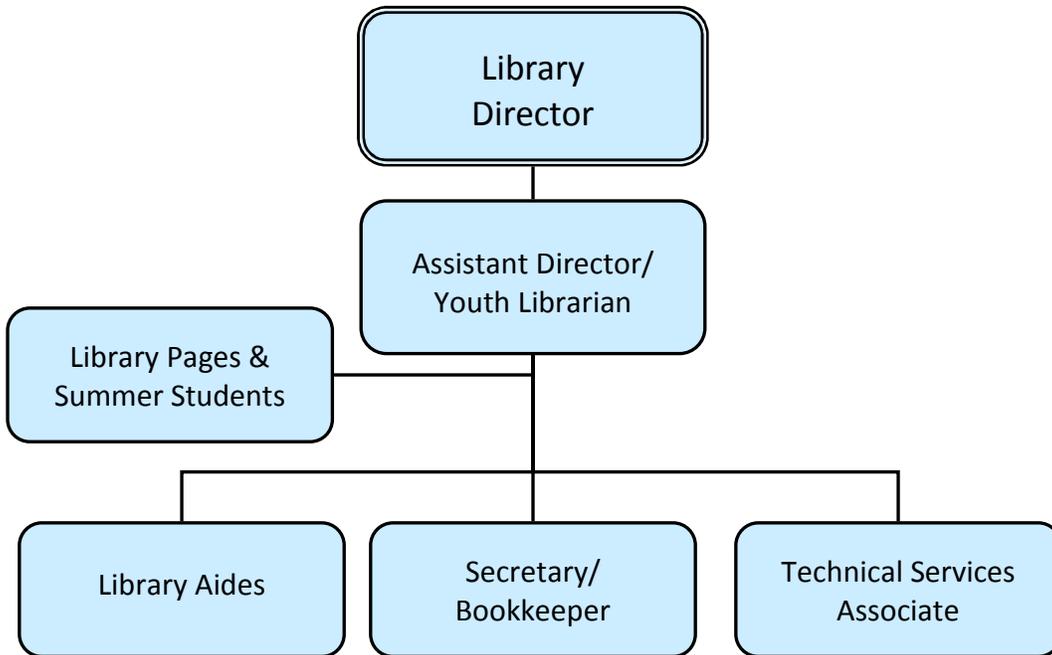
**Fund: Special Revenue**

**Fund: Public Library**

**Manager: Library Director**

**Department: Public Library**

The Jack Russell Memorial Library is a tax-supported public service operation available without charge to all residents of the City of Hartford and the surrounding municipalities. The Library is staffed by trained individuals who review, select, and process a variety of materials, and who provide both automated and personal access to the collections of these materials. The public may utilize the items directly within the library facility, or borrow the items through direct loan for use elsewhere.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	8	8	8	8	<b>0%</b>
Full Time Equivalent Positions	8.95	8.95	8.95	8.95	<b>0%</b>

## Public Library Budget Detail

**Fund: Special Revenue**

**Fund: Public Library**

**Manager: Library Director**

**Department: Public Library**

**GOALS:** The Jack Russell Memorial Library provides the residents of the City of Hartford and surrounding areas with a wide variety of services and materials necessary to meet the educational, informational, and recreational needs of a diverse population covering several different ages, reading levels, educational backgrounds, and interests.

**OBJECTIVES:** Maintain current library operations in the new library facility without reductions in hours and services, and handle any increased service demands without additional staff. Work with Mid-Wisconsin & Lakeshores Library Systems to maintain & improve the SHARE automation network between the 45 member libraries in these systems utilizing the Internet and the Teach Wisconsin T1 communication lines. Work with the SHARE directors to evaluate the merger of the two library systems. Continue cooperative planning and the purchasing of various library materials with the other four Washington County public libraries to extend the purchase power while expanding new collections primarily in digital formats. Continue, and expand as necessary, the regular outreach service to the institutionalized and homebound residents of the City of Hartford in cooperation with Washington County and the other county public libraries. Promote school/public library communication and cooperation through school visits, classroom tours, and sharing of information and materials. Expand and promote library services and programs for the young adult clientele.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Library Circulation	Items	179,314	226,261	230,000	233,000
Interlibrary Loans	Items	25,148	33,547	35,000	35,500
Patron Registration	Patrons	22,838	23,954	24,700	25,200
Programs/Attendance	Number	78/3,572	198/6,369	200/6,500	200/6,500
Materials Cataloged	Items	5,044	6,920	6,500	6,500
Internet Usage	Hours	10,263	16,620	17,000	17,000
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	550	540	538	553	2%
Operations and Maintenance	263	289	293	285	-1%
Debt Service					
Capital Outlay	7	5	1003	10	100%
Nonoperating Expenditures					
Transfers to Other Funds	847	25	30	945	3680%
<b>Total Expenditures and Transfers</b>	<b>1667</b>	<b>859</b>	<b>1864</b>	<b>1793</b>	<b>109%</b>
Less: Revenues and Transfers In	667	299	1300	1243	316%
Surplus Applied (Generated)	424	-16	-12	-35	119%
<b>Net Cost to General Revenues</b>	<b>576</b>	<b>576</b>	<b>576</b>	<b>585</b>	<b>2%</b>

# Recreation Center Budget Detail

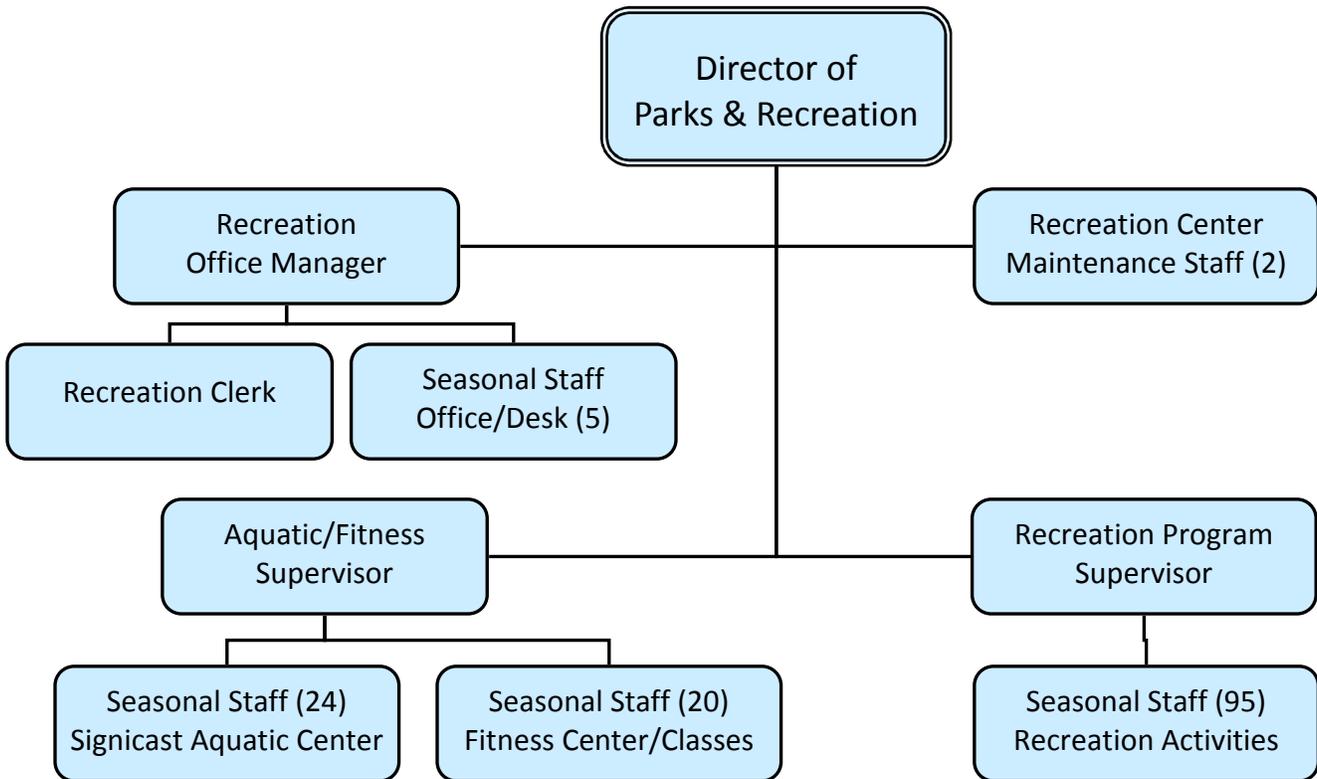
**Fund: Special Revenue**

**Fund: Recreation Center**

**Manager: Director of Parks & Recreation**

**Department: Parks & Recreation**

The Recreation Center Special Revenue Fund includes all operational programs, maintenance, services and administration provided at this site. There are numerous recreational classes held in the center along with the major operations of the Signicast Family Aquatic Center and Fitness Center which are reflected under this fund. The administrative functions and staff that support the Recreation Center along with the maintenance staff and operational costs for facility upkeep are within this Recreation Center fund.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	5.23	4.99	4.99	4.99	<b>0%</b>
Full Time Equivalent Positions	4.41	4.17	4.17	4.07	<b>-2.4%</b>

# Recreation Center Budget Detail

**Fund: Special Revenue**

**Fund: Recreation Center**

**Manager: Director of Parks & Recreation**

**Department: Parks & Recreation**

GOALS: To provide well balanced year round indoor recreational services and programs at the Recreation Center including aquatics, fitness, arts/crafts, youth/adult sports, and pre-school education. To offer recreational opportunities for persons of all socio-economic levels and age groups. OBJECTIVES: Provide affordable recreation with membership and class fees used to help offset operational expense. Provide swimming lessons, water exercise, water therapy, open/lap swim programs. Provide fitness facilities and instructional classes to promote community health and wellness. Provide youth/adult sport classes and leagues. Hire qualified/certified seasonal staff to support activities. Expand programs and services in the facility to maximize space. Provide classroom instructional programs in pre-school education arts/crafts and community safety and education.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014	
Signicast Lesson Enrollment	Students	1,079	985	980	1,050	
Signicast Open/Lap Swim	People	21,361	23,279	22,300	22,000	
Signicast Memberships	Memberships	190	200	170	160	
Fitness Memberships	Memberships	680	695	630	815	
Full Memberships	Memberships	262	262	235	250	
Class/Event Participation	People	117,973	118,130	114,000	115,000	
Adult Sport Team Registrations	People	47	52	51	54	
Youth Sport Enrollment	People	311	288	310	325	
Silver Sneakers Drop Ins	People	10,444	12,145	12,150	12,300	
		Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>						
Labor	408	431	409	431	0%	
Operations and Maintenance	255	305	268	287	-6%	
Debt Service						
Capital Outlay						
Nonoperating Expenditures						
Transfers to Other Funds						
Total Expenditures and Transfers	663	736	677	718	-2%	
Less: Revenues and Transfers In	745	736	713	714	-3%	
Surplus Applied (Generated)	-82	0	-36	4	100%	
<b>Net Cost to General Revenues</b>	0	0	0	0	0%	

Highlights: The ceramic operations budget/program was dropped in 2013. Recreation memberships include a 1% increase for 2014. A joint membership option is new for 2014 and included in the membership budget planning.

## Business Improvement District Budget Detail

**Fund: Special Revenue**

**Fund: Business Improvement District**

**Manager: BID Manager**

**Department: Legislative**

The Downtown Business Improvement District (BID) is a component unit of the City of Hartford, with oversight provided by the Common Council as a Legislative Department coordinated function. The District was formed by member commercial establishments seeking to promote the orderly development of Hartford’s historic downtown area. Primary funding for BID activities is provided by assessment of its members based upon frontage size of commercial properties. The BID has been instrumental in assisting the City in its long range planning for the downtown area, and the BID is active in marketing downtown sites.

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<i><b>0%</b></i>
Full Time Equivalent Positions	0	0	0	0	<i><b>0%</b></i>

## Business Improvement District Budget Detail

**Fund: Special Revenue**

**Fund: Business Improvement District**

**Manager: BID Manager**

**Department: Legislative**

**GOALS:** To facilitate the orderly development of the Downtown Hartford area by providing an organizational and funding vehicle to develop and promote the area for the economic benefit of all businesses and property owners within the District. The Business Improvement District is a component unit of the City of Hartford, created by legislative action of the Common Council.

**OBJECTIVES:** Continue implementation of comprehensive parking and access plan.  
Develop recruitment system to minimize vacancies and improve retail mix.  
Continue management of Christmas Parade and Maxwell Street Day.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
New Downtown Businesses Established	Businesses	2	3	6	3
District Members	Members	108	109	109	109
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	20	20	20	23	15%
Operations and Maintenance	59	54	54	49	-9%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>79</b>	<b>74</b>	<b>74</b>	<b>72</b>	<b>-3%</b>
Less: Revenues and Transfers In	84	74	74	72	-3%
Surplus Applied (Generated)	5	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>-10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** BID receives a portion of room tax revenue. BID operating plan now included in Appendix. Assessment rate remains at \$2.30 for 2014.

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***DEBT  
SERVICE  
FUNDS***

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## Summary of Fund Type

### DEBT SERVICE FUNDS

To account for the accumulation of resources for and the payment of general long-term debt principal and interest.

#### CALCULATION OF LEGAL DEBT LIMIT AND MARGIN OF INDEBTEDNESS

The City of Hartford's legal debt limit and margin of indebtedness at January 1, 2014, in accordance with Section 67.03 of the Wisconsin Statutes, is projected to be:

Projected Equalized Valuation	\$1,071,656,600
Project Debt Limitation: 5% of Equalized Valuation	53,582,830
Less Outstanding Debt at 12/31/13	<u>(21,615,000)</u>
Margin of Indebtedness	\$31,967,830
Ratio	40.34%

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service	9865	3553	3553	3527	-1%
Capital Outlay					
Nonoperating Expenditures					
Transfers To Other Funds	5909	1272	1267	1274	0%
<b>Total Expenditures &amp; Transfers</b>	<b>15774</b>	<b>4825</b>	<b>4820</b>	<b>4801</b>	<b>0%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues					
Special Assessments					
Intergovernmental Revenues					
Licenses and Permits					
Fines, Forfeitures, Penalties					
Public Charges for Services					
Intergovernmental Charges					
Miscellaneous Revenues	6619	24	11	14	-42%
Transfers From Other Funds	7490	2624	2606	2103	-20%
Sub-Total	14109	2648	2617	2117	-20%
Surplus Applied (Generated)	-47	322	348	325	1%
Property Tax Levy	1712	1855	1855	2359	27%
<b>Total Revenues and Transfers</b>	<b>15774</b>	<b>4825</b>	<b>4820</b>	<b>4801</b>	<b>0%</b>

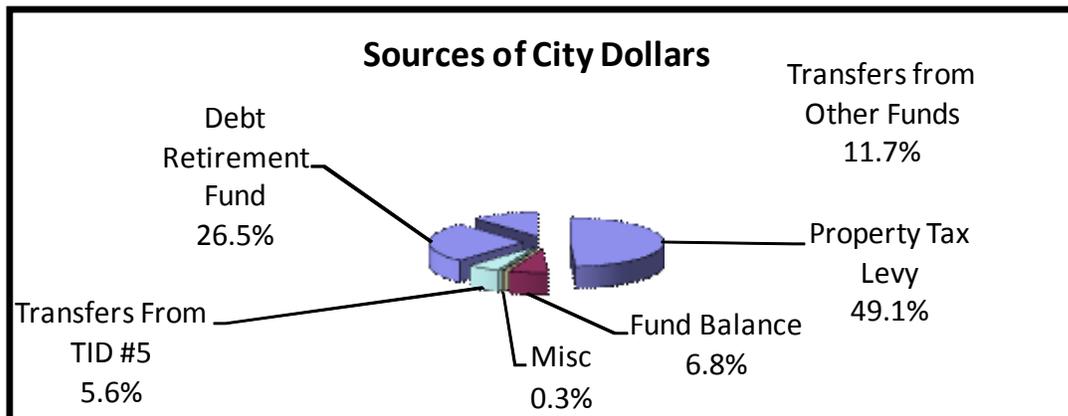
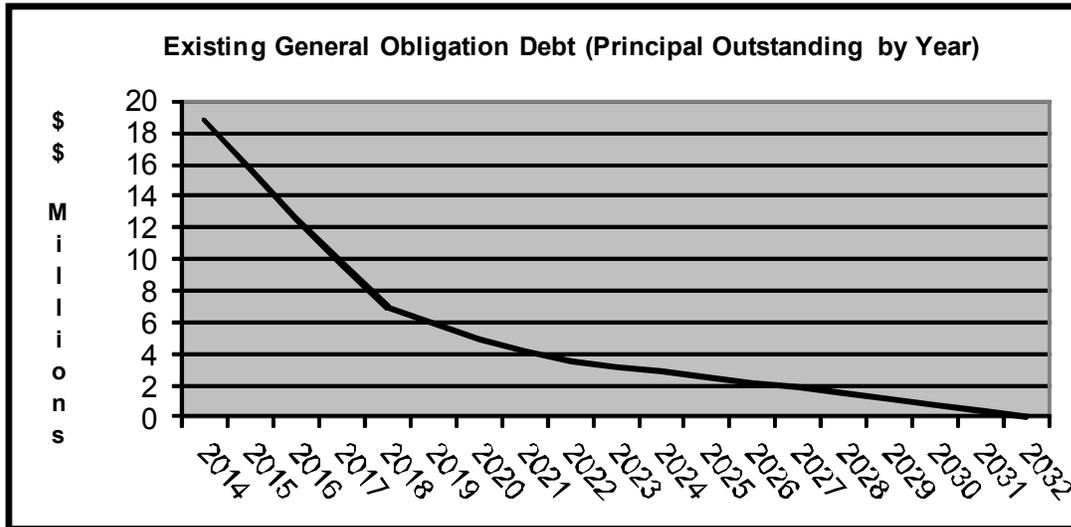
# Summary of Fund Activity

## Debt Service Funds

To account for the accumulation of resources for and the payment of general long-term debt principal and interest.

The Summary of Fund Type for the Debt Service Funds consolidates the following Detail Pages:

- 1997 G.O. Bonds
- 2014 G.O. Bonds
- 2012 G.O. Promissory Notes
- 2002 G.O. Refunding Bonds
- 2012 G.O. Refunding Notes
- Debt Retirement Sinking Fund
- 2011 G.O. NAN's
- 2004 G.O. Promissory Notes
- 2006 G.O. Promissory Notes
- 2006 G.O. Refunding Bonds
- 2007 G.O. Taxable Notes
- 2008 G.O. Promissory Notes
- 2010 G.O. Refunding Bonds
- 2010 G.O. Promissory Notes
- 2012 G.O. Refunding Bonds



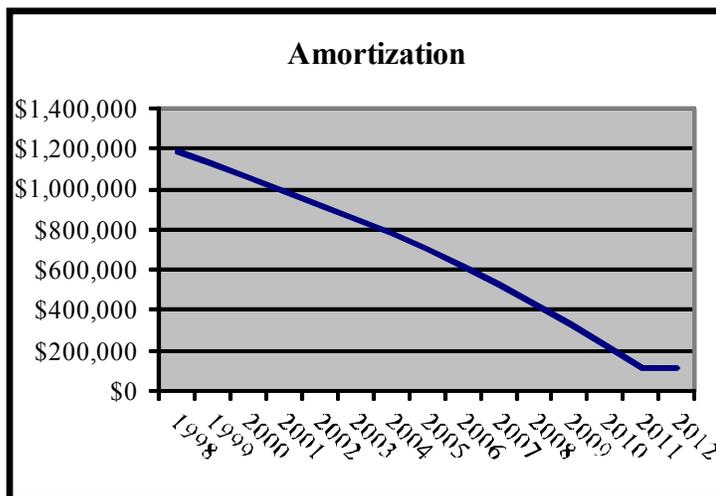
## 1997 G.O. Bonds Budget Detail

<b>Issue: 1997 G.O. Bonds</b>	<b>Type: General Obligation</b>
<b>Issue Date: 04-15-1997</b>	<b>Principal (Issuance): \$1,210,000</b>
<b>Final Maturity: 05-01-2012</b>	<b>Principal at 1/1/14: \$0</b>

**GOALS:** Take-out 1994 Bond Anticipation Notes issued on behalf of Tax Incremental District 4.

**OBJECTIVES:** Amortization according to amortization schedule, paid from TIF #4 increments.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	115	0	0	0	0%
Interest	3	0	0	0	0%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Less: Revenues and Transfers In	118	0	0	0	0%
Surplus Applied (Generated)	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



NOTE: Issue paid in full on 5/1/2012.

## 2002 G.O. Refunding Bonds Budget Detail

<b>Issue:</b> 2002 G.O. Refunding Bonds	<b>Type:</b> General Obligation
<b>Issue Date:</b> 04-01-2002	<b>Principal (Issuance):</b> \$2,645,000
<b>Final Maturity:</b> 11-01-2018	<b>Principal at 1/1/14:</b> \$0

**GOALS:** Partial restructuring of 1998 G.O. Bonds (years 2003-2008) to reduce tax levy impact.

**OBJECTIVES:** Restructure intermediate debt repayment for new Hartford Recreation Center borrowing done in 1998.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	200	0	0	0	0%
Interest	77	0	0	0	0%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>277</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Less: Revenues and Transfers In	42	0	0	0	0%
Surplus Applied (Generated)	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

NOTE: Refinanced 8/8/2012 with 2012 G.O. Refunding Promissory Notes.

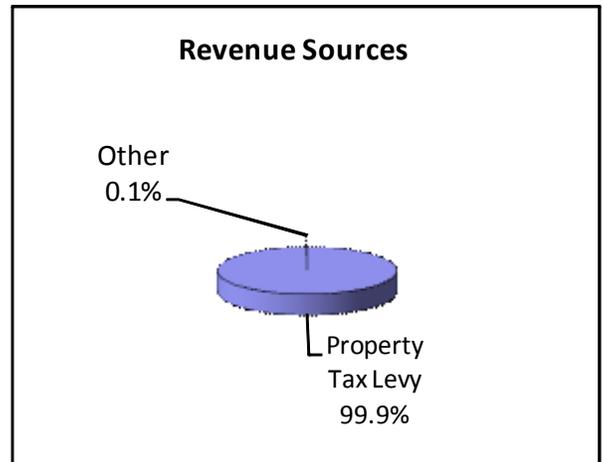
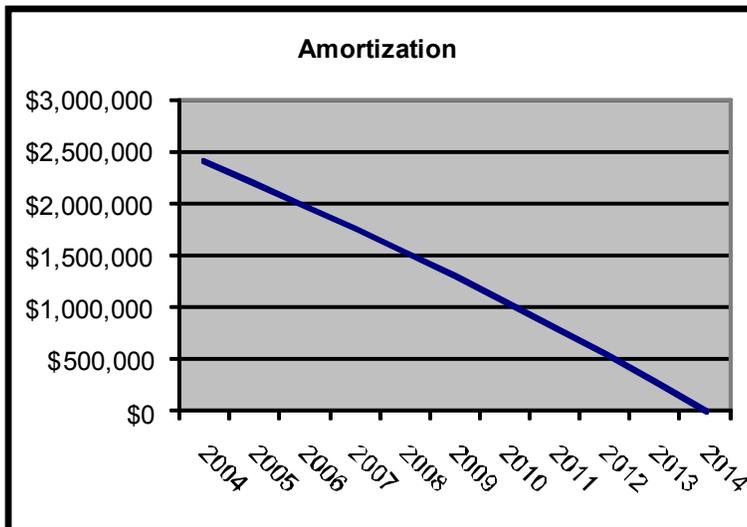
## 2004 G.O. Promissory Notes Budget Detail

<b>Issue:</b> 2004 G.O. Promissory Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 07-01-2004	<b>Principal (Issuance):</b> \$2,400,000
<b>Final Maturity:</b> 07-01-2014	<b>Principal at 1/1/14:</b> \$ 280,000

**GOALS:** To finance 2004-2005 Capital Improvement Program projects approved for debt financing.

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	255	270	270	280	4%
Interest	32	22	22	11	-50%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	287	292	292	291	0%
Less: Revenues and Transfers In	2	3	5	0	-100%
Surplus Applied (Generated)	2	0	-2	0	0%
<b>Net Cost to General Revenues</b>	283	289	289	291	1%



## 2006 G.O. Promissory Notes Budget Detail

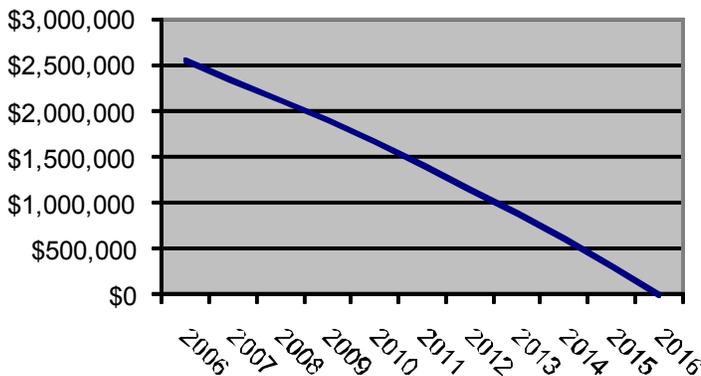
<b>Issue:</b> 2006 G.O. Promissory Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 08-01-2006	<b>Principal (Issuance):</b> \$2,550,000
<b>Final Maturity:</b> 08-01-2016	<b>Principal at 1/1/14:</b> \$ 870,000

**GOALS:** To finance 2006-2007 Capital Improvement Program projects approved for debt financing.

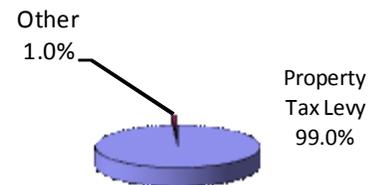
**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	260	270	270	280	4%
Interest	61	50	50	38	-24%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>321</b>	<b>320</b>	<b>320</b>	<b>318</b>	<b>-1%</b>
Less: Revenues and Transfers In	2	3	3	0	-100%
Surplus Applied (Generated)	2	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>317</b>	<b>317</b>	<b>317</b>	<b>318</b>	<b>0%</b>

**Amortization**



**Revenue Sources**



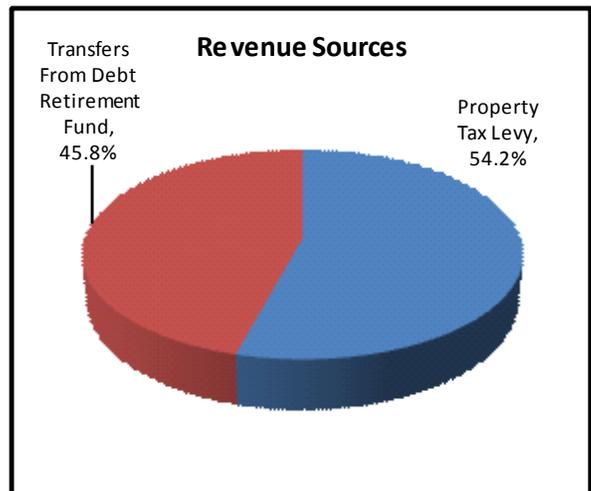
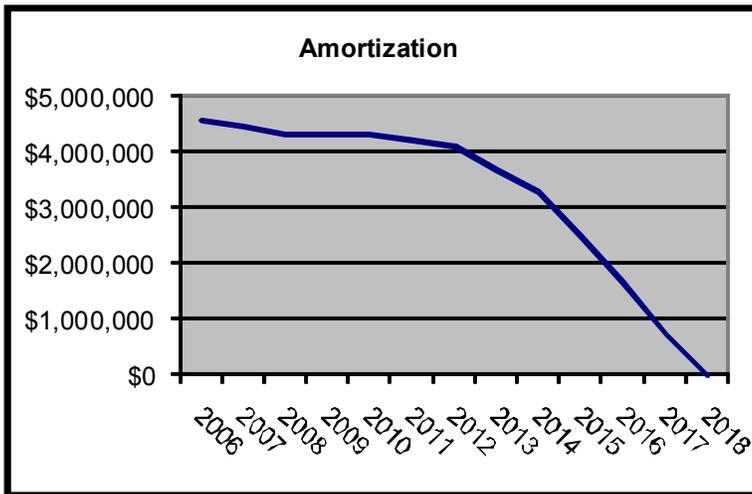
## 2006 G.O. Refunding Bonds Budget Detail

<b>Issue:</b> 2006 G.O. Refunding Bonds	<b>Type:</b> General Obligation
<b>Issue Date:</b> 01-01-2006	<b>Principal (Issuance):</b> \$4,540,000
<b>Final Maturity:</b> 09-01-2018	<b>Principal at 1/1/14:</b> \$3,675,000

**GOALS:** To refinance balloon maturities of 2000 G.O. Promissory Note issue.  
(New Hartford Recreation Center partial funding.)

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	120	405	405	420	4%
Interest	168	163	163	147	-10%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>288</b>	<b>568</b>	<b>568</b>	<b>567</b>	<b>0%</b>
Less: Revenues and Transfers In	0	260	259	260	0%
Surplus Applied (Generated)	0	1	2	0	-100%
<b>Net Cost to General Revenues</b>	<b>288</b>	<b>307</b>	<b>307</b>	<b>307</b>	<b>0%</b>



## 2007 Taxable G.O. Notes Budget Detail

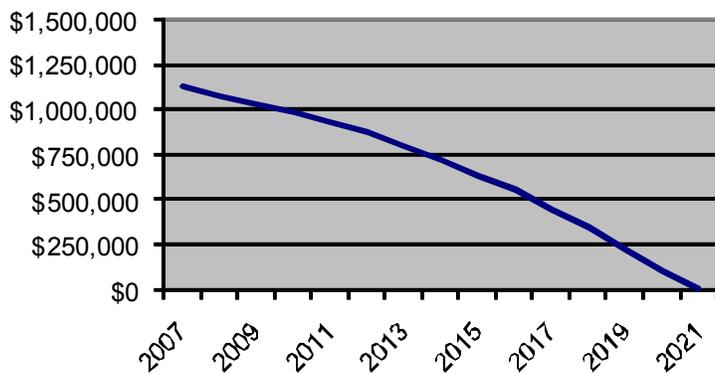
<b>Issue:</b> 2007 Taxable G.O. Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 11-01-2007	<b>Principal (Issuance):</b> \$1,150,000
<b>Final Maturity:</b> 04-01-2021	<b>Principal at 1/1/14:</b> \$ 815,000

**GOALS:** Reduce interest expense on prior service portion of annual retirement fund payments.

**OBJECTIVES:** Eliminate annual funding of prior service portion of WRS retirement contributions.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	60	75	75	80	7%
Interest	53	49	49	45	-8%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>113</b>	<b>124</b>	<b>124</b>	<b>125</b>	<b>1%</b>
Less: Revenues and Transfers In	111	124	124	125	1%
Surplus Applied (Generated)	2	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**Amortization**



**Revenue Sources**



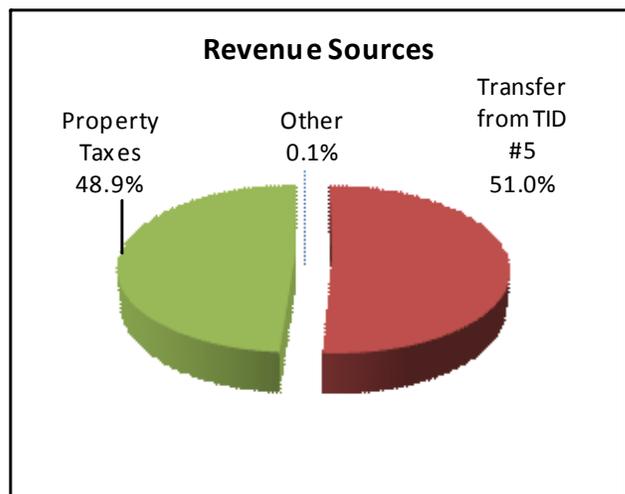
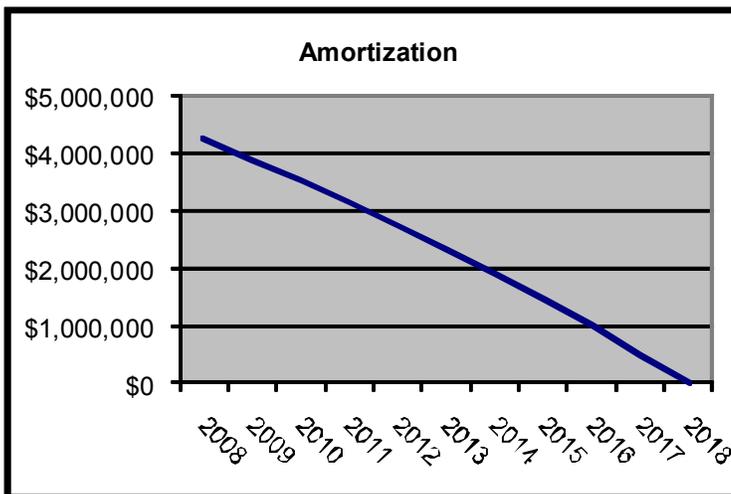
## 2008 G.O. Promissory Notes Budget Detail

<b>Issue:</b> 2008 G.O. Promissory Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 07-01-2008	<b>Principal (Issuance):</b> \$4,310,000
<b>Final Maturity:</b> 07-01-2018	<b>Principal at 1/1/14:</b> \$2,335,000

**GOALS:** To finance 2008-9 Capital Improvement Program projects approved for debt financing, and to take out 2005 G.O. Bans for Tax Incremental District #5.

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	400	425	425	435	2%
Interest	120	105	105	90	-14%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	520	530	530	525	-1%
Less: Revenues and Transfers In	259	260	281	269	3%
Surplus Applied (Generated)	-3	25	4	0	-100%
<b>Net Cost to General Revenues</b>	264	245	245	256	4%



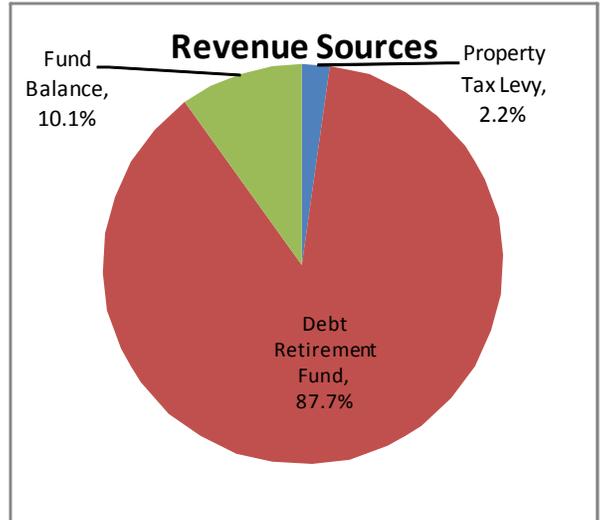
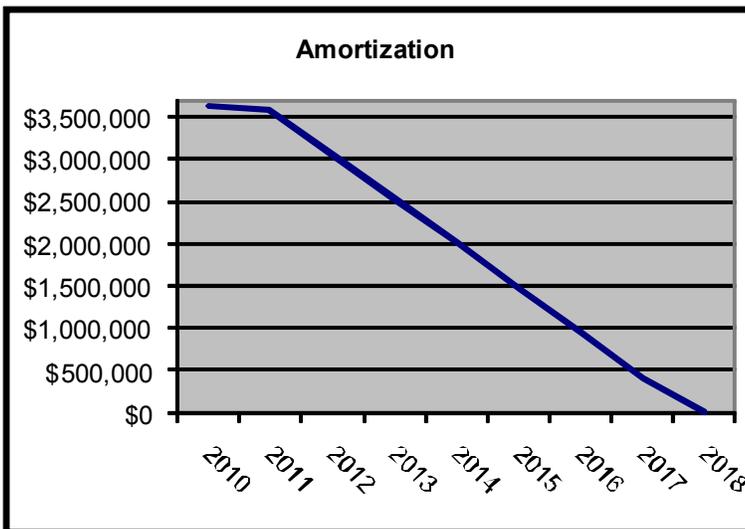
## 2010 G.O. Refunding Bonds Budget Detail

<b>Issue:</b> 2010 G.O. Refunding Bonds	<b>Type:</b> General Obligation
<b>Issue Date:</b> 08-01-2010	<b>Principal (Issuance):</b> \$3,635,000
<b>Final Maturity:</b> 08-01-2018	<b>Principal at 1/1/14:</b> \$2,535,000

**GOALS:** To refinance a portion of the 1998 G.O. Bond issue.  
(Partial funding for new Hartford Recreation Center.)

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	517	497	497	517	4%
Interest	80	69	69	59	-14%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	597	566	566	576	2%
Less: Revenues and Transfers In	453	611	616	505	-17%
Surplus Applied (Generated)	4	-58	-63	58	-200%
<b>Net Cost to General Revenues</b>	140	13	13	13	0%



**HIGHLIGHTS:** This issue was executed to reduce overall interest costs.

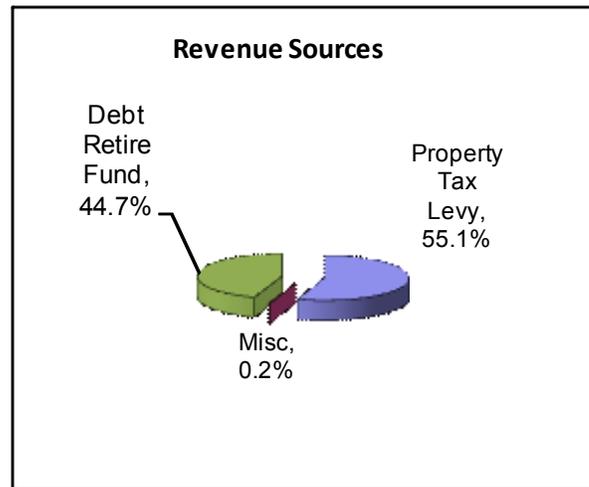
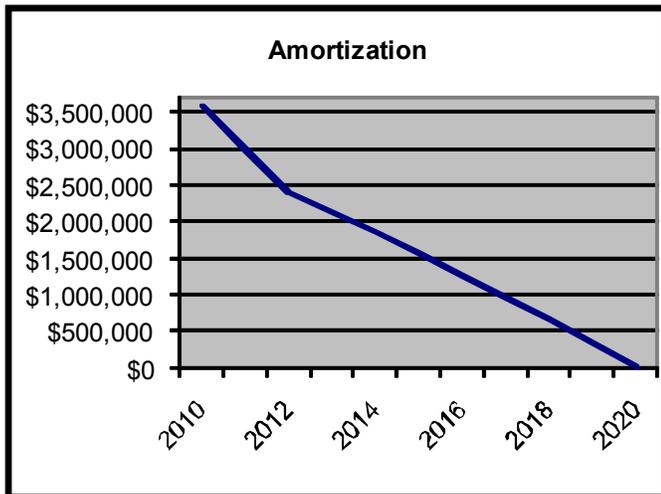
## 2010 G.O. Promissory Notes Budget Detail

<b>Issue:</b> 2010 G.O. Promissory Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 08-01-2010	<b>Principal (Issuance):</b> \$3,580,000
<b>Final Maturity:</b> 08-01-2020	<b>Principal at 1/1/14:</b> \$2,130,000

**GOALS:** To finance 2010-11 Capital Improvement Program projects approved for debt financing, and refinancing 2011 and 2012 maturities from the 2002 G.O. Promissory Notes.

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	600	275	275	275	0%
Interest	74	62	62	56	-10%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	674	337	337	331	-2%
Less: Revenues and Transfers In	491	155	150	149	-4%
Surplus Applied (Generated)	-2	0	5	0	0%
<b>Net Cost to General Revenues</b>	185	182	182	182	0%



## 2011 G.O. Note Anticipation Notes Budget Detail

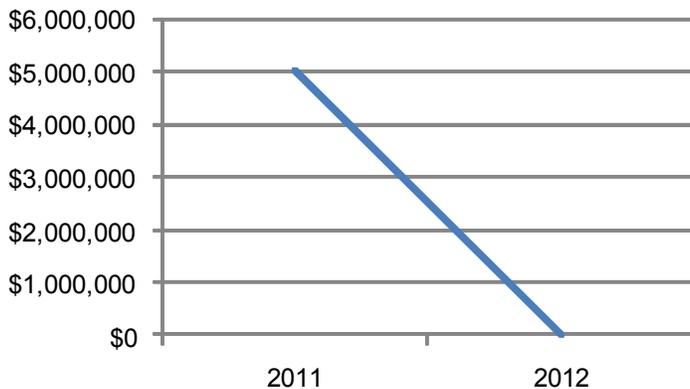
<b>Issue:</b> 2011 G.O. Note Anticipation Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 01-04-11	<b>Principal (Issuance):</b> \$5,000,000
<b>Final Maturity:</b> 07-01-12	<b>Principal at 1/1/14:</b> \$0

**GOALS:** To provide interim financing for City share of Jack Russell Memorial Library project.

**OBJECTIVES:** To prove short-term financing in advance of issuing long-term debt.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	5000	0	0	0	0%
Interest	122	0	0	0	0%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	5122	0	0	0	0%
Less: Revenues and Transfers In	5122	0	0	0	0%
Surplus Applied (Generated)	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**Amortization**



NOTE: Replaced with long-term 2012 G.O. Refunding Bonds 6/26/2012.

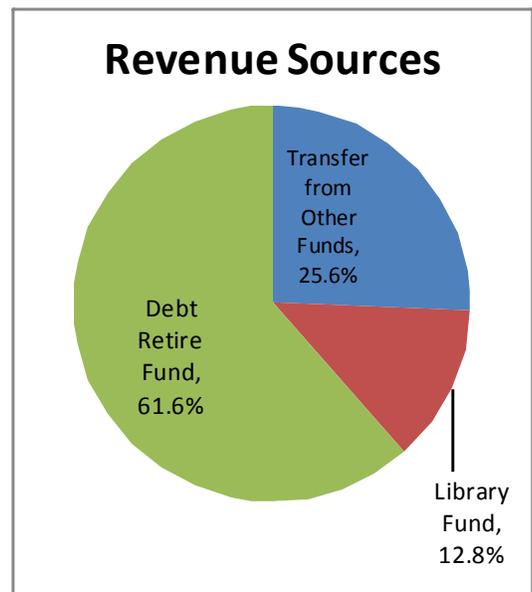
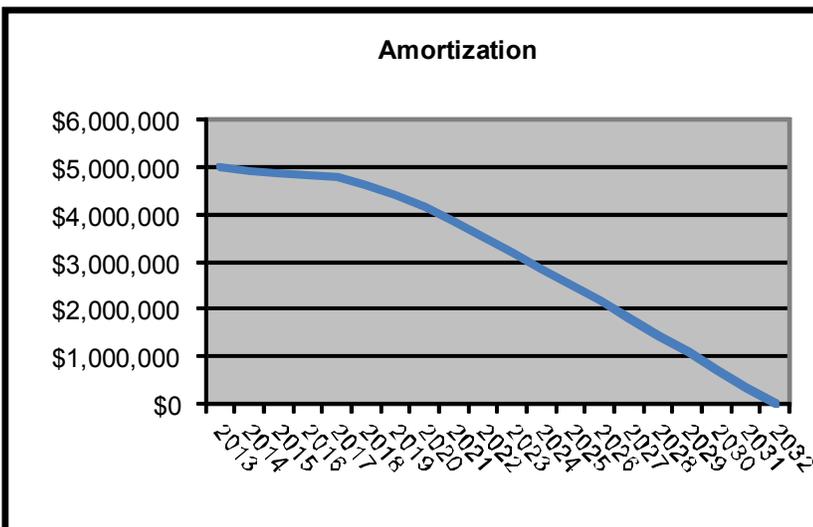
## 2012 G.O. Refunding Bonds Budget Detail

<b>Issue:</b> 2012 G.O. Refunding Bonds	<b>Type:</b> General Obligation
<b>Issue Date:</b> 06-26-2012	<b>Principal (Issuance):</b> \$4,975,000
<b>Final Maturity:</b> 05-01-2032	<b>Principal at 1/1/14:</b> \$4,975,000

**GOALS:** Funding for City share of Jack Russell Memorial Library.

**OBJECTIVES:** Amortization per schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	0	0	0	50	100%
Interest	0	196	196	145	-26%
Other Debt Service	102	0	0	0	0%
Transfers to Other Funds	5017	0	0	0	0%
<b>Total Expenditures and Transfers</b>	<b>5119</b>	<b>196</b>	<b>196</b>	<b>195</b>	<b>-1%</b>
Less: Revenues and Transfers In	5139	196	176	195	-1%
Surplus Applied (Generated)	-20	0	20	0	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



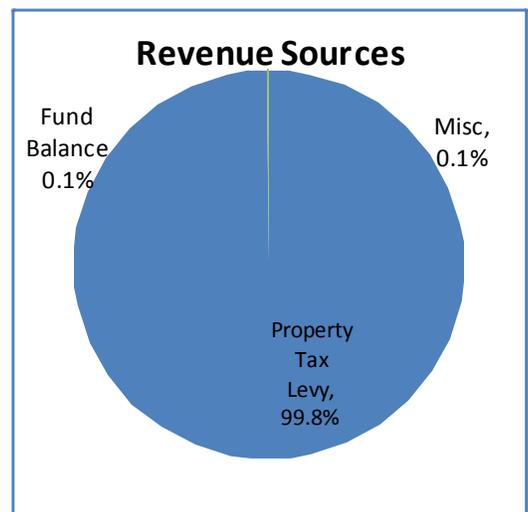
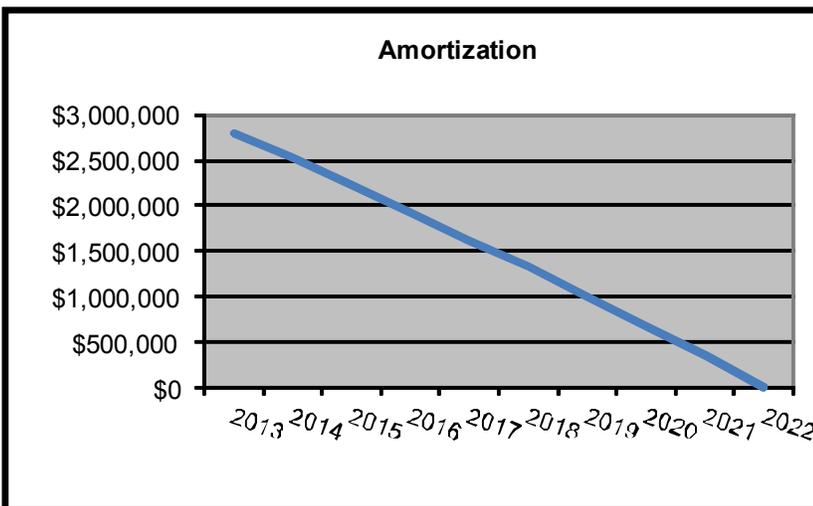
## 2012 G.O. Promissory Notes Budget Detail

<b>Issue:</b> 2012 G.O. Promissory Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 06-26-2012	<b>Principal (Issuance):</b> \$3,070,000
<b>Final Maturity:</b> 05-01-2022	<b>Principal at 1/1/14:</b> \$2,800,000

**GOALS:** To finance 2012-2013 Capital Improvement Program projects approved for debt financing.

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	0	270	270	275	2%
Interest	0	80	80	55	-31%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	0	350	350	330	-6%
Less: Revenues and Transfers In	0	0	0	0	0%
Surplus Applied (Generated)	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	0	350	350	330	-6%



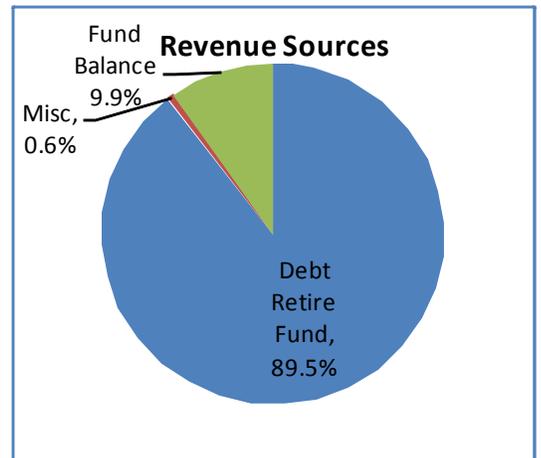
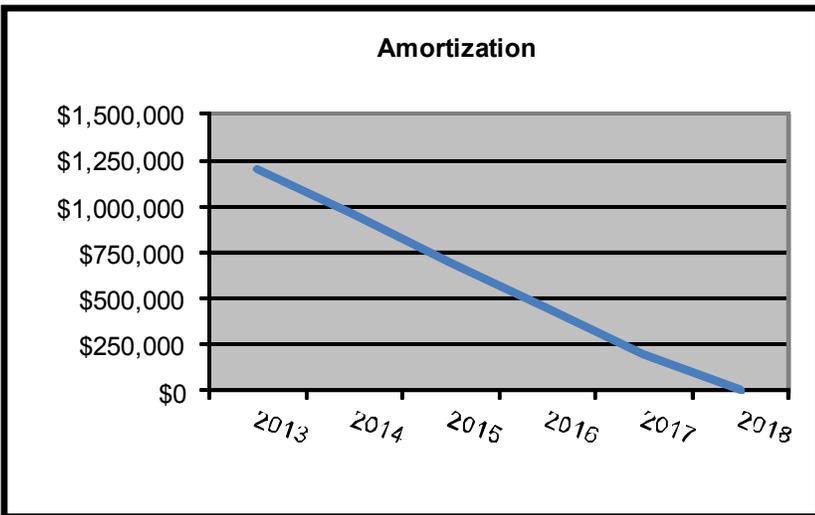
## 2012 G.O. Refunding Notes Budget Detail

<b>Issue:</b> 2012 G.O. Refunding Notes	<b>Type:</b> General Obligation
<b>Issue Date:</b> 08-08-2012	<b>Principal (Issuance):</b> \$1,450,000
<b>Final Maturity:</b> 11-01-2018	<b>Principal at 1/1/14:</b> \$1,200,000

**GOALS:** Refinance 2002 G.O. Refunding Bonds to reduce interest rate.

**OBJECTIVES:** Amortization per schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	1409	244	244	250	2%
Interest	0	26	26	19	-27%
Other Debt Service	37	0	0	0	0%
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>1446</b>	<b>270</b>	<b>270</b>	<b>269</b>	<b>0%</b>
Less: Revenues and Transfers In	1452	422	416	242	-43%
Surplus Applied (Generated)	-6	-152	-146	27	-118%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



## Debt Retirement Sinking Fund Budget Detail

**GOALS:** To accumulate resources for the repayment of general obligation debt.

**OBJECTIVES:** Allocation of sinking fund reserves to mitigate the tax levy impact of long-term debt amortization.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal					
Interest					
Other Debt Service					
Transfers to Other Funds	892	1272	1267	1274	0%
<b>Total Expenditures and Transfers</b>	892	1272	1267	1274	0%
Less: Revenues and Transfers In	918	614	587	372	-39%
Surplus Applied (Generated)	-26	506	528	240	-53%
<b>Net Cost to General Revenues</b>	0	152	152	662	336%

**HIGHLIGHTS:** Accumulations in Debt Retirement Sinking Fund are planned to reduce tax levy impact of Recreation Center debt amortization in years 2008 through 2018. Excess fund balances in Health Insurance and Risk Management funds transferred to Debt Retirement Sinking Fund in 2010—2012 to lower future levy impact. Proceeds from sale of Riverbend Property placed in Debt Retirement Sinking Fund in 2010. City Hall Remodeling Project (2014-15) proposes transfer of sewer Utility and General Fund balances to Debt Retirement Sinking Fund to reduce levy impact of those projects in 2014-2018.

## 2014 G.O. Bonds Budget Detail

<b>Issue:</b> 2014 G.O. Bonds	<b>Type:</b> General Obligation
<b>Issue Date:</b> 07-01-2014	<b>Principal (Issuance):</b> \$4,600,000
<b>Final Maturity:</b> 07-01-2034	<b>Principal at 1/1/14:</b> \$0

**GOALS:** To finance 2014-15 Capital Improvement Program projects approved for debt financing, including Police Department/City Hall remodeling.

**OBJECTIVES:** Amortization according to amortization schedule.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Principal	0	0	0	0	0%
Interest	0	0	0	0	0%
Other Debt Service					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	0	0	0	0	0%
Less: Revenues and Transfers In	0	0	0	0	0%
Surplus Applied (Generated)	0	0	0	0	0%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

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***CAPITAL  
PROJECT  
FUNDS***

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# Summary of Fund Type

## CAPITAL PROJECT FUNDS

To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

The Summary of Fund Type for Capital Project Funds consolidates presentations from the following Detail Pages:

Rubicon River Parkway  
 2008-09 Capital Projects  
 2010-11 Capital Projects  
 2012-13 Capital Projects  
 2014-15 Capital Projects

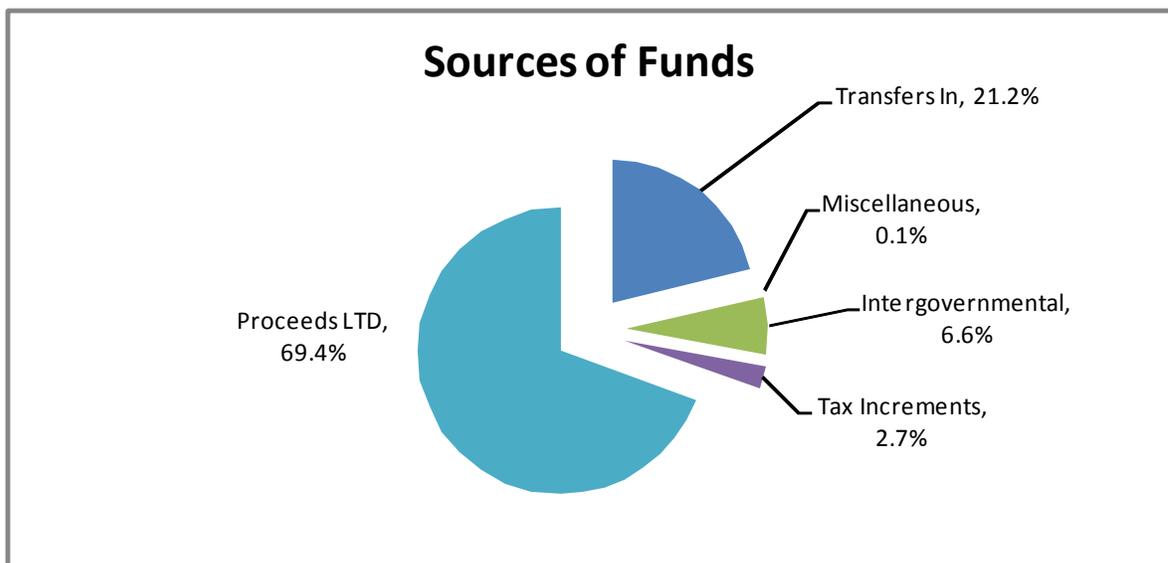
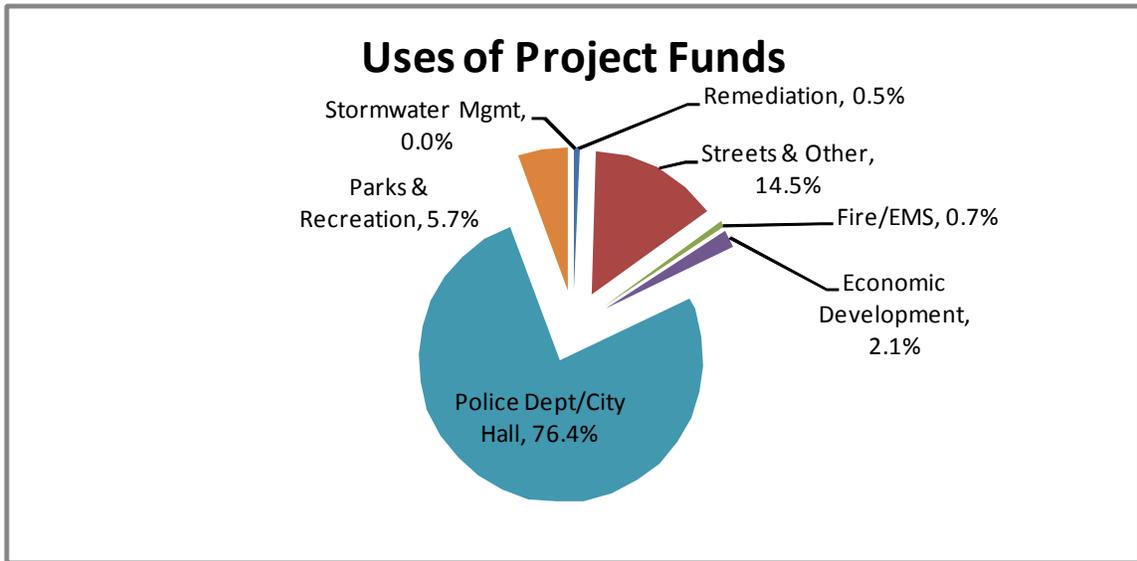
Parks Projects  
 Tax Incremental District #6 Projects  
 Tax Incremental District #7 Projects  
 Tax Incremental District #8 Projects  
 Jack Russell Library Project  
 City Hall Remodeling Project

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service	23	0	0	0	0%
Capital Outlay	1658	1640	1978	7475	356%
Nonoperating Expenditures	0	0	0	0	0%
Transfers To Other Funds	1099	704	940	0	-100%
<b>Total Expenditures &amp; Transfers</b>	<b>2780</b>	<b>2344</b>	<b>2918</b>	<b>7475</b>	<b>219%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	0	139	190	181	30%
Special Assessments					
Intergovernmental Revenues	0	215	40	438	104%
Licenses and Permits					
Fines, Forfeitures, Penalties					
Public Charges for Services	43	0	0	0	0%
Intergovernmental Charges					
Miscellaneous Revenues	5175	12	4	4626	38450%
Transfers From Other Funds	1362	35	1322	1714	4797%
Sub-Total	6580	401	1556	6959	1635%
Surplus Applied (Generated)	-3800	1943	1362	516	-73%
Property Tax Levy	0	0	0	0	0%
<b>Total Revenues and Transfers</b>	<b>2780</b>	<b>2344</b>	<b>2918</b>	<b>7475</b>	<b>219%</b>

# Summary of Fund Activity

## Capital Project Funds

To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).



## Rubicon River Parkway Budget Detail

<b>Fund Type:</b> Capital Projects	<b>Fund:</b> Rubicon River Parkway
<b>Manager:</b> Director of Parks & Recreation	<b>Department:</b> Parks & Recreation

**GOALS:** To enhance the quality of life for City residents through the development of park, recreation, and natural environments along the Rubicon River.

**OBJECTIVES:** Protect the Rubicon River corridor and create a green belt along the river.  
Acquire properties along the river corridor allowing for trail development.  
Develop a surface trail from Pike Lake to Goodland Road.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	20	0	0	0	0%
Nonoperating Expenditures					
Transfers to Other Funds	13	0	0	0	0%
<b>Total Expenditures and Transfers</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Less: Revenues and Transfers In	1	1	1	1	0%
Surplus Applied (Generated)	32	-1	-1	-1	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** No capital projects planned for 2014.

## Parks Projects Fund Budget Detail

<b>Fund Type:</b>	Capital Projects	<b>Fund:</b>	Parks Projects
<b>Manager:</b>	Director of Parks & Recreation	<b>Department:</b>	Parks & Recreation

**GOALS:** To provide a segregation of funding sources for major park system acquisitions, renovations, and development.

**OBJECTIVES:** Monitor remediation engineering efforts at Independence Park.  
Complete remediation of Independence Park Landfill.  
Develop new park lands including roadways, utilities, buildings, picnic areas, and sport fields.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	54	101	227	563	457%
Nonoperating Expenditures					
Transfers to Other Funds	0	0	0	0	0%
<b>Total Expenditures and Transfers</b>	54	101	227	563	457%
Less: Revenues and Transfers In	62	36	722	80	122%
Surplus Applied (Generated)	-8	65	-495	483	643%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Monitoring of groundwater at Independence Park will continue in 2014. This fund also supports Parks Capital Projects financed by Parkland Trust. 2013 projects include emerald ash borer treatment and Millpond bulkhead restoration project.

## 2008-2009 Capital Projects Budget Detail

<b>Fund Type:</b>	Capital Projects	<b>Fund:</b>	2008-2009 Capital Projects
<b>Manager:</b>	City Engineer	<b>Department:</b>	Public Works

**GOALS:** To allocate proceeds from 2008 General Obligation Promissory Notes to Council-approved construction projects and equipment identified in the 2008 and 2009 CIP.

**OBJECTIVES:** Close projects at 12/31/2012.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	27	0	0	0	0%
Nonoperating Expenditures					
Transfers to Other Funds	113	0	0	0	0%
<b>Total Expenditures and Transfers</b>	140	0	0	0	0%
Less: Revenues and Transfers In	21	0	0	0	0%
Surplus Applied (Generated)	119	0	0	0	0%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Fund closed at 12/31/2012.

## 2010-2011 Capital Projects Budget Detail

<b>Fund Type:</b>	Capital Projects	<b>Fund:</b>	2010-2011 Capital Projects
<b>Manager:</b>	City Engineer	<b>Department:</b>	Public Works

**GOALS:** To allocate proceeds from 2010 General Obligation Promissory Notes to Council approved construction projects and equipment identified in the 2010-2011 CIP.

**OBJECTIVES:** Close all projects at 12/31/2012.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	120	0	0	0	0%
Nonoperating Expenditures					
Transfers to Other Funds	363	0	0	0	0%
<b>Total Expenditures and Transfers</b>	483	0	0	0	0%
Less: Revenues and Transfers In	17	0	0	0	0%
Surplus Applied (Generated)	466	0	0	0	0%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Fund closed at 12/31/2012.

## 2012-2013 Capital Projects Budget Detail

<b>Fund Type:</b>	Capital Projects	<b>Fund:</b>	2012-2013 Capital Projects
<b>Manager:</b>	City Engineer	<b>Department:</b>	Public Works

**GOALS:** To allocate proceeds from 2012 General Obligation Refunding Bonds to Council-approved construction projects and equipment identified in the 2012 and 2013 CIP.

**OBJECTIVES:** Complete the following projects during 2014:

- Alley Reconstruction
- East Sumner Resurfacing & Patching
- 
- Branch/Grand Resurfacing

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	1030	1026	986	251	-76%
Nonoperating Expenditures					
Transfers to Other Funds	540	704	940	0	-100%
<b>Total Expenditures and Transfers</b>	<b>1570</b>	<b>1730</b>	<b>1926</b>	<b>251</b>	<b>-85%</b>
Less: Revenues and Transfers In	3667	225	43	1	-100%
Surplus Applied (Generated)	-2097	1505	1883	250	-83%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** 2012 G.O. Refunding Notes include funding for both 2012 and 2013 projects. \$732,000 of 2013 CIP projects funded in General Fund.

## 2014-2015 Capital Projects Budget Detail

<b>Fund Type:</b>	Capital Projects	<b>Fund:</b>	2014-2015 Capital Projects
<b>Manager:</b>	City Engineer	<b>Department:</b>	Public Works

**GOALS:** To allocate proceeds from 2012 General Obligation Refunding Bonds to Council-approved construction projects and equipment identified in the 2014 and 2015 CIP.

**OBJECTIVES:** Complete the following projects during 2014:

- East Sumner Street Resurfacing
- Western Hills Final Paving
- Branch/Grand Resurfacing
- EMS Roof Replacement
- East Sumner Street Asphalt Patching
- West State Street Reconstruction
- Airport Drive Resurfacing

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	0	0	0	871	100%
Nonoperating Expenditures					
Transfers to Other Funds	0	0	0	0	0%
<b>Total Expenditures and Transfers</b>	0	0	0	871	100%
Less: Revenues and Transfers In	0	0	0	1062	100%
Surplus Applied (Generated)	0	0	0	-191	-100%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

## Jack Russell Library Project Budget Detail

<b>Fund Type:</b> Capital Projects	<b>Fund:</b> Jack Russell Library Project
<b>Manager:</b> Library Director	<b>Department:</b> Library

**GOALS:** Expand library services to community.

**OBJECTIVES:** Construction of new Jack Russell Memorial Library in 2011.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service	23	0	0	0	0%
Capital Outlay	402	0	0	0	0%
Nonoperating Expenditures					
Transfers to Other Funds	70	0	0	0	0%
<b>Total Expenditures and Transfers</b>	<b>495</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Less: Revenues and Transfers In	2812	0	0	0	0%
Surplus Applied (Generated)	-2317	0	0	0	0%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** Fund created to capture construction costs not already paid in Library Fund. 2011 revenues include \$5 million contribution from City. Project closed at 12/31/2012.

## City Hall Remodeling Project Budget Detail

<b>Fund Type:</b> Capital Projects	<b>Fund:</b> City Hall Remodeling Project
<b>Manager:</b> City Engineer	<b>Department:</b> Public Works

**GOALS:** Provide adequate facility for Hartford Police Department and City Hall offices.

**OBJECTIVES:** Remodel entire City Hall facility. Relocate City Hall offices to former Library space. Replace electric heating system with natural gas. Provide expanded Hartford Police Department facility and garage.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	0	250	600	5634	2154%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	0	250	600	5634	2154%
Less: Revenues and Transfers In	0	0	600	5634	100%
Surplus Applied (Generated)	0	250	0	0	-100%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** 2014 G.O. Bonds provide \$4 million for this project. Balance from other available fund balances. Project expected to begin November 11, 2013.

## TID #6 Projects Budget Detail

<b>Fund Type:</b>	<b>Capital Projects</b>	<b>Fund:</b>	<b>TID #6 Projects</b>
<b>Manager:</b>	<b>City Engineer</b>	<b>Department:</b>	<b>Public Works</b>

**GOALS:** To rehabilitate Grant Street industrial area and assist in conversion of old industrial buildings.

**OBJECTIVES:** Generate sufficient tax increments to lower cost of capital to private owner/ investor and thereby stimulate further rehabilitation of the area.

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	2	23	46	9	-61%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	2	23	46	9	-61%
Less: Revenues and Transfers In	0	24	46	9	-63%
Surplus Applied (Generated)	2	-1	0	0	-100%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Costs include filing fees and audit charges. Increments began in 2010, paid to Developer (Wacker Drive Logistics, LLC).

**CITY OF HARTFORD**

**TID #7 Projects  
Budget Detail**

<b>Fund Type:</b> Capital Projects	<b>Fund:</b> TID #7 Projects
<b>Manager:</b> City Engineer	<b>Department:</b> Public Works

**GOALS:** To facilitate development and expansion of Signicast LLC industrial site.

**OBJECTIVES:** 2013 project is expansion of electrical services to site.

	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	3	240	118	145	-40%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	<b>3</b>	<b>240</b>	<b>118</b>	<b>145</b>	<b>-40%</b>
Less: Revenues and Transfers In	0	115	144	172	50%
Surplus Applied (Generated)	3	125	-26	-27	-122%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** Remaining projects will depend on rate of expansion/construction on site.

**CITY OF HARTFORD**

**TID #8 Projects  
Budget Detail**

<b>Fund Type:</b> Capital Projects	<b>Fund:</b> TID #8 Projects
<b>Manager:</b> City Engineer	<b>Department:</b> Public Works

**GOALS:** To facilitate development and expansion of Steel Craft Corporation industrial site.

**OBJECTIVES:** Collection of tax increments and distribution to developer. Provide partial funding of Millpond bulkhead project.

	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance					
Debt Service					
Capital Outlay	0	0	1	2	100%
Nonoperating Expenditures					
Transfers to Other Funds					
<b>Total Expenditures and Transfers</b>	0	0	1	2	100%
Less: Revenues and Transfers In	0	0	0	0	0%
Surplus Applied (Generated)	0	0	1	2	100%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Industrial site development expected to be complete by end of 2013.

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***ENTERPRISE***  
***FUNDS***

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# Summary of Fund Type

## ENTERPRISE FUNDS

To account for operations financed and operated in a manner similar to private business enterprises.

The Summary of Fund Type for Enterprise Funds consolidates presentations from the following Detail Pages:

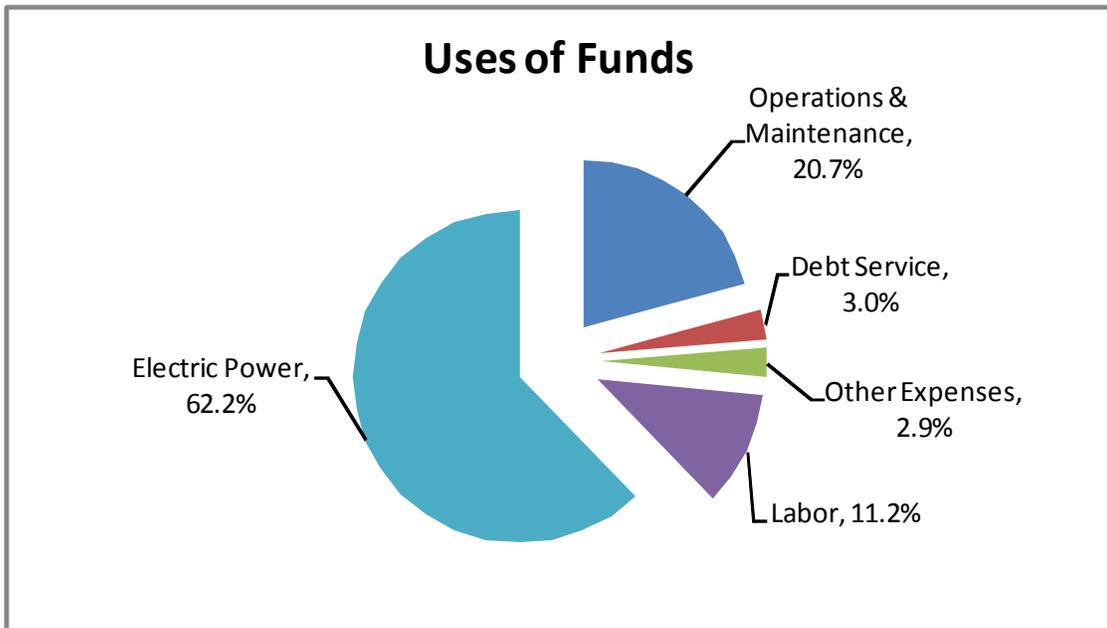
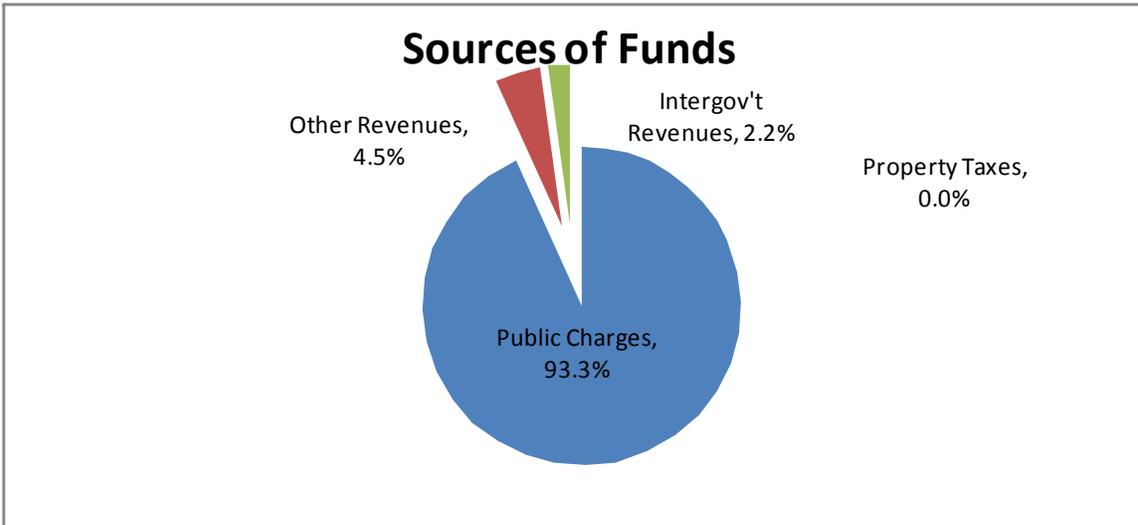
Cable Television	Airport Fund
Community Development Authority	Housing Action, Inc.
Water Utility	Hartford Electric
Sewer Utility	Emergency Medical Services

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	4550	4325	4331	4343	0%
Operations and Maintenance	32636	33444	31658	32125	-4%
Debt Service	1507	1293	1270	1158	-10%
Capital Outlay					
Nonoperating Expenditures	12	20	20	20	0%
Transfers To Other Funds	145	915	915	1257	37%
<b>Total Expenditures &amp; Transfers</b>	<b>38850</b>	<b>39997</b>	<b>38194</b>	<b>38903</b>	<b>-3%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues	42	38	36	38	0%
Special Assessments					
Intergovernmental Revenues	1687	1602	1203	598	-63%
Licenses and Permits	217	180	190	190	6%
Fines, Forfeitures, Penalties					
Public Charges for Services	36422	36780	35047	35731	-3%
Intergovernmental Charges	272	269	262	263	-2%
Miscellaneous Revenues	2367	1668	1567	1242	-26%
Transfers From Other Funds	123	2034	308	250	-88%
Sub-Total	41130	42571	38613	38312	-10%
Surplus Applied (Generated)	-2280	-2574	-419	591	-123%
Property Tax Levy	0	0	0	0	0%
<b>Total Revenues and Transfers</b>	<b>38850</b>	<b>39997</b>	<b>38194</b>	<b>38903</b>	<b>-3%</b>

# Summary of Fund Activity

## Enterprise Funds

To account for operations financed and operated in a manner similar to private business enterprises.



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***ENTERPRISE***

***FUNDS***

***Division***

***Detail***

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## Cable Television Budget Detail

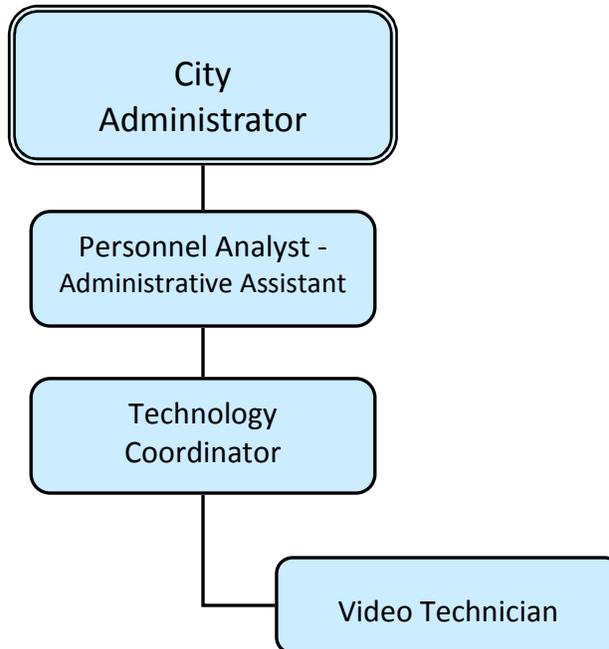
**Fund Type:** Enterprise

**Fund:** Cable Television

**Manager:** City Administrator

**Department:** City Administration

The City’s cable television franchise is overseen by the Office of the City Administrator. The division is responsible for the operation of the City’s public access government channel. The channel, which is operated using funds provided under Wisconsin Act 42, operates primarily with funds assessed to the City as a percentage of revenues earned within the City. The station is largely devoted to the televising of government meetings, including the meetings leading to the development and eventual approval of this budget document.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	1.12	1.12	1.12	1.12	<b>0%</b>
Full Time Equivalent Positions	.705	.705	.705	.705	<b>0%</b>

## Cable Television Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Cable Television
<b>Manager:</b> City Administrator	<b>Department:</b> City Administration

**GOALS:** To provide for the televising of City meetings and other public events, the presentation of explanatory programs of general community interest, and the dissemination of timely information concerning the operation of City government.

**OBJECTIVES:** Telecast 100% of City meetings where permitted. Produce at least 1 quality broadcast of community events other than meetings every month. Present meeting agenda and utility information in a timely manner.

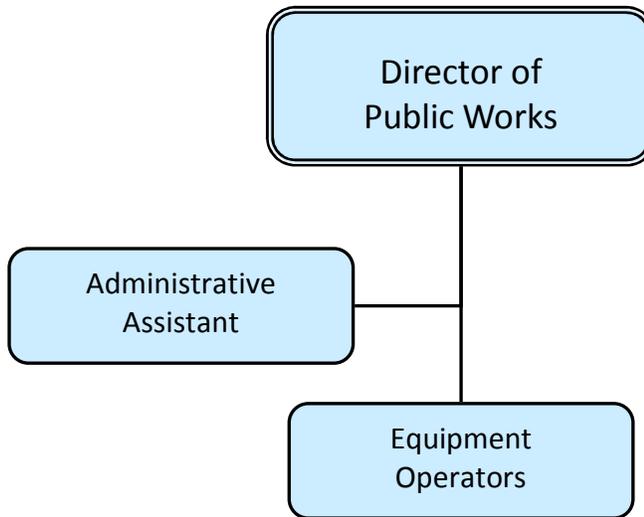
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Broadcast Hours Weekly	Hours	50	50	50	50
Non-Meeting Weekly Broadcast	Programs	30	30	20	20
Weekly Meetings Broadcast	Meetings	3	3	3	3
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	48	51	49	50	-2%
Operations and Maintenance	15	15	13	13	-13%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	80	115	115	232	102%
<b>Total Expenditures and Transfers</b>	<b>143</b>	<b>181</b>	<b>177</b>	<b>295</b>	<b>63%</b>
Less: Revenues and Transfers In	230	182	189	189	4%
Surplus Applied (Generated)	-87	-1	-12	106	-10700%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** \$115,000 of excess retained earnings transferred to General Fund to reduce tax levy. Additional transfer in 2014 for City Hall Remodeling Project.

## Airport Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Airport Fund
<b>Manager:</b> Director of Public Works	<b>Department:</b> Public Works

The Hartford Municipal Airport is a general aviation facility capable of handling a wide variety of business and sport aviation aircraft. The airport is a designated FAA Reliever offering one 3000 foot asphalt runway and taxi way, and one 2000 foot grass runway. A self-service fuel dispensing station was installed in 1999. All hangar units at the airport are owned by private parties.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	.4565	.4565	.4565	.4965	<b>8.76%</b>

# Airport Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Airport Fund
<b>Manager:</b> Director of Public Works	<b>Department:</b> Public Works

**GOALS:** To provide and maintain a municipal airport facility (FAA Reliever) in accordance with Federal Aviation Administration, Bureau of Aeronautics, and City rules and regulations.

**OBJECTIVES:** Assist preparations for new runway configuration and land acquisition. Monitor City's petition to State for funding for future runway expansion and other improvements. Closely monitor fuel price fluctuation.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Fuel Sales	Gallons	48,000	46,000	44,000	45,000
Hangar Construction	Hangars	1	1	1	1
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	39	43	45	46	10%
Operations and Maintenance	263	260	243	245	-6%
Debt Service	5	4	3	2	-50%
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	307	306	291	293	-4%
Less: Revenues and Transfers In	603	307	264	268	-13%
Surplus Applied (Generated)	-296	-1	27	25	-2600%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** State of Wisconsin BAA has completed the Airport Master Plan. Now working on Environmental Assessment. Airport will operate without a General Fund subsidy in 2013. 2012 revenue budget included revenues from state in support of proposed CIP projects. 3400 foot runway to be constructed in 2015.

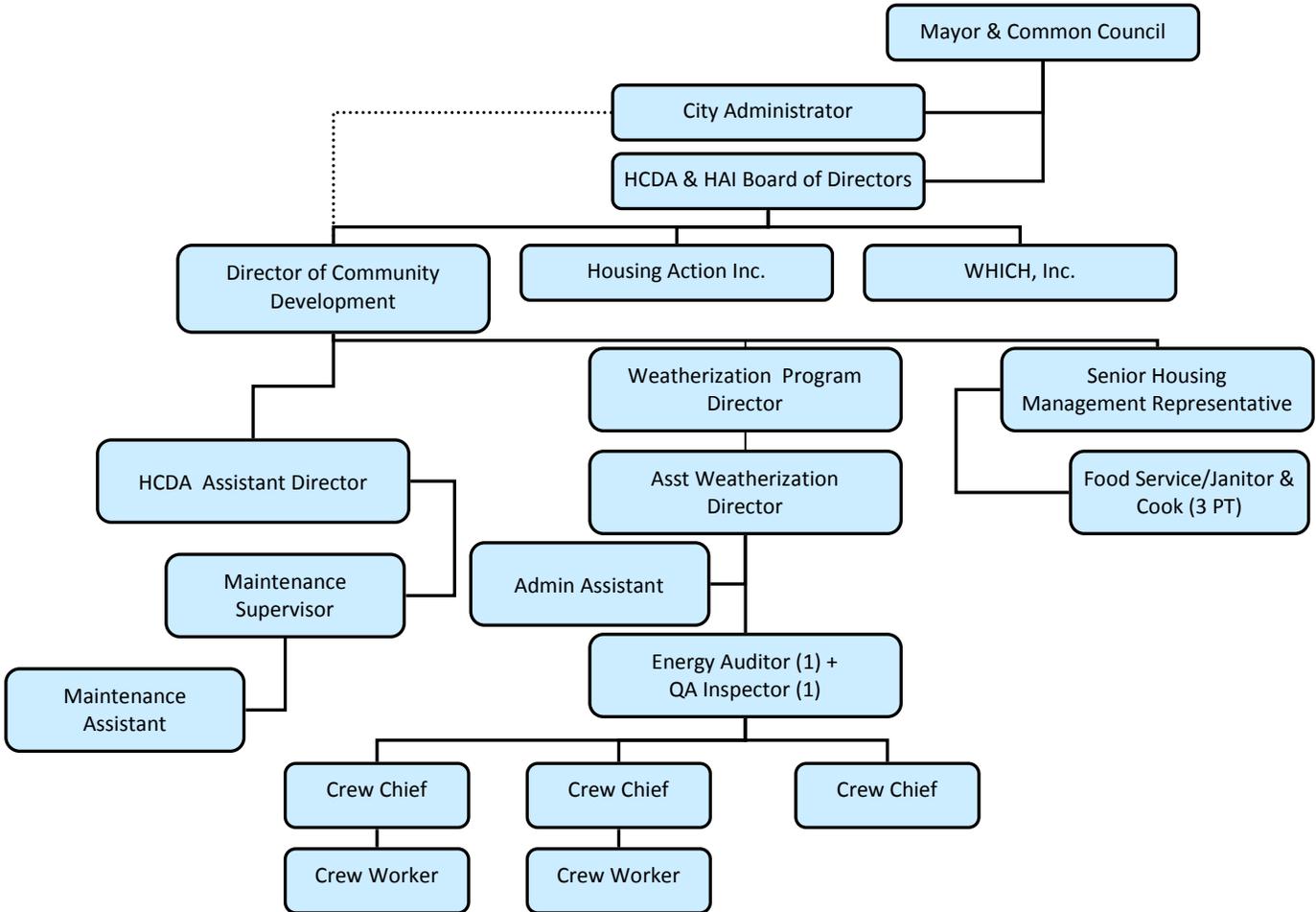
## Community Development Authority Budget Detail

**Fund Type: Enterprise**

**Fund: Community Development Authority**

**Manager: Director of Community Development Department: Community Development Authority**

The Hartford Community Development Authority (HCDA) is a subcomponent unit of the City of Hartford established in 1971 to provide housing, weatherization, and economic development programs. The HCDA is responsible for the maintenance and rental of apartment buildings for low income, elderly, and/or disabled tenants. The HCDA manages three privately owned apartment buildings on a fee basis. In addition, the Authority owns and operates 156 elderly and family apartment units with rent assisted and low rent units. The HCDA provides information and referral services on such issues as landlord/tenant law, fair housing, domestic violence, emergency shelter, consumer protection, and supportive services for families and the elderly or disabled. A two-county weatherization program is administered by the HCDA for the benefit of low income clients wishing to lower energy costs through home weatherization. This service is free to eligible homeowners, with landlords paying a portion of the cost for rental properties. The HCDA also administers the City's Housing and Economic Development Revolving Loan Funds.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	% Change
Employee Count	19.75	18.25	18.25	16.71	-8.44%
Full Time Equivalents	20.11	19.435	19.435	17.845	-8.18%

## Community Development Authority Budget Detail

**Fund Type: Enterprise**
**Fund: Community Development Authority**
**Manager: Director of Community Development Department: Community Development Authority**

**GOALS:** To assure the Hartford community an adequate supply of quality housing, affordable to low and moderate income residents, by providing a wide range of housing and community development services including: property management, weatherization of existing housing stock, low or no interest home improvement down payment and business loans, subsidized and market rate housing for families, the elderly and disabled, information and referral services, and ensure the enforcement of and compliance with applicable regulations.

**OBJECTIVES:** Provide affordable housing with and without rent assistance to an average of 150 low income households each month. Weatherize an average of 13 homes per month. Provide housing rehab loans to low/moderate income households to enable purchase or remodeling of home. Provide economic development loans to start up or expanding businesses in Hartford. Implement change in 2013 management using Director of Community Development concept.

<b>Activity Measures:</b>	<b>Unit of Measure</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Forecast 2013</b>	<b>Planned 2014</b>
Weatherizations Completed	Homes	203	160	155	150
Elderly Housing Provided	Units	112	112	112	112
Housing Loans Awarded (Units)	Loans	4	4	4	6
Loan Collection Rate (Housing)	Percent	99%	99%	99%	99%
Loan Collection Rate (Econ. Dev.)	Percent	75%	74%	90%	75%
	<b>Actual Exp/Rev 2012 (\$000's)</b>	<b>Revised Budget 2013 (\$000's)</b>	<b>Forecast Exp/Rev 2013 (\$000's)</b>	<b>Approved Budget 2014 (\$000's)</b>	<b>% of Budget Change</b>
<b>Expenditures and Transfers Out</b>					
Labor	1287	1259	1213	1232	-2%
Operations and Maintenance	2053	1640	1487	985	-40%
Debt Service	205	151	149	142	-6%
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	18	13	13	14	8%
<b>Total Expenditures and Transfers</b>	<b>3563</b>	<b>3063</b>	<b>2862</b>	<b>2373</b>	<b>-23%</b>
Less: Revenues and Transfers In	3152	2978	2608	1842	-38%
Surplus Applied (Generated)	411	85	254	531	525%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



## Housing Action, Inc. Budget Detail

**Fund Type:** Enterprise

**Fund:** Housing Action, Inc.

**Manager:** Director of Community Development **Dept:** Community Development Authority

**GOALS:** To provide affordable, safe, sanitary housing for families. To promote self sufficiency and home ownership by providing information and referrals and by encouraging families to utilize appropriate programs offered by the Hartford Community Development Authority and other agencies.

**OBJECTIVES:** Termination of corporation.

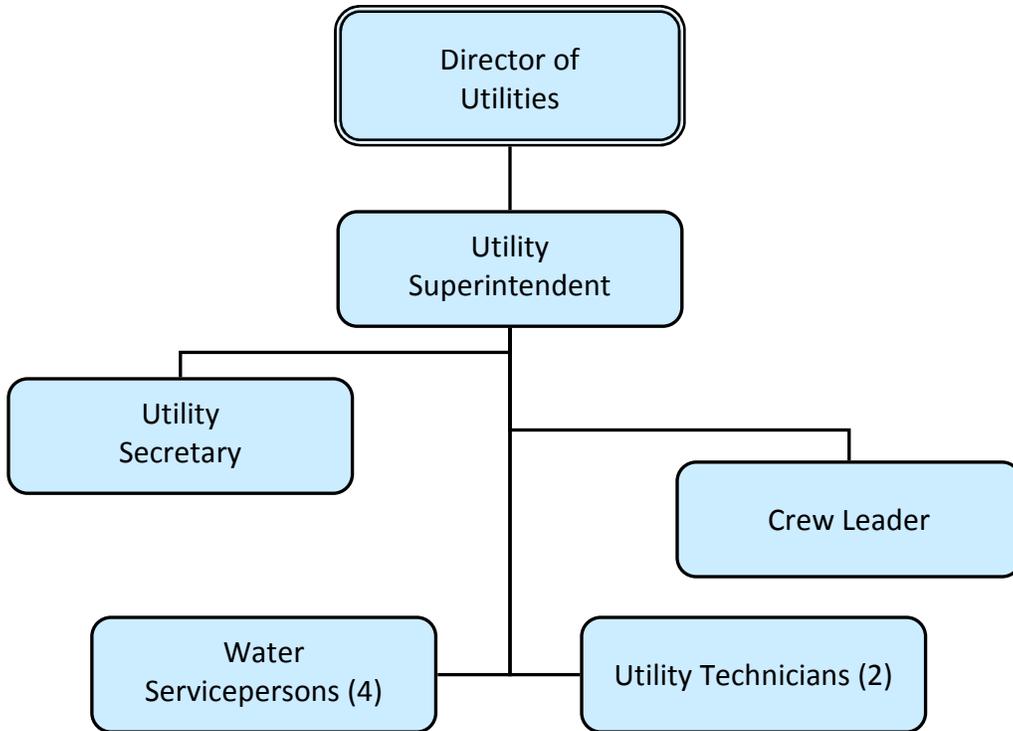
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Rental Occupancy Rate	Percent	80%	85%	85%	N/A
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor					
Operations and Maintenance	382	365	183	0	-100%
Debt Service	27	32	12	0	-100%
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds					
Total Expenditures and Transfers	409	397	195	0	-100%
Less: Revenues and Transfers In	371	341	205	0	-100%
Surplus Applied (Generated)	38	56	-10	0	-100%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Hartford Highlands facility sold to private corporation in 2013.

# Water Utility Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Water Utility
<b>Manager:</b> Director of Utilities	<b>Department:</b> Water Utility

The Hartford Water Utility was founded more than 100 years ago to provide potable water to all customers. The division is responsible for maintaining water service through the installation of meters, repair of water main breaks, and overall maintenance of the water distribution system. The City has five active ground water wells which pump treated water into a distribution system consisting of four water towers and a grid of underground piping. Computerized well monitoring is in place at all sites, and consumption is read using electronic devices. The division is also responsible for the maintenance of all fire hydrants, including regular testing of valves and water pressure for fire suppression purposes.



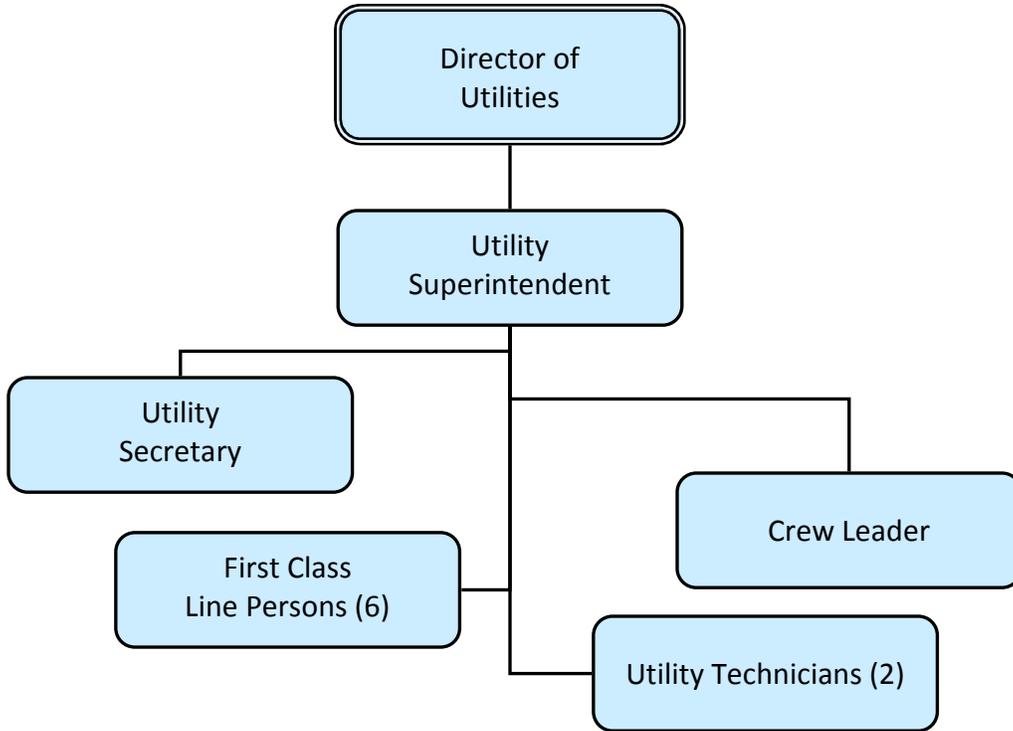
	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	6.86	6.86	6.86	6.7	<b>-2.33%</b>
Full Time Equivalent Positions	8.95	8.79	8.79	8.63	<b>-1.82%</b>



# Hartford Electric Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Hartford Electric
<b>Manager:</b> Director of Utilities	<b>Department:</b> Hartford Electric

Hartford Electric is a distribution-only operation, providing low-cost electric power to residential, commercial, and industrial customers. The division is responsible for delivery of electric power, installation of transformers, poles, conductors, and line hardware, as well as the design of the distribution system. Consumption is read monthly from all customer meters, with joint monthly billings issued for electric, water, sewer, and recycling charges. Hartford Electric is an active member of Wisconsin Public Power, Inc. (WPPI), a consortium of 51 municipal electric utilities throughout the midwest. WPPI, also a regulated utility under Wisconsin law, coordinated purchases of electric power from its operations center in Sun Prairie, Wisconsin, and generates a portion of member power requirements through equity positions held in power generating facilities in both Wisconsin and Minnesota. Hartford Electric celebrated its 100th anniversary in December of 1997.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	11.48	11.48	11.48	12.00	<b>4.53%</b>
Full Time Equivalent Positions	13.71	13.71	13.71	14.23	<b>3.79%</b>

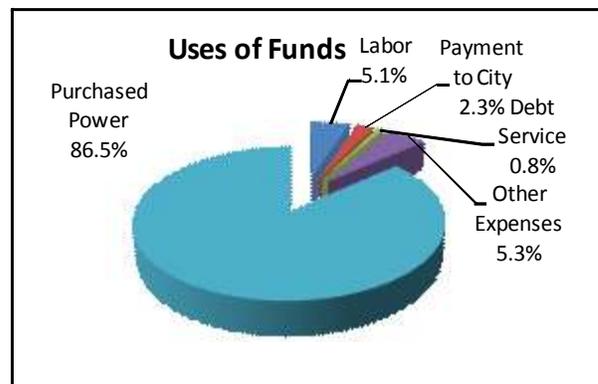
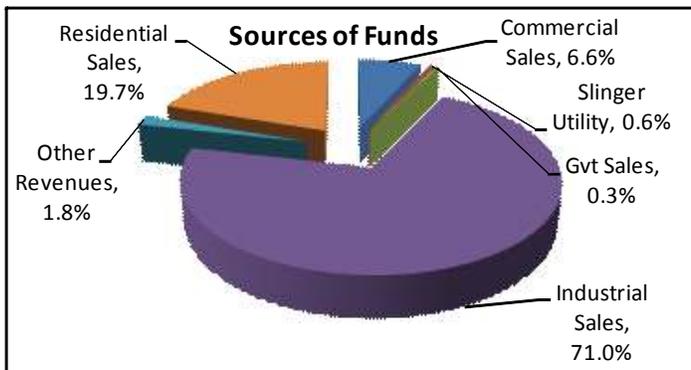
# Hartford Electric Budget Detail

**Fund Type:** Enterprise                      **Fund:** Hartford Electric  
**Manager:** Director of Utilities              **Department:** Hartford Electric

**GOALS:** To provide a consistent level of reliable electric service to the customers of the utility and the Slinger Electric Utility at a cost and service quality advantage over alternative providers.

**OBJECTIVES:** Monitor increasing energy generation charges. Provide community outreach to deal with predicted energy cost increases over next decade. (2% wholesale price increase from WPPI budgeted for 2014.) Continue to upgrade facilities to maximize system reliability. Provide interim financing to Water Utility.

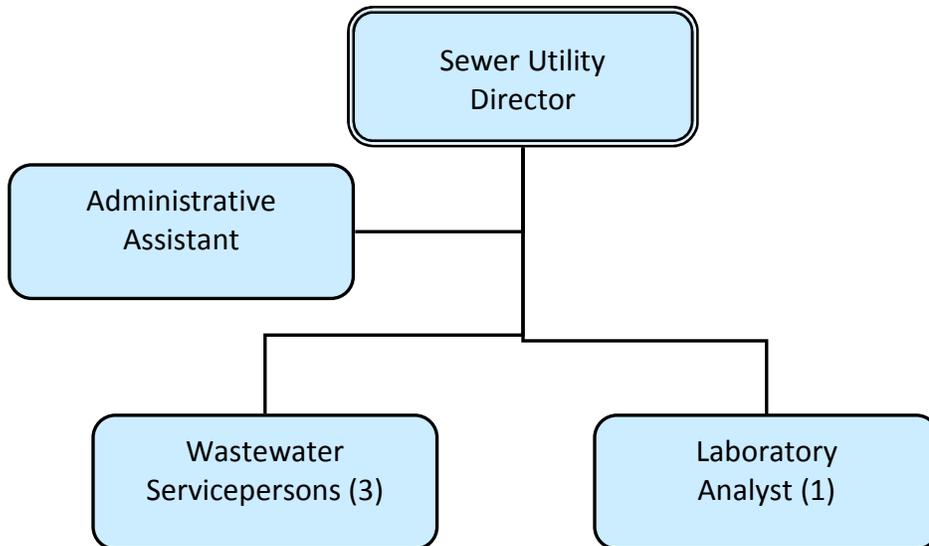
Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014	
Electric Utility Customers	Customers	6,730	6,773	6,804	6,830	
Highest Maximum Demand	Megawatts	54.146	56.541	55.239	56.658	
		Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>						
Labor		1571	1376	1422	1411	3%
Operations and Maintenance		25690	26642	25291	26182	-2%
Debt Service		305	242	242	226	-7%
Capital Outlay						
Nonoperating Expenditures		12	20	20	20	0%
Transfers to Other Funds		31	17	17	182	971%
<b>Total Expenditures and Transfers</b>		<b>27609</b>	<b>28297</b>	<b>26992</b>	<b>28021</b>	<b>-1%</b>
Less: Revenues and Transfers In		28411	29407	27577	28289	-4%
Surplus Applied (Generated)		-802	-1110	-585	-268	-76%
<b>Net Cost to General Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



## Sewer Utility Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Sewer Utility
<b>Manager:</b> Sewer Utility Director	<b>Department:</b> Sewer Utility

The Sewer Utility operates the City of Hartford Water Pollution Control Facility, as well as maintaining a 70 mile underground wastewater collection system. The Water Pollution Control Facility, located in Dodge Industrial Park at the west end of the City, treats an average 4333 gallons of wastewater per household monthly, in conformance with United States Environmental Protection Agency and Wisconsin Department of Natural Resources regulations. Customers are charged based upon water consumption and water meter size, with surcharges assessed for extra loadings and extraterritorial service. The current facility discharges treated water into the Rubicon River at the western edge of the City. A new \$19.3 million facility with a 20 year anticipated life was completed in 1999.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	5.66	5.66	5.66	5.3	<b>-6.36%</b>
Full Time Equivalent Positions	7.81	7.825	7.825	7.545	<b>-3.58%</b>

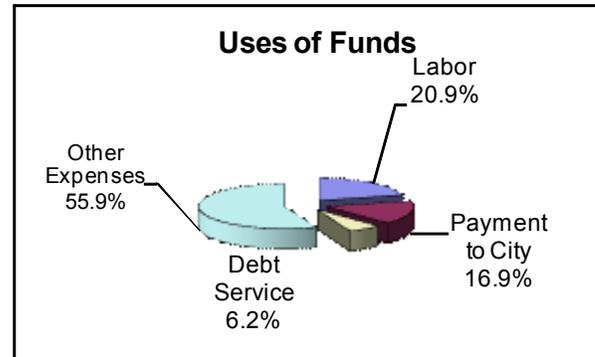
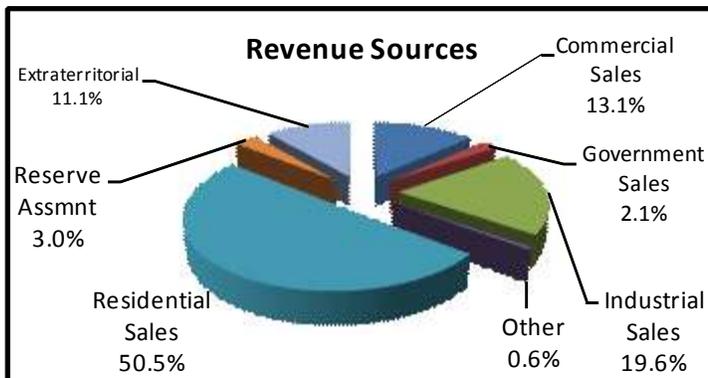
# Sewer Utility Budget Detail

**Fund Type:** Enterprise                      **Fund:** Sewer Utility  
**Manager:** Sewer Utility Director      **Department:** Sewer Utility

**GOALS:** Protect the receiving waters of the Rubicon River. Operate and maintain the City of Hartford’s new Wastewater Treatment Facility as economically and efficiently as possible.

**OBJECTIVES:** Treat over one billion gallons of Hartford wastewater to safe environmental standards as prescribed by the Wisconsin Department of Natural Resources and the Environmental Protection Agency. Keep the laboratory quality assurance and registration as directed by NR 149. Operate without a rate increase in 2013. Provide interim financing to Water Utility. Closely monitor new permit requirements.

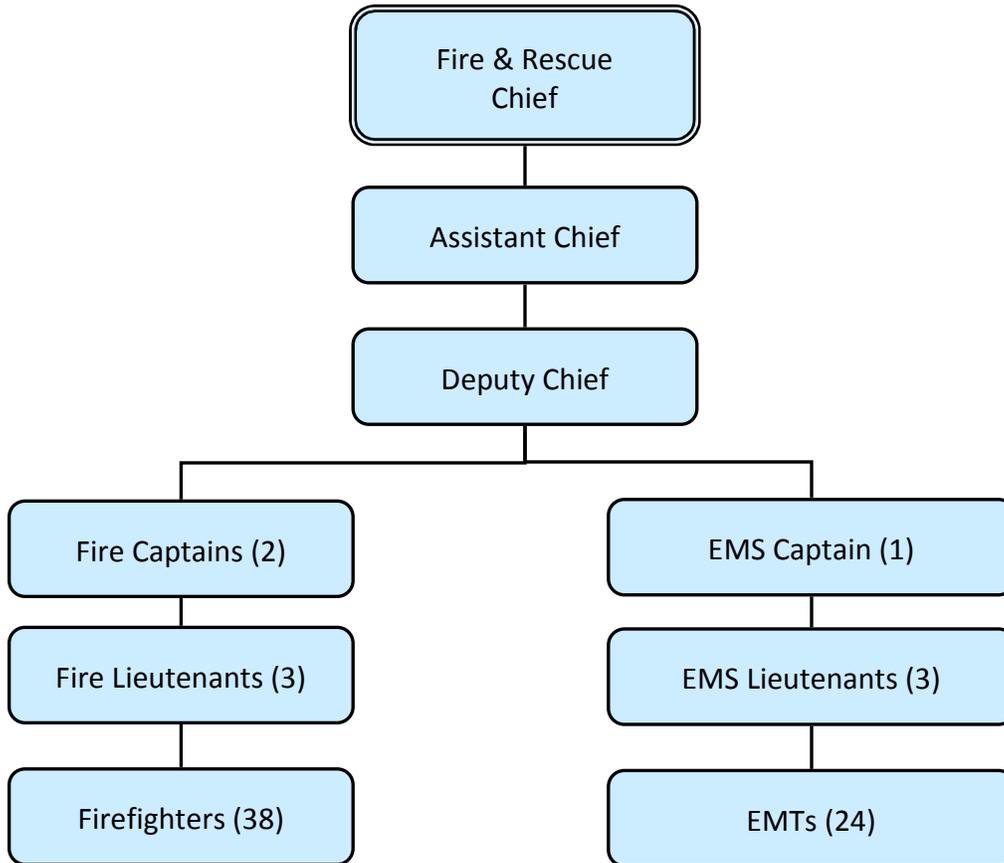
Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Wastewater Treated (Millions)	Gallons	800	800	800	800
Bio-Solids Removed (Millions)	Gallons	5.5	6.0	6.5	6.5
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	658	725	726	752	4%
Operations and Maintenance	1922	1989	2033	2104	6%
Debt Service	305	265	265	224	-15%
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	7	510	510	519	2%
<b>Total Expenditures and Transfers</b>	<b>2892</b>	<b>3489</b>	<b>3534</b>	<b>3599</b>	<b>3%</b>
Less: Revenues and Transfers In	3573	4852	3295	3268	-33%
<b>Surplus Applied (Generated)</b>	<b>-681</b>	<b>-1363</b>	<b>239</b>	<b>331</b>	<b>-124%</b>
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



## Emergency Medical Services Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Emergency Medical Services
<b>Manager:</b> Fire & Rescue Chief	<b>Department:</b> Public Safety

Emergency ambulance response is provided to the citizens of Hartford, and a 70 square mile area surrounding the City, through the Rescue operation of Hartford Fire and Rescue. Originally a quasi-governmental operation, the division is now fully integrated within municipal operations. Twenty-four hour service is provided by a paid on-call staff that respond by page to stabilize a patient condition and transport to the nearest health care facility. Hartford Fire and Rescue operates two fully equipped ambulances from a central facility near City Hall.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	1.28	1.24	1.24	1.24	<b>-3.13%</b>

CITY OF HARTFORD

Emergency Medical Services Budget Detail

<b>Fund Type:</b> Enterprise	<b>Fund:</b> Emergency Medical Services
<b>Manager:</b> Fire & Rescue Chief	<b>Department:</b> Public Safety

**GOALS:** To provide 24-hour pre-hospital emergency medical care to the citizens of Hartford and its surrounding communities.

**OBJECTIVES:** Maintain an in-service average time of less than 5 minutes. Broaden the educational efforts on safety and E911 at local schools. Maintain complete shift coverage 24 hours/day, 7 days/week, 365 days/year. Maintain a compliment of at least 30 active EMTs.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Ambulance Runs	Runs	970	1198	1150	1175
Active Total Roster List	Members	35	35	35	30
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	287	273	277	288	5%
Operations and Maintenance	131	180	162	174	-3%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	2	2	2	2	0%
<b>Total Expenditures and Transfers</b>	<b>420</b>	<b>455</b>	<b>441</b>	<b>464</b>	<b>2%</b>
Less: Revenues and Transfers In	592	468	457	431	-8%
Surplus Applied (Generated)	-172	-13	-16	33	-354%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** Annual budget continues to include labor costs for staffing two 3-person 24-hour shifts on weekends.

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***INTERNAL  
SERVICE  
FUNDS***

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# Summary of Fund Type

## INTERNAL SERVICE FUNDS

To account for the financing of goods or services provided by one department or agency to other departments or agencies.

The Summary of Fund Type for Internal Service Funds consolidates presentations from the following Detail Pages:

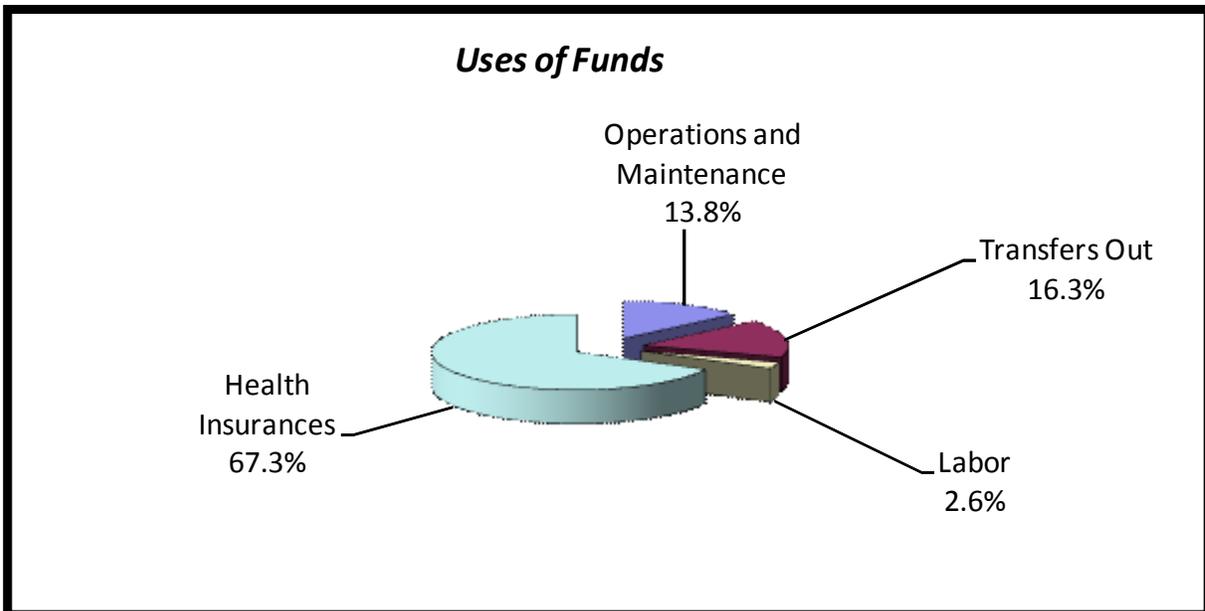
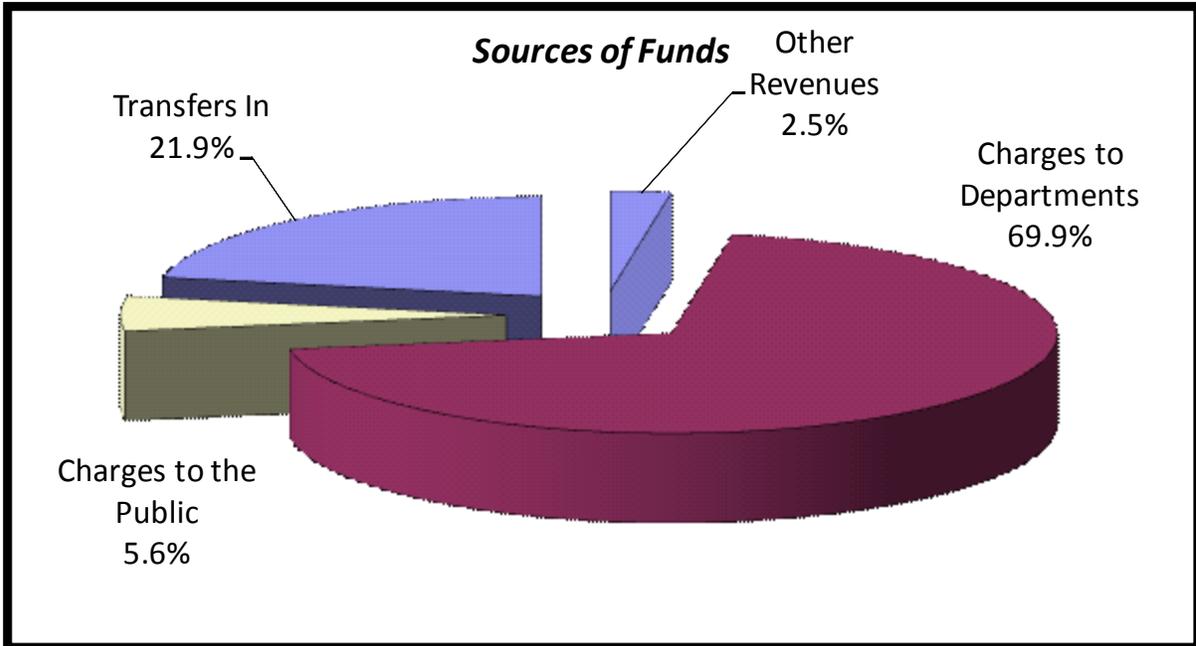
Health Insurance Fund      Risk Management Fund  
Information Systems Fund

	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	100	102	102	103	1%
Operations and Maintenance	2552	3171	2779	3153	-1%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers To Other Funds	752	36	1963	637	1669%
<b>Total Expenditures &amp; Transfers</b>	<b>3404</b>	<b>3309</b>	<b>4844</b>	<b>3893</b>	<b>18%</b>
<b>Revenues and Transfers In</b>					
Other Tax Revenues					
Special Assessments					
Intergovernmental Revenues					
Licenses and Permits					
Fines, Forfeitures, Penalties					
Public Charges for Services	232	258	226	235	-9%
Intergovernmental Charges	3280	3422	2932	2932	-14%
Miscellaneous Revenues	228	113	126	106	-6%
Transfers From Other Funds	0	0	0	920	100%
Sub-Total	3740	3793	3284	4193	11%
Surplus Applied (Generated)	-336	-484	1560	-300	-38%
Property Tax Levy	0	0	0	0	0%
<b>Total Revenues and Transfers</b>	<b>3404</b>	<b>3309</b>	<b>4844</b>	<b>3893</b>	<b>18%</b>

# Summary of Fund Type Activity

## INTERNAL SERVICE FUNDS

To account for the financing of goods or services provided by one department or agency to other departments or agencies.



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***INTERNAL SERVICE  
FUNDS***

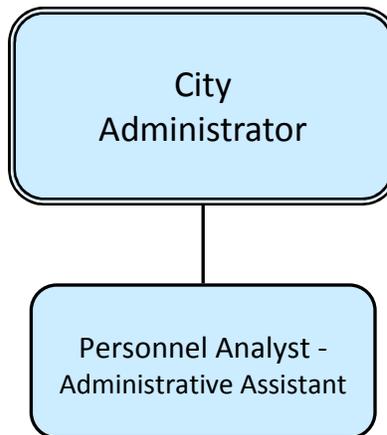
***Division  
Detail***

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## Health Insurance Fund Budget Detail

<b>Fund Type:</b>	Internal Service	<b>Fund:</b>	Health Insurance
<b>Manager:</b>	City Administrator	<b>Department:</b>	General Administration

The City of Hartford provides a self-insured health insurance plan for all eligible employees. Under this division a full indemnity dental insurance plan is also available to employees with a modest cost-sharing provision. The City health insurance program includes a preferred provider managed care program involving a comprehensive network of providers, while providing reduced benefits for non-network services. The division is responsible for administration of the program. A third party administrator provides claims management services for the program as well as stop-loss protection.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i><b>% of Change</b></i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	0.05	0.05	0.05	0.05	<b>0%</b>

## Health Insurance Fund Budget Detail

<b>Fund Type:</b>	Internal Service	<b>Fund:</b>	Health Insurance
<b>Manager:</b>	City Administrator	<b>Department:</b>	General Administration

**GOALS:** To provide a self-insured health insurance program and an employee dental insurance program funded through chargebacks to individual funds and departments, and to monitor the effectiveness of such insurances in meeting employee needs.

**OBJECTIVES:** Monitor 2012 claims activity for cost effectiveness of specific stop-loss limit. Continue development of employee Wellness Program and Health Incentive Program. Coordinate the annual Health Risk Assessment Program screenings and consultations.

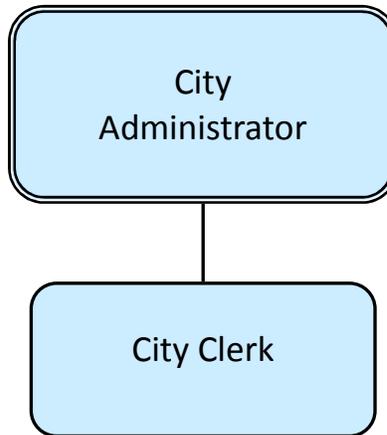
	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Family Health Insurance	Contracts	111	113	109	109
Single Health Insurance	Contracts	30	30	21	21
Family Dental Insurance	Contracts	102	104	102	102
Single Dental Insurance	Contracts	29	29	22	22
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	5	5	5	5	0%
Operations and Maintenance	2132	2684	2341	2618	-2%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	700	0	1420	600	100%
<b>Total Expenditures and Transfers</b>	<b>2837</b>	<b>2689</b>	<b>3766</b>	<b>3223</b>	<b>20%</b>
Less: Revenues and Transfers In	3069	3166	2636	3075	-3%
Surplus Applied (Generated)	-232	-477	1130	148	-131%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** 2014 health insurance deductibles increase \$50 single/\$100 family. 2010-2012 transfers of excess reserves to Debt Retirement Sinking Fund. Annual health insurance charges for 2014: \$8,979 single and \$23,712 family. 2014 transfer to City Hall Remodeling Project. Decrease in number of health and dental plans due to recent retirements.

## Risk Management Fund Budget Detail

<b>Fund Type:</b> Internal Service	<b>Fund:</b> Risk Management
<b>Manager:</b> City Administrator	<b>Department:</b> General Administration

The City of Hartford is a member of Cities and Villages Mutual Insurance Company (CVMIC), a joint venture with other Wisconsin municipalities. CVMIC offers a coordinated liability insurance and claims management program to members, each of whom holds an equity position in the company. CVMIC also provides and manages the City’s workers’ compensation coverage. The City obtains property insurance through the State of Wisconsin Property Insurance Program. Insurance costs are controlled through a risk management program and a safety program under the direction of the City Clerk, with insurance and safety program costs charged to individual departments, divisions, and programs based upon underwriting criteria. The program also maintains a retained earnings balance available for self-insured needs, coverage deductibles, and in-house training activities.



	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<b>% of Change</b>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	.25	.25	.25	.25	<b>0%</b>

## Risk Management Fund Budget Detail

<b>Fund Type:</b>	Internal Service	<b>Fund:</b>	Risk Management
<b>Manager:</b>	City Administrator	<b>Department:</b>	General Administration

**GOALS:** Contribute to an effective risk control program by developing and implementing job safety and training programs for the City of Hartford. Provide property, casualty, and worker's compensation insurance for all City risks.

**OBJECTIVES:** Demonstrate improved Risk Assessment scores from CVMIC. Provide for facility inspections of all City departments to ensure that City is in compliance with OSHA and DOC regulations. Continue coordination of in-house training and development of employee safety.

Activity Measures:	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
Workers' Compensation Claims	Claims	30	16	15	16
Insurance Claims	Claims	5	6	5	5
Safety Committee	Meetings	12	12	12	12
Safety Training	Sessions	8	8	12	10
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	21	21	21	21	0%
Operations and Maintenance	299	353	303	386	9%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	51	35	542	15	-57%
<b>Total Expenditures and Transfers</b>	371	409	866	422	3%
Less: Revenues and Transfers In	439	391	419	889	127%
Surplus Applied (Generated)	-68	18	447	-467	-2694%
<b>Net Cost to General Revenues</b>	0	0	0	0	0%

**HIGHLIGHTS:** Property and Liability insurance premiums increase slightly in 2014. 2013 and 2014 surplus fluctuations reflect loan and repayment of Library roof replacement project.

## Information Systems Budget Detail

<b>Fund Type:</b> Internal Service	<b>Fund:</b> Information Systems
<b>Manager:</b> Finance Director	<b>Department:</b> Financial Administration

The Information Systems Internal Service Fund accounts for two of the three Information Systems functions: data processing and telecommunications. The third function (Cable Television) appears in the Enterprise Fund section of this budget book. A decentralized data processing environment with some centralized financial, appraisal, and clerical services, is managed by the division, with technical support provided to departments upon request. Mid-range computer system networking is accomplished through T-1 cabling shared with the City's personal computers. The City also operates a PBX telecommunications system. Both functions charge costs to user departments on the basis of usage and equipment cost.

Finance  
Director

	Actual Exp/Rev 2012	Revised Budget 2013	Forecast Exp/Rev 2013	Approved Budget 2014	<i>% of Change</i>
Employee Count	0	0	0	0	<b>0%</b>
Full Time Equivalent Positions	1.24	1.21	1.21	1.21	<b>-2.42%</b>

## Information Systems Budget Detail

<b>Fund Type:</b> Internal Service	<b>Fund:</b> Information Systems
<b>Manager:</b> Finance Director	<b>Department:</b> Financial Administration

**GOALS:** To provide central data processing through the use of the City's mid-range network as well as other computer-based information system networks, to maintain efficient telecommunication service through an in-house PBX telephone system, and to accurately allocate information costs to users.

**OBJECTIVES:** Install upgrades to computer systems as needed.  
Continue telecommunications updates as necessary.

	Unit of Measure	Actual 2011	Actual 2012	Forecast 2013	Planned 2014
<b>Activity Measures:</b>					
Annual CPU Seconds-AS400	Seconds	147,296	148,769	151,269	152,782
AS400 Addresses	Addresses	156	156	156	156
	Actual Exp/Rev 2012 (\$000's)	Revised Budget 2013 (\$000's)	Forecast Exp/Rev 2013 (\$000's)	Approved Budget 2014 (\$000's)	% of Budget Change
<b>Expenditures and Transfers Out</b>					
Labor	74	76	76	77	1%
Operations and Maintenance	121	134	135	149	11%
Debt Service					
Capital Outlay					
Nonoperating Expenditures					
Transfers to Other Funds	1	1	1	22	2100%
<b>Total Expenditures and Transfers</b>	<b>196</b>	<b>211</b>	<b>212</b>	<b>248</b>	<b>18%</b>
Less: Revenues and Transfers In	232	236	229	229	-3%
Surplus Applied (Generated)	-36	-25	-17	19	-176%
<b>Net Cost to General Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**HIGHLIGHTS:** Intergovernmental data processing fees will remain the same for 2014.  
Fund provides transfer to City Hall Remodeling Project.

# ***CITY OF HARTFORD, WISCONSIN***

## ***2014 ANNUAL BUDGET***

### SCHEDULE OF PUBLIC OFFICIALS

### PHONE NUMBERS

Joseph Dautermann	Mayor	673-8204
Doug Carroll	Aldersperson	673-8204
Dennis Hegy	Aldersperson	673-8204
Joe Kohler	Aldersperson	673-8204
Randy Meyer	Aldersperson	673-8204
Tim Michalak	Aldersperson	673-8204
Rachel Mixon	Aldersperson	673-8204
Roger Randolph	Aldersperson	673-8204
Wayne Rusniak	Aldersperson	673-8204
Barry Wintringer	Aldersperson	673-8204

### CITY STAFF

### PHONE NUMBERS

Gary Koppelberger	City Administrator	673-8204
Lori Hetzel	City Clerk	673-8202
Dawn Timm	Finance Director/Treasurer	673-8203
Julie Hanrahan	Administrative/Personnel Analyst	673-8204
Karen Christianson	City Attorney	673-8210
Jason Schall	City Engineer	673-8260
Darryl Kranz	Director of Public Works	673-8260
Justin Drew	Director of Community Development	673-8270
David Groves	Chief of Police	673-2600
Thomas Horvath	Law Enforcement Captain	673-2600
Paul Stephans	Fire & Rescue Chief	673-8290
Ann Fry	Fire Inspector/EMT	673-8281
Brian Rhodes	Director of Utilities	670-3700
Michael Thimm	Utility Superintendent	670-3700
David Piquett	Sewer Utility Director	673-2423
Michael Hermann	Director of Parks & Recreation	670-3730
Randy Wojtasiak	Recreation Program Supervisor	670-3730
Terri Olivo	Aquatics & Fitness Supervisor	670-3730
Brian Wirth	Building Maintenance Supervisor	670-3730
Lisa Alves	Transportation Superintendent	673-8223
Michael Gelhausen	Library Director	673-8240
Cary Perzan	Assistant Library Director	673-8240

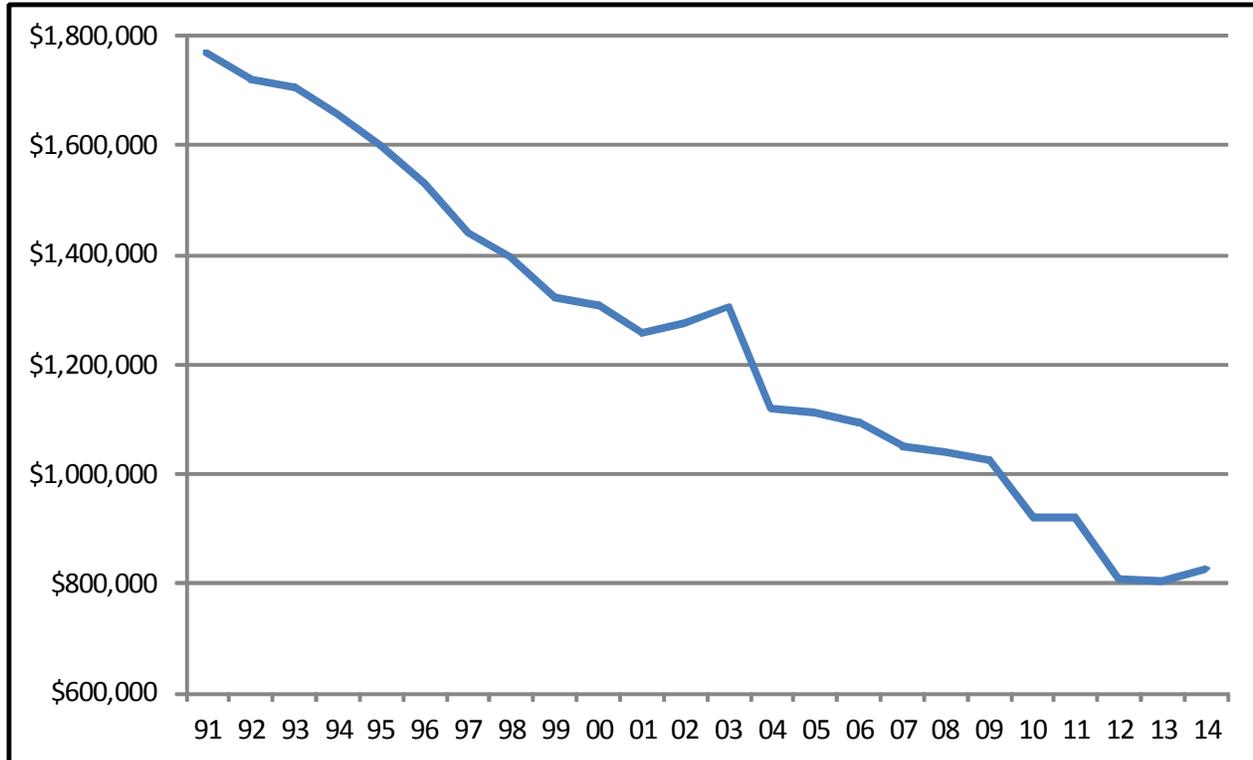
**CITY OF HARTFORD TABLE OF ORGANIZATION  
FULL TIME POSITIONS 2010 THROUGH 2014**

RANGE	POSITION	2010 SALARY	% CHANGE	2011 SALARY	% CHANGE	2012 SALARY	% CHANGE	2013 SALARY	% CHANGE	2014 SALARY	% CHANGE
<b>1</b>	<b>ELECTED OFFICIALS:</b>										
	Mayor	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%	\$8,000	0.0%
	Alderspersons	\$4,000	0.0%	\$4,000	0.0%	\$4,000	0.0%	\$4,000	0.0%	\$4,000	0.0%
<b>2</b>	<b>ADMINISTRATION:</b>										
	City Administrator	\$88,093	0.0%	\$88,093	0.0%	\$88,093	0.0%	\$88,974	1.0%	\$91,642	3.0%
	Director of Utilities	\$86,986	0.0%	\$86,986	0.0%	\$86,986	0.0%	\$87,856	1.0%	\$95,860	9.1%
	Chief of Police	\$87,529	0.0%	\$87,529	0.0%	\$87,529	0.0%	\$88,404	1.0%	\$91,058	3.0%
	City Engineer	\$82,000	0.0%	\$82,000	0.0%	\$82,000	0.0%	\$82,810	1.0%	\$85,295	3.0%
	Fire & Rescue Chief	\$76,275	0.0%	\$76,275	0.0%	\$76,275	0.0%	\$77,037	1.0%	\$79,365	3.0%
	Sewer Utility Director	\$72,349	0.0%	\$72,349	0.0%	\$72,349	0.0%	\$73,073	1.0%	\$75,272	3.0%
	Finance Director/City Treasurer	\$70,825	0.0%	\$70,825	0.0%	\$70,825	0.0%	\$75,542	6.7%	\$77,820	3.0%
	Director of Public Works	\$69,530	0.0%	\$69,530	0.0%	\$69,530	0.0%	\$70,226	1.0%	\$72,328	3.0%
	Director of Community Development	\$67,192	0.0%	\$67,192	0.0%	\$67,192	0.0%	\$81,174	20.8%	\$83,624	3.0%
	Director of Parks & Recreation	\$66,252	0.0%	\$66,252	0.0%	\$66,252	0.0%	\$66,915	1.0%	\$68,925	3.0%
	Library Director	\$64,874	0.0%	\$64,874	0.0%	\$64,874	0.0%	\$65,523	1.0%	\$67,484	3.0%
	City Clerk	\$58,840	0.0%	\$58,840	0.0%	\$58,840	0.0%	\$59,428	1.0%	\$62,703	5.5%
	Utility Superintendent	\$81,223	0.0%	\$81,223	0.0%	\$81,223	0.0%	\$82,035	1.0%	\$87,780	7.0%
	Police Captain	\$78,488	0.0%	\$78,488	0.0%	\$78,488	0.0%	\$79,273	1.0%	\$85,023	7.25%
	Police Operational Lieutenant	\$74,792	0.0%	\$74,792	0.0%	\$74,792	0.0%	\$75,540	1.0%	\$79,385	5.1%
	Police Administrative Lieutenant	\$74,792	0.0%	\$74,792	0.0%	\$74,792	0.0%	\$75,540	1.0%	\$79,385	5.1%
	Patrol/Detective Sergeant	\$71,263	0.0%	\$71,263	0.0%	\$71,263	0.0%	\$71,976	1.0%	\$74,562	3.6%
	Building Maintenance Supervisor	\$53,056	0.0%	\$53,056	0.0%	\$53,056	0.0%	\$53,587	1.0%	\$55,186	3.0%
	Assistant Library Director	\$50,624	0.0%	\$50,624	0.0%	\$42,804	-15.4%	\$43,232	1.0%	\$44,537	3.0%
	Fire Inspector/EMT	\$51,219	0.0%	\$51,219	0.0%	\$51,219	0.0%	\$51,731	1.0%	\$53,286	3.0%
	Administrative/Personnel Asst	\$46,312	0.0%	\$46,312	0.0%	\$46,312	0.0%	\$46,775	1.0%	\$48,170	3.0%
	Technology Coordinator	\$42,950	0.0%	\$42,950	0.0%	\$42,950	0.0%	\$43,380	1.0%	\$45,769	5.5%
	Recreation Office Manager	\$40,987	0.0%	\$40,987	0.0%	\$40,987	0.0%	\$41,397	1.0%	\$42,637	3.0%
	Recreation Program Supervisor	\$40,758	0.0%	\$40,758	0.0%	\$40,758	0.0%	\$41,165	1.0%	\$42,407	3.0%
	Aquatic & Fitness Supervisor	\$40,548	0.0%	\$40,548	0.0%	\$40,548	0.0%	\$40,946	1.0%	\$42,178	3.0%
	Transportation Superintendent	\$32,322	0.0%	\$32,322	0.0%	\$32,322	0.0%	\$32,645	1.0%	\$33,617	3.0%
	Crew Leader (Electric)	\$76,943	3.0%	\$76,943	0.0%	\$76,943	0.0%	\$77,715	1.0%	\$82,000	5.5%
	1st Class Lineman (Journeyman)	\$72,683	3.0%	\$72,683	0.0%	\$72,683	0.0%	\$73,414	1.0%	\$75,586	3.0%
	Police Detective	\$62,494	0.0%	\$62,494	0.0%	\$62,494	0.0%	\$63,120	1.0%	\$65,020	3.0%
	Police Officer (after 36 months)	\$58,379	0.0%	\$58,379	0.0%	\$58,379	0.0%	\$58,961	1.0%	\$60,727	3.0%
	Senior Engineering Tech	\$51,636	0.0%	\$51,636	0.0%	\$51,636	0.0%	\$52,158	1.0%	\$53,724	3.0%
	Crew Leader (Water)	\$51,052	0.0%	\$51,052	0.0%	\$51,052	0.0%	\$51,553	1.0%	\$56,397	9.4%
	Crew Leader (Streets & Parks); Mechanic	\$50,488	0.0%	\$50,488	0.0%	\$50,488	0.0%	\$50,989	1.0%	\$52,513	3.0%
	Water/Wastewater Serviceperson	\$49,152	0.0%	\$49,152	0.0%	\$49,152	0.0%	\$49,653	1.0%	\$51,156	3.0%
	Engineering Aide II	\$48,984	0.0%	\$48,984	0.0%	\$48,984	0.0%	\$49,465	1.0%	\$50,947	3.0%
	Equipment Operator	\$48,609	0.0%	\$48,609	0.0%	\$48,609	0.0%	\$49,089	1.0%	\$50,571	3.0%
	Utility Technician	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	0.0%	\$55,061	N/A
	Account Clerk II	\$46,312	0.0%	\$46,312	0.0%	\$46,312	0.0%	\$46,771	1.0%	\$48,170	3.0%
	Police Administrative Assistant	\$44,704	0.0%	\$44,704	0.0%	\$44,704	0.0%	\$45,143	1.0%	\$46,500	3.0%
	Library Services Associate/DPW Secretary	\$41,614	0.0%	\$41,614	0.0%	\$41,614	0.0%	\$42,031	1.0%	\$43,284	3.0%
	Maintenance Person IV	\$41,614	0.0%	\$41,614	0.0%	\$41,614	0.0%	\$42,031	1.0%	\$43,284	3.0%
	Account Clerk/Payroll; Clerk Typist II	\$41,614	0.0%	\$41,614	0.0%	\$41,614	0.0%	\$42,031	1.0%	\$43,284	3.0%
	Zoning Technician/Planning Secretary	\$37,480	0.0%	\$37,480	0.0%	\$37,480	0.0%	\$42,031	12.1%	\$43,284	3.0%
	Police Communications Officer	\$40,201	0.0%	\$40,201	0.0%	\$40,201	0.0%	\$40,596	1.0%	\$41,821	3.0%
	Cashier	\$39,547	0.0%	\$39,547	0.0%	\$39,547	0.0%	\$39,943	1.0%	\$41,134	3.0%
	Utility Secretary	\$37,480	0.0%	\$37,480	0.0%	\$37,480	0.0%	\$37,855	1.0%	\$40,136	6.0%
	Library Secretary	\$37,480	0.0%	\$37,480	0.0%	\$37,480	0.0%	\$37,855	1.0%	\$38,983	3.0%
	Recreation Support Specialist	\$34,243	0.0%	\$34,243	0.0%	\$31,800	-7.1%	\$34,577	8.7%	\$35,621	3.0%
	Maintenance Person III	\$30,964	0.0%	\$30,964	0.0%	\$30,964	0.0%	\$31,278	1.0%	\$32,218	3.0%

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**CITY OF HARTFORD, WISCONSIN  
STATE SHARED REVENUES AND  
EXPENDITURE RESTRAINT AID**

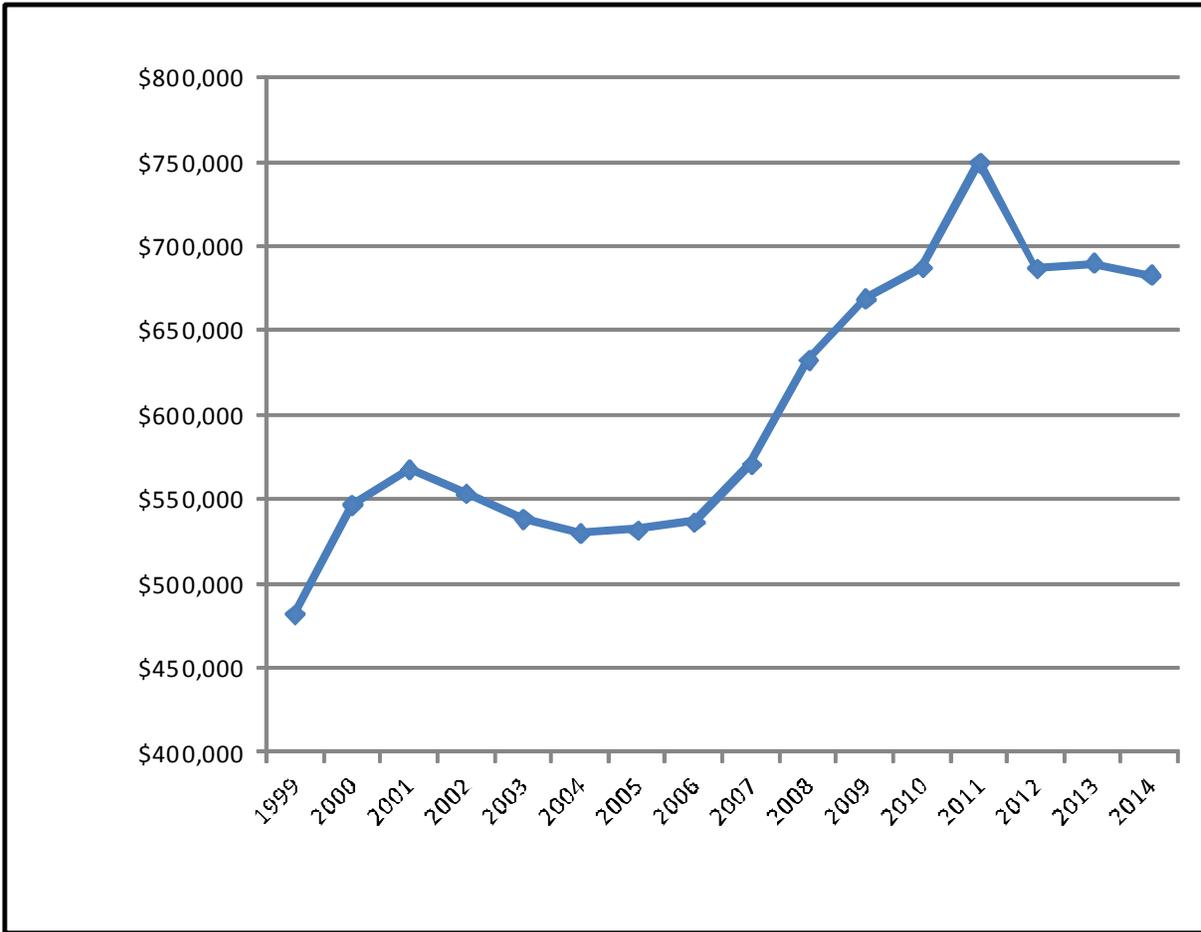
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**CITY OF HARTFORD, WISCONSIN**  
**TOTAL STATE**  
**TRANSPORTATION AIDS**

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**CITY OF HARTFORD TABLE OF ORGANIZATION  
2011 - 2014 FRINGE BENEFITS (INCLUDING WCI)**

<b>RANGE</b>	<b>POSITION</b>	<b>2011 FRINGE BENEFITS</b>	<b>2012 FRINGE BENEFITS</b>	<b>2013 FRINGE BENEFITS</b>	<b>2014 FRINGE BENEFITS</b>
<b>1</b>	<b><i>ELECTED OFFICIALS:</i></b>				
	Mayor	\$715	\$631	\$631	\$631
	Alderspersons	\$409	\$315	\$315	\$315
<b>2</b>	<b><i>ADMINISTRATION:</i></b>				
	City Administrator	\$32,204	\$32,153	\$31,726	\$32,907
<b>3</b>	<b><i>DEPARTMENT HEADS:</i></b>				
	Director of Utilities	\$46,281	\$41,453	\$39,858	\$41,611
	Chief of Police	\$51,292	\$51,653	\$50,831	\$50,748
	Sewer Utility Director	\$0	\$42,044	\$40,411	\$41,185
	City Engineer	\$46,123	\$40,278	\$37,971	\$39,986
	Fire & Rescue Chief	\$48,338	\$40,258	\$37,888	\$39,342
	Finance Director/City Treasurer	\$41,262	\$37,289	\$36,147	\$36,896
	Director of Public Works	\$43,016	\$38,895	\$37,388	\$38,227
	Director of Community Development	\$42,132	\$38,382	\$38,955	\$39,718
	Director of Parks & Recreation	\$42,265	\$38,583	\$36,793	\$37,453
	Library Director	\$42,517	\$39,104	\$37,357	\$37,838
	City Clerk	\$39,080	\$35,643	\$34,074	\$34,843
<b>4</b>	<b><i>MID-MANAGEMENT:</i></b>				
	Utility Superintendent	\$44,886	\$40,330	\$38,850	\$39,975
	Police Captain	\$49,216	\$49,208	\$48,509	\$49,441
	Police Lieutenant	\$48,778	\$48,495	\$47,362	\$47,995
	Patrol/Detective Sergeant	\$47,068	\$48,102	\$46,258	\$46,041
	Building Maintenance Supervisor	\$12,755	\$9,684	\$10,293	\$10,880
	Assistant Library Director	\$24,030	\$7,456	\$17,288	\$8,275
	Fire Inspector/EMT	\$41,517	\$36,112	\$34,981	\$34,747
	Administrative/Personnel Asst	\$36,354	\$33,779	\$31,803	\$32,235
	Cable TV Coordinator	\$35,762	\$33,371	\$31,368	\$31,948
	Recreation Office Manager	\$9,188	\$6,759	\$7,290	\$7,504
	Recreation Program Supervisor	\$36,249	\$34,005	\$31,984	\$32,405
	Aquatic & Fitness Supervisor	\$20,851	\$18,597	\$16,570	\$16,958
	Transportation Superintendent	\$33,615	\$31,852	\$29,751	\$30,078

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*CITY OF HARTFORD, WISCONSIN*  
*2014 FEE INCREASES*

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No fee increases proposed for 2014

**CITY OF HARTFORD, WISCONSIN  
MUNICIPAL ELECTRIC UTILITY  
RATES IN EFFECT JANUARY 1, 2012**

**RESIDENTIAL ELECTRIC SERVICE**

Customer Charge .....	\$7.00/month
Energy Charge .....	\$.0780/kWh
Minimum Bill.....	\$7.00/month

Residential electric bills are subject to 5.6% Wisconsin State Sales Tax for bills due June to November.

**GENERAL ELECTRIC SERVICE**

Customer Charge - single phase.....	\$8.00/month
Customer Charge - three phase .....	\$15.00/month
Energy Charge.....	\$.0780/kWh

Minimum bill will be the customer charge.

**SMALL POWER ELECTRIC SERVICE**

Customer Charge .....	\$50.00/month
Demand Charge per Month (Billed) .....	\$6.50/kWh
Energy Charge.....	\$.03950/kWh

Minimum bill will be the customer charge, plus \$1.25 per kW of the highest monthly Maximum Measured Demand occurring in the current month or preceding 11 month period.

- \* If the customer receives service at the primary voltage, a 1.25% discount on the demand and energy charges is given.
- \* A \$.15 per kW of billed demand discount is applied where no step-down substation facilities are required, or where the customer assumes the ownership, maintenance, and operation of substation(s) or transformer(s).

**LARGE POWER ELECTRIC SERVICE**

(Applied to customers for all types of service if monthly Maximum Measured Demand is in excess of 200 kilowatts per month for three or more months in a consecutive 12 month period.)

Customer Charge .....	\$150.00/month
Demand Charge/Month (on peak) .....	\$7.60/kWh
Energy Charge On Peak.....	\$.04100/kWh
Energy Charge Off Peak .....	\$.02450/kWh
Customer Demand Charge.....	\$1.50/kWh

Minimum bill will be the customer charge, plus the customer demand charge.

**INDUSTRIAL POWER SERVICE**

(Applied to customers for all types of service if monthly Maximum Measured Demand is in excess of 1000 kilowatts per month for three or more months in a consecutive 12 month period.)

Customer Charge .....	\$250.00/month
Demand Charge/Month (on peak) .....	\$8.36/kWh
Energy Charge On Peak.....	\$.03650/kWh
Energy Charge Off Peak .....	\$.02200/kWh
Customer Demand Charge.....	\$1.50/kWh

Minimum bill will be the customer charge, plus the customer demand charge.

**RECONNECTION CHARGES**

A reconnection charge of \$35.00 will be assessed during regular business hours (7:30 a.m. to 3:15 p.m., Monday through Friday). After regular office hours the minimum reconnection charge of \$35.00 applies plus any overtime labor costs, not to exceed a total maximum charge of \$70.00.

**TO ALL UTILITY CUSTOMERS:**

In accordance with Public Service Commission of Wisconsin rules, please be advised the following agencies and programs may be able to provide financial aid assistance or counseling to City of Hartford Electric, Water, and Wastewater Utility customers:

WASHINGTON COUNTY DEPARTMENT OF SOCIAL SERVICES - (262) 335-4610

**Use the form on the reverse side to advise the utility about any critical life-sustaining medical equipment.**

**DEFINITIONS**

ON PEAK is defined as 7:00 am to 9:00 p.m., Monday through Friday, excluding Holidays.

MAXIMUM MEASURED DEMAND (MMD) in any month is that demand in kilowatts needed to supply the average kilowatts in 15 consecutive minutes of greatest consumption of electricity during each month.

ON-PEAK BILLED DEMAND =  $\frac{\text{On-Peak MMD} \times 90\%}{\text{Average Monthly Power Factor}}$

Average Monthly Power Factor

AVERAGE MONTHLY POWER FACTOR, where A = monthly use of kilowatt-hours and B = monthly use of lagging reactive kilovolt-ampere-hours as obtained from a reactive component meter (equipped with ratchets), is equal to:

$$\frac{A}{\sqrt{A^2 + (B + B)^2}}$$

PRIMARY METERING DISCOUNT = a 1.25% discount on the monthly energy charge, the customer demand charge, and the demand charge for customers metered on the primary side of the transformer at the utility's primary voltage.

TRANSMISSION METERING DISCOUNT = a 2.50% discount on the monthly energy charge, the customer demand charge, and the demand charge for customers metered on the transmission side of the transformer at the utility's transmission voltage.

TRANSFORMER OWNERSHIP DISCOUNT = a credit of \$0.25 per kW on the monthly customer demand charge given to customers who own and maintain their own transformers or substations.

**GENERAL CONDITIONS**

\* All metered rates are subject to a positive or negative Power Cost Adjustment Charge (PCAC) equal to the amount by which the current cost of power is greater or lesser than the base cost of power purchased, using the formula prescribed by the Public Service Commission of Wisconsin.

\* Budget billing plans are available after 8 months to any residential customer in good standing. Budget plan information is available from the Business Office.

\* All payments must be presented to the City Treasurer's office by 4:30 p.m. on the 20th day after issuance. Payments received after 4:30 p.m. on the due date are subject to a finance charge of 1% per month (12% APR) on the balance outstanding at the due date.

\* When a check is returned to the utility for insufficient funds, a charge of \$35.00 will be applied to the customer's account. Checks returned for insufficient funds are automatically referred to the Hartford Police Department.

\* Payments are accepted at the City Hall Treasurer's Office, 109 North Main Street, during regular business hours 7:30 a.m. to 4:30 p.m. Monday through Friday. After hours payments may be placed in the utility drop box located in the Hartford Police Department lobby. PAYMENTS PLACED IN THE UTILITY DROP BOX ARE NOT CONSIDERED PAID UNTIL THE NEXT BUSINESS DAY. Payments are also accepted on or before the due date of the following local businesses:

First National Bank.....	116 West Sumner
County Market.....	1566 East Sumner
Associated Bank.....	1594 East Sumner
PNC Bank.....	709 Grand Avenue

\* As authorized under Wisconsin Statute 66.60(16), delinquent utility bills at October 21st become special charges upon the property tax bill of the property owner unless paid by November 20<sup>th</sup>.

**IMPORTANT TELEPHONE NUMBERS**

Utility Department.....	670-3710
After Hours.....	673-2600
Business Office.....	673-8212
Public Service Commission Hotline.....	1-800-225-7729

**CRITICAL LIFE-SUSTAINING MEDICAL EQUIPMENT FORM**

In order to process this request, the following form needs to be completed and returned to:

CITY OF HARTFORD UTILITIES  
109 NORTH MAIN STREET  
HARTFORD, WI 53027  
Fax Number: (262) 673-8301

<b>Customer Information (To be completed by customer)</b>
Name:
Address:
Utility Account Number:
Phone Number:

<b>Individual with Medical Condition (To be completed by customer)</b>
Name:
Date of Birth:
Relationship to Customer:

**Release (To be completed by resident requiring life-sustaining medical equipment or his/her legal guardian)**

I \_\_\_\_\_ (circle one: resident or legal guardian) hereby grant my consent to the below-named licensed physician or public health, social services, or law enforcement official to release to Hartford Utilities such information as noted below, plus any supplemental information as may be needed by Hartford Utilities to verify the medical need for Medical Alert Services.

Signature of Resident or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Patient Information (To be completed by physician)</b>		
Patient Name:		
Date of last office visit:		
Current Diagnosis:		
Current Prescriptions:		
Does medical condition or treatment require electricity?	Yes	No
If yes, what type of equipment is needed?		
How often is this equipment used?		
Would loss of electricity be life threatening?	Yes	No
Additional comments/concerns:		
Physician's Signature:		

CITY OF HARTFORD, WISCONSIN  
MUNICIPAL RECYCLING SERVICE  
RATES IN EFFECT JANUARY 1, 2012

For all single family homes, duplexes, and triplexes located within the corporate limits of the City of Hartford, Wisconsin a fee of \$5.92 per month per household is charged on your utility bill to help defray the cost of State-mandated recycling programs. All other households, commercial enterprises, and industries are required to arrange for the private disposal of recyclable materials.

**GENERAL CONDITIONS**

All payments must be presented to the City Treasurer's Office by 4:30 p.m. on the 20<sup>th</sup> day after issuance. Payments received after that time are subject to a finance charge of 1% per month (12% APR) on the balance outstanding at the due date.

All payments are accepted at the City Hall Treasurer's Office, 109 North Main Street, during regular business hours 7:30 a.m. to 4:30 p.m. Monday through Friday. After hours payments may be placed in the utility drop box located in the Hartford Police Department lobby. **PAYMENTS PLACED IN THE UTILITY DROP BOX ARE NOT CONSIDERED PAID UNTIL THE NEXT BUSINESS DAY.** Payments are also accepted on or before the due date at the following local businesses:

First National Bank .....	116 West Sumner	Associated Bank.....	1594 East Sumner
County Market.....	1566 East Sumner	PNC Bank.....	709 Grand Avenue

**SPECIAL CHARGES**

As authorized under Wisconsin Statute 66.60(16), delinquent utility bills at October 21<sup>st</sup> become special charges upon the property tax bill of the property owner unless paid by November 20<sup>th</sup>.

**IMPORTANT TELEPHONE NUMBERS**

Sanitation/Recycling Office .....	673-8225	Business Office.....	673-8212
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**CITY OF HARTFORD, WISCONSIN  
MUNICIPAL WASTEWATER UTILITY  
RATES IN EFFECT JANUARY 1, 2012**

**MONTHLY VOLUMETRIC CHARGE**

City Customers-----	\$3.97/1000 gallons
Extraterritorial Customers-----	\$4.83/1000 gallons

**MONTHLY WEIGHTED METER CHARGE**

	<u>METER SIZE</u>	<u>MONTHLY CHARGE</u>
City Customers	5/8 inch	\$13.31
	3/4 inch	\$13.31
	1 inch	\$33.28
	1 1/4 inch	\$49.25
	1 1/2 inch	\$66.55
	2 inch	\$93.17
	2 1/2 inch	\$166.38
	3 inch	\$199.65
	4 inch	\$332.75
	6 inch	\$665.50
		10 inch
	12 inch	\$2,129.60
Extraterritorial Customers	per user	\$15.00

**MONTHLY SURCHARGES**

City Customers	BOD > 300 mg/L	\$0.357/lb
	TSS > 250 mg/L	\$0.121/lb
	P > 6 mg/L	\$5.760/lb
	N > 30 mg/L	\$0.525/lb
Extraterritorial Customers	BOD > 300 mg/L	\$0.413/lb
	TSS > 250 mg/L	\$0.143/lb
	P > 6 mg/L	\$6.823/lb
	N > 30 mg/L	\$0.628/lb

**GENERAL CONDITIONS**

All payments must be presented to the City Treasurer's Office by 4:30 p.m. on the 20th day after issuance. Payments received after 4:30 p.m. on the due date are subject to a finance charge of 1% per month (12% APR) on the balance outstanding at the due date.

When a check is returned to the utility for insufficient funds, a charge of \$35.00 will be applied to the customer's account. Checks returned for insufficient funds are automatically referred to the Hartford Police Department.

Payments are accepted at the City Hall Treasurer's Office, 109 North Main Street, during regular business hours 7:30 a.m. to 4:30 p.m. Monday through Friday. After hours payments may be placed in the utility drop box located in the Hartford Police Department lobby. PAYMENTS PLACED IN THE UTILITY DROP BOX ARE NOT CONSIDERED PAID UNTIL THE NEXT BUSINESS DAY. Payments are also accepted on or before the due date at the following businesses:

First National Bank .....	116 West Sumner	Associated Bank.....	1594 East Sumner
County Market.....	1566 East Sumner	PNC Bank.....	709 Grand Avenue

**CITY OF HARTFORD, WISCONSIN  
MUNICIPAL WASTEWATER UTILITY  
RATES IN EFFECT JANUARY 1, 2012**

**IMPORTANT TELEPHONE NUMBERS**

Utility Department.....	670-3710	After Hours.....	673-2600
Business Office .....	673-8212	Public Service Commission Hotline .....	1-800-225-7729

**GENERAL CONDITIONS  
(CONTINUED)**

Budget billing plans are available after 8 months to any residential customer in good standing. Budget plan information is available from the Business Office.

**SPECIAL CHARGES**

As authorized under Wisconsin Statute 66.60(16), delinquent utility bills at October 21<sup>st</sup> become special charges upon the property tax bill of the property owner unless paid by November 20<sup>th</sup>.

**SEWER METERING**

Municipal wastewater volume charges are based upon metered water volumes. No adjustment of any kind is allowed for water volumes not treated by the Wastewater Utility, unless a secondary water meter is installed.

Customers wishing to avoid Wastewater Utility charges for municipal water not treated by the Wastewater Utility may permanently install a secondary water meter (a.k.a. deduct meter) per instructions available from the Hartford Water Utility. The cost of the secondary water meter and installation is the responsibility of the customer. The meter must be installed by a licensed plumber and inspected by the Hartford Water Utility prior to use. A secondary water meter is subject to an additional monthly service charge equal to the monthly service charge of the primary water meter, regardless of water volume measured.

**CITY OF HARTFORD, WISCONSIN  
MUNICIPAL WATER UTILITY  
RATES IN EFFECT JANUARY 1, 2012**

**MONTHLY VOLUMETRIC CHARGE**

First 20,000 gallons-----	\$4.95/1000 gallons
Next 313,333 gallons-----	\$4.33/1000 gallons
Next 1,000,000 gallons-----	\$3.73/1000 gallons
Over 1,333,333 gallons-----	\$3.20/1000 gallons

**MONTHLY SERVICE CHARGE**

(City Customers)

<u>Meter Size</u>	<u>Monthly Charge</u>	<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 inch	\$13.50	3 inch	\$102.00
3/4 inch	\$13.50	4 inch	\$156.00
1 inch	\$18.00	6 inch	\$205.00
1 1/4 inch	\$24.00	8 inch	\$330.00
1 1/2 inch	\$33.00	10 inch	\$450.00
2 inch	\$54.00	12 inch	\$549.00

**EXTRATERRITORIAL SURCHARGES**

Customers residing outside the corporate limits of the City of Hartford are billed at regular rates for volume and service, plus a 25% surcharge.

**GENERAL CONDITIONS**

- Budget billing plans are available after 8 months to any residential customer in good standing. Budget plan information is available from the Business Office.
- All payments must be presented to the City Treasurer’s Office by 4:30 p.m. on the 20<sup>th</sup> day after issuance. Payments received after 4:30 p.m. on the due date are subject to a finance charge of 1% per month (12% APR) on the balance outstanding at the due date.
- When a check is returned to the utility for insufficient funds, a charge of \$35.00 will be applied to the customer’s account. Checks returned for insufficient funds are automatically referred to the Hartford Police Department.
- Payments are accepted at the City Hall Treasurer’s Office, 109 North Main Street, during regular business hours 7:30 a.m. to 4:30 p.m. Monday through Friday. After hours payments may be placed in the utility drop box located in the Hartford Police Department lobby. **PAYMENTS PLACED IN THE UTILITY DROP BOX ARE NOT CONSIDERED PAID UNTIL THE NEXT BUSINESS DAY.** Payments are also accepted on or before the due date at the following local businesses:

First National Bank .....116 West Sumner	Associated Bank.....1594 East Sumner
County Market .....1566 East Sumner	PNC Bank .....709 Grand Avenue

**IMPORTANT TELEPHONE NUMBERS**

Utility Department .....670-3710	After Hours .....673-2600
Business Office .....673-8212	Public Service Commission Hotline .....1-800-225-7729

CITY OF HARTFORD, WISCONSIN  
MUNICIPAL WATER UTILITY  
RATES IN EFFECT JANUARY 1, 2012  
(CONTINUED)

**BULK WATER CHARGE**

Volume charge ----- \$4.95/1000 gallons  
Plus service charge ----- \$40.00

**TEMPORARY SERVICE**

Service charge for setting valve ----- \$15.00  
Deposit for valve and meter ----- \$15.00

**UNMETERED GENERAL WATER SERVICE CHARGE**

Where the utility cannot immediately install its water meter, service MAY be supplied temporarily on an unmetered basis. Such service shall be billed at the rate of \$33.30 per month. This rate shall be applied only to single family residential and small commercial customers and approximates the cost of 4,000 gallons of water per month. If it is determined by the utility that usage is in excess of 4,000 gallons per month, an additional charge will be made for the estimated additional usage.

**RECONNECTION CHARGES**

	During Normal Business Hours	After Normal Business Hours
Reinstallation of meter, including valving at curb stop.....	\$40.00	\$60.00
Valve turned on at curb stop.....	\$30.00	\$45.00

**PUBLIC FIRE PROTECTION MONTHLY SERVICE CHARGE**

<u>Meter Size</u>	<u>Monthly Charge</u>	<u>Meter Size</u>	<u>Monthly Charge</u>
5/8 inch	\$11.50	3 inch	\$173.00
3/4 inch	\$11.50	4 inch	\$288.00
1 inch	\$28.75	6 inch	\$575.00
1 1/4 inch	\$42.55	8 inch	\$920.00
1 1/2 inch	\$57.50	10 inch	\$1,380.00
2 inch	\$92.00	12 inch	\$1,839.00

**PRIVATE FIRE PROTECTION MONTHLY SERVICE CHARGE**

<u>Meter Size</u>	<u>Monthly Charge</u>	<u>Meter Size</u>	<u>Monthly Charge</u>
2 inch	\$10.00	8 inch	\$100.00
3 inch	\$19.00	10 inch	\$150.00
4 inch	\$31.00	12 inch	\$218.00
6 inch	\$62.00		

**SPECIAL CHARGES**

As authorized under Wisconsin Statute 66.60(16), delinquent utility bills at October 21<sup>st</sup> become special charges upon the property tax bill of the property owner unless paid by November 20<sup>th</sup>.

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014 - 2018**

**2014 Summary of Costs ~ Governmental Funds**

	Project Number	Priority	Project Purpose	2014 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/Retained Earnings	Property Tax Levy
<b>Clerical Administration</b>											
Copy Machine	125-10-004	3	Replacement	\$18,000							\$18,000
<b>Law Enforcement</b>											
Police Patrol Vehicle	201-95-003	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-95-004	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-00-009	2	Replacement	\$20,425							\$20,425
<b>Streets Department</b>											
Sealcoating & Asphalt Patching	301-96-074	2	Replacement	\$86,000							\$86,000
Airport Drive Resurfacing	301-07-365	3	Replacement	\$202,000	\$162,000		\$40,000				
E Sumner Street Resurfacing	301-08-379	2	Replacement	\$186,000	\$40,000		\$146,000				
Branch St/Grand Ave Resurfacing	301-09-384	2	Replacement	\$292,400	\$40,000		\$252,400				
E Sumner St Asphalt Patching	301-09-385	2	Replacement	\$5,000	\$5,000						
Storm Water Pond Dredging	301-09-387	2	Replacement	\$30,000							\$30,000
W State St Reconstruction Airport-Independence	301-11-404	3	Replacement	\$80,000	\$80,000						
Western Hills West Phase III Final Paving	301-14-414	3	New	\$53,000					\$53,000		
<b>Building Maintenance</b>											
City Hall Renovations/Construction	330-04-015	2	Replacement	\$5,800,000	\$4,000,000					\$1,800,000	
<b>Parks</b>											
Independence Park Landfill	501-95-012	1	Replacement	\$40,000						\$40,000	
Millpond Bulkhead Repair	501-00-038	2	Replacement	\$743,000						\$743,000	
Emerald Ash Borer Tree Removal & Plantings	501-11-078	3	New	\$15,000						\$15,000	
Toolcat Utility Machine	501-12-084	3	New	\$50,500							\$50,500
Millpond Fountain Update	501-14-090	4	Replacement	\$15,000						\$15,000	
Jackson Parkway Restoration	501-14-091	2	Replacement	\$50,000						\$50,000	
<b>Planning &amp; Zoning</b>											
Geographic Information System (GIS)	604-10-003	3	New	\$35,000						35,000	
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$7,762,175</b>	<b>\$4,327,000</b>	<b>\$0</b>	<b>\$438,400</b>	<b>\$0</b>	<b>\$53,000</b>	<b>\$2,698,000</b>	<b>\$245,775</b>

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014 - 2018**

**2014 Summary of Costs ~ Proprietary Funds**

	Project Number	Priority	Project Purpose	2014 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Fire &amp; Rescue</b>											
EMS Building Roof Replacement	230-06-012	2	Replacement	\$52,500	\$52,500						
<b>Water Utility</b>											
Well Rehabilitation	360-01-206	3	Replacement	\$48,000						\$48,000	
Reservoir/Tower/Booster Station Cleaning	360-01-207	1	Replacement	\$20,000						\$20,000	
Replace Defective Valves	360-01-209	2	Replacement	\$15,000						\$15,000	
Highway N Watermain Adjustments	360-12-287	3	Replacement	\$282,000						\$282,000	
City Hall Renovation - Water Utilities	360-12-294	3	Replacement	\$50,000						\$50,000	
Cross Connection Control Program	360-13-295	1	New	\$20,000						\$20,000	
<b>Sewer Utility</b>											
Skidster Loader	370-07-147	3	Replacement	\$28,000						\$28,000	
Downtown Sanitary Sewer Redirection/Replacement	370-11-158	2	Replacement	\$315,500						\$315,500	
City Hall Renovation - Sewer Utilities	370-12-169	3	Replacement	\$100,000						\$100,000	
Lift Station SCADA System/Controls Upgrade	370-13-171	2	Replacement	\$250,000						\$250,000	
Sludge Transfer Pump Replacement	370-14-176	2	Replacement	\$25,000						\$25,000	
Online Phosphorus Analyzer	370-14-177	1	New	\$20,000						\$20,000	
Aeration Basin Equipment Upgrade	370-14-178	1	Replacement	\$180,000						\$180,000	
<b>Electric Utility</b>											
Substation Maintenance Program	380-03-229	3	Replacement	\$20,000						\$20,000	
Arthur Rd Substation New Circuit 32 & 33	380-04-252	3	New	\$500,000						\$500,000	
Tree Trimming Maintenance Program	380-06-268	3	Replacement	\$55,000						\$55,000	
Grand Ave & E Sumner St Turn Lane	380-06-273	2	New	\$125,000						\$125,000	
Lincoln & Washington Rebuild	380-11-294	3	Replacement	\$120,000						\$120,000	
Circuit #40 Reconductor	380-12-305	3	Replacement	\$88,000						\$88,000	
City Hall Renovation - Electric Utilities	380-12-308	3	Replacement	\$150,000						\$150,000	
Dodge Industrial Park Transformer Control Panel	380-14-314	3	Replacement	\$120,000						\$120,000	
<b>Cable Television</b>											
City Hall Security & Cameras	525-12-001	3	New	\$110,000						\$110,000	
<b>Information Systems</b>											
Telephone Additions & Licensing	675-14-007	3	Replacement	\$16,645						\$16,645	
<b>TOTAL PROPRIETARY FUNDS</b>				<b>\$2,710,645</b>	<b>\$52,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,658,145</b>	<b>\$0</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$7,762,175</b>	<b>\$4,327,000</b>	<b>\$0</b>	<b>\$438,400</b>	<b>\$0</b>	<b>\$53,000</b>	<b>\$2,698,000</b>	<b>\$245,775</b>
<b>TOTAL 2014 CAPITAL IMPROVEMENTS</b>				<b>\$10,472,820</b>	<b>\$4,379,500</b>	<b>\$0</b>	<b>\$438,400</b>	<b>\$0</b>	<b>\$53,000</b>	<b>\$5,356,145</b>	<b>\$245,775</b>

**City of Hartford Capital Improvement Program 2014 - 2018**

**2015 Summary of Costs ~ Governmental Funds**

	<b>Project Number</b>	<b>Priority</b>	<b>Project Purpose</b>	<b>2015 Share Total Project Cost</b>	<b>General Obligation Debt</b>	<b>Other Long-Term Borrowings</b>	<b>Grants &amp; Aids</b>	<b>Trusts &amp; Donations</b>	<b>Special Assessments</b>	<b>Fund Balance/ Retained Earnings</b>	<b>Property Tax Levy</b>
<b>Law Enforcement</b>											
Police Patrol Vehicle	201-95-001	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-95-002	2	Replacement	\$20,425							\$20,425
Utility Vehicle Full Size 4 WD	201-11-023	2	Replacement	\$27,475							\$27,475
Mobile Data Computer Project	201-12-025	2	Replacement	\$29,546							\$29,546
<b>Streets Department</b>											
Sealcoating & Asphalt Patching	301-96-074	2	Replacement	\$100,000							\$100,000
East Sumner Street Resurfacing	301-08-379	2	Replacement	\$20,000							\$20,000
Branch St/Grand Ave Resurfacing	301-09-384	2	Replacement	\$40,000	\$40,000						
Storm Water Pond Dredging	301-09-387	2	Replacement	\$30,000							\$30,000
W State St Reconstruction Airport-Independence	301-11-404	3	Replacement	\$135,000	\$135,000						
Western Hills West Phase III Final Paving	301-14-414	3	New	\$14,650					\$14,650		
<b>Transportation Division</b>											
Taxi Minivan	310-09-007	2	Replacement	\$39,500			\$32,000				\$7,500
<b>Parks</b>											
Independence Park Landfill	501-95-012	1	Replacement	\$40,000						\$40,000	
Emerald Ash Borer Tree Removal & Plantings	501-11-078	3	New	\$15,000						\$15,000	
<b>Recreation</b>											
Recreation Registration Software	550-14-036	3	Replacement	\$22,000						\$22,000	
<b>Planning &amp; Zoning</b>											
Geographic Information System (GIS)	604-10-003	3	New	\$35,000						35,000	
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$589,021</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$14,650</b>	<b>\$112,000</b>	<b>\$255,371</b>

**City of Hartford Capital Improvement Program 2014 - 2018**

**2015 Summary of Costs ~ Proprietary Funds**

	Project Number	Priority	Project Purpose	2015 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Airport</b>											
Construct Primary Runway 11/29 on New Alignment	350-08-013	3	Replacement	\$2,300,000			\$2,300,000				
Ramp Reconstruction & Parallel Taxiway Construction	350-12-021	3	Replacement	\$171,000			\$171,000				
<b>Water Utility</b>											
Well Rehabilitation	360-01-206	3	Replacement	\$48,000						\$48,000	
Reservoir/Tower/Booster Station Cleaning	360-01-207	1	Replacement	\$20,000						\$20,000	
Replace Defective Valves	360-01-209	2	Replacement	\$15,000						\$15,000	
East Sumner Street Watermain Replacement	360-09-276	2	Replacement	\$89,000						\$89,000	
Cross Connection Control Program	360-13-295	1	New	\$20,000						\$20,000	
<b>Sewer Utility</b>											
Vehicle Replacement	370-11-157	3	Replacement	\$23,000						\$23,000	
Grant St Force Main Replacement	370-11-164	3	Replacement	\$60,000						\$60,000	
East Sumner Street Reconstruction	370-13-173	2	Replacement	\$240,000						\$240,000	
<b>Electric Utility</b>											
Substation Maintenance Program	380-03-229	3	Replacement	\$32,000						\$32,000	
Arthur Rd Substation New Circuit 32 & 33	380-04-252	3	New	\$475,000						\$475,000	
Tree Trimming Maintenance Program	380-06-268	3	Replacement	\$55,000						\$55,000	
Bucket Truck Replacement #203	380-10-285	3	Replacement	\$138,000						\$138,000	
Sunset/Fairview Area Reconnector	380-11-290	3	Replacement	\$160,000						\$160,000	
Branch Street Rebuild	380-11-297	3	Replacement	\$263,000						\$263,000	
<b>TOTAL PROPRIETARY FUNDS</b>				<b>\$4,109,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,471,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,638,000</b>	<b>\$0</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$589,021</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$14,650</b>	<b>\$112,000</b>	<b>\$255,371</b>
<b>TOTAL 2015 CAPITAL IMPROVEMENTS</b>				<b>\$4,698,021</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$2,503,000</b>	<b>\$0</b>	<b>\$14,650</b>	<b>\$1,750,000</b>	<b>\$255,371</b>

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014- 2018**

**2016 Summary of Costs ~ Governmental Funds**

	Project Number	Priority	Project Purpose	2016 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Clerical Administration</b>											
Voting Machine Replacement	125-13-005	1	Replacement	\$5,334							\$5,334
<b>Law Enforcement</b>											
Police Patrol Vehicle	201-95-003	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-95-004	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-00-009	2	Replacement	\$20,425							\$20,425
E911 System Replacement	201-12-026	2	Replacement	\$198,078	\$198,078						
Squad Mobile Video Recorders (MVRs)	201-14-027	2	Replacement	\$25,895							\$25,895
CAD Server Replacement	201-14-028	2	Replacement	\$18,898							\$18,898
Digital Voice Logging System	201-14-029	3	Replacement	\$10,367							\$10,367
<b>Fire &amp; Rescue</b>											
Fire Truck 1680 Replacement	250-12-047	2	Replacement	\$45,000	\$45,000						
Survive Alive Trailer Replacement	250-14-048	4	Replacement	\$65,000	\$65,000						
<b>Streets Department</b>											
Sealcoating & Asphalt Patching	301-96-074	2	Replacement	\$100,000	\$100,000						
High Street Reconstruction	301-00-300	3	Replacement	\$368,100	\$368,100						
East Sumner Street Resurfacing	301-08-379	2	Replacement	\$10,000	\$10,000						
Branch St/Grand Ave Resurfacing	301-09-384	2	Replacement	\$20,000	\$20,000						
Storm Water Pond Dredging	301-09-387	2	Replacement	\$30,000							\$30,000
Dump Truck Plow & Wing	301-09-392	2	Replacement	\$153,000	\$153,000						
Pine Street Storm Sewer Additions	301-10-395	3	New	\$54,000	\$54,000						
Wheelock Ave Resurfacing	301-11-399	3	Replacement	\$202,900	\$202,900						
Harker Avenue Resurfacing	301-13-409	3	Replacement	\$150,300	\$150,300						
Sidewalk Repair/Replacement	301-14-411	3	Replacement	\$129,000	\$129,000						
Independence Avenue Stormwater Pond	301-14-413	3	New	\$288,000	\$288,000						
<b>Parks</b>											
Independence Park Landfill	501-95-012	1	Replacement	\$40,000						\$40,000	
Parks 10' Riding Mower	501-09-074	3	Replacement	\$44,000							\$44,000
Emerald Ash Borer Tree Removal & Plantings	501-11-078	3	New	\$15,000						\$15,000	
Bernd Park Footbridge	501-11-081	3	New	\$56,000	\$56,000						
Willowbrook Playground	501-11-083	3	Replacement	\$50,000							\$50,000
Parks Riding Mower	501-12-085	3	New	\$20,000							\$20,000
<b>Recreation</b>											
Veterans Pool Reconstruction	550-06-028	3	Replacement	\$7,982,000	\$5,000,000			\$2,328,500		\$653,500	
<b>Planning &amp; Zoning</b>											
Geographic Information System (GIS)	604-10-003	3	New	\$35,000						35,000	
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$10,177,147</b>	<b>\$6,839,378</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,328,500</b>	<b>\$0</b>	<b>\$743,500</b>	<b>\$265,769</b>

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014 - 2018**

**2016 Summary of Costs ~ Proprietary Funds**

	Project Number	Priority	Project Purpose	2016 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Airport</b>											
Parallel Taxiway Construction & Apron Reconstruction	350-12-022	3	Replacement	\$2,000,000			\$2,000,000				
<b>Water Utility</b>											
Well Rehabilitation	360-01-206	3	Replacement	\$48,000						\$48,000	
Reservoir/Tower/Booster Station Cleaning	360-01-207	1	Replacement	\$20,000						\$20,000	
Replace Defective Valves	360-01-209	2	Replacement	\$15,000						\$15,000	
Wheelock Ave Watermain Replacement	360-11-282	3	Replacement	\$125,000						\$125,000	
Harker Avenue Watermain Replacement	360-12-289	3	Replacement	\$204,000						\$204,000	
Grand Ave Watermain Replacement	360-12-290	3	Replacement	\$250,000						\$250,000	
Cross Connection Control Program	360-13-295	1	New	\$15,000						\$15,000	
<b>Sewer Utility</b>											
Branch St Sanitary Sewer Replacement	370-10-155	3	Replacement	\$92,500						\$92,500	
Wheelock Ave Sanitary Sewer Repairs	370-11-161	3	Replacement	\$54,500						\$54,500	
High Street Sanitary Sewer Replacement	370-11-163	3	Replacement	\$125,000						\$125,000	
Harker Avenue Reconstruction	370-13-175	3	Replacement	\$91,000						\$91,000	
<b>Electric Utility</b>											
Substation Maintenance Program	380-03-229	3	Replacement	\$28,000						\$28,000	
Tree Trimming Maintenance Program	380-06-268	3	Replacement	\$55,000						\$55,000	
Sunset/Fairview Area Reconstructor	380-11-290	3	Replacement	\$230,000						\$230,000	
Pine Street Area Rebuild	380-11-293	3	Replacement	\$145,000						\$145,000	
Harrison St & Court Dr Area Rebuild	380-11-300	3	Replacement	\$225,000						\$225,000	
Park Street/Mill Street Area Rebuild	380-13-310	3	Replacement	\$45,000						\$45,000	
Church Street Area Rebuild	380-13-311	3	Replacement	\$205,000						\$205,000	
<b>TOTAL PROPRIETARY FUNDS</b>				<b>\$3,973,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,973,000</b>	<b>\$0</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$10,177,147</b>	<b>\$6,839,378</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,328,500</b>	<b>\$0</b>	<b>\$743,500</b>	<b>\$265,769</b>
<b>TOTAL 2011 CAPITAL IMPROVEMENTS</b>				<b>\$14,150,147</b>	<b>\$6,839,378</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$2,328,500</b>	<b>\$0</b>	<b>\$2,716,500</b>	<b>\$265,769</b>

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014 - 2018**

**2017 Summary of Costs ~ Governmental Funds**

	<b>Project Number</b>	<b>Priority</b>	<b>Project Purpose</b>	<b>2017 Share Total Project Cost</b>	<b>General Obligation Debt</b>	<b>Other Long-Term Borrowings</b>	<b>Grants &amp; Aids</b>	<b>Trusts &amp; Donations</b>	<b>Special Assessments</b>	<b>Fund Balance/ Retained Earnings</b>	<b>Property Tax Levy</b>
<b>Clerical Administration</b>											
Voting Machine Replacement	125-13-005	1	Replacement	\$5,334							\$5,334
<b>Law Enforcement</b>											
Police Patrol Vehicle	201-95-001	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-95-002	2	Replacement	\$20,425							\$20,425
Utility Vehicle, Full Size, Four Wheel Drive	201-12-024	2	Replacement	\$28,975							\$28,975
<b>Fire &amp; Rescue</b>											
Fire Engine 1681 Replacement	250-14-049	3	Replacement	\$45,000							\$45,000
<b>Streets Department</b>											
Sealcoating & Asphalt Patching	301-96-074	2	Replacement	\$100,000	\$100,000						
East Sumner Street Resurfacing	301-08-379	2	Replacement	\$5,000	\$5,000						
W Rossman St Reconstruction	301-08-380	3	Replacement	\$312,500	\$312,500						
Branch St/Grand Ave Resurfacing	301-09-384	2	Replacement	\$10,000	\$10,000						
Harrison St Reconstruction	301-09-386	3	Replacement	\$220,600	\$220,600						
Storm Water Pond Dredging	301-09-387	2	Replacement	\$30,000							\$30,000
Cedar St Resurfacing	301-11-400	3	Replacement	\$96,200	\$96,200						
Martin Drive & Morgan Dr Reconstruction	301-12-408	3	Replacement	\$206,500	\$206,500						
Sidewalk Repair/Replacement	301-14-411	3	Replacement	\$129,000	\$129,000						
<b>Transportation Division</b>											
Taxi Minivan	310-09-007	2	Replacement	\$39,500							\$39,500
<b>Parks</b>											
Independence Park Landfill	501-95-012	1	Replacement	\$40,000						\$40,000	
Rubicon River Trail Riverbend	501-13-086	4	New	\$79,450	\$42,225			\$37,225			
Centennial Park Restroom Building	501-13-087	3	New	\$75,000	\$75,000						
<b>Recreation</b>											
Pool Pac Replacement	550-13-034	3	Replacement	\$190,000						\$190,000	
<b>Planning &amp; Zoning</b>											
Geographic Information System (GIS)	604-10-003	3	New	\$35,000						35,000	
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$1,688,909</b>	<b>\$1,197,025</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,225</b>	<b>\$0</b>	<b>\$265,000</b>	<b>\$189,659</b>

**CITY OF HARTFORD CAPITAL IMPROVEMENT PROGRAM 2014 - 2018**

**2017 Summary of Costs ~ Proprietary Funds**

	Project Number	Priority	Project Purpose	2017 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Fire &amp; Rescue</b>											
Ambulance 1652 Replacement	230-13-015	3	Replacement	\$165,000						\$165,000	
<b>Water Utility</b>											
Well Rehabilitation	360-01-206	3	Replacement	\$48,000						\$48,000	
Reservoir/Tower/Booster Station Cleaning	360-01-207	1	Replacement	\$20,000						\$20,000	
Replace Defective Valves	360-01-209	2	Replacement	\$15,000						\$15,000	
W Rossman Watermain Replacement	360-01-213	3	Replacement	\$143,000						\$143,000	
Harrison St Watermain Replacement	360-11-283	3	Replacement	\$172,000						\$172,000	
Cedar St Watermain Replacement	360-11-285	3	Replacement	\$140,000						\$140,000	
Martin & Morgan Dr Watermain Replacement	360-12-293	3	Replacement	\$135,000						\$135,000	
Cross Connection Control Program	360-13-295	1	New	\$15,000						\$15,000	
<b>Sewer Utility</b>											
W Rossman Sanitary Sewer Replacement	370-09-152	3	Replacement	\$145,000						\$145,000	
Harrison Street Sanitary Sewer Replacement	370-11-162	3	Replacement	\$75,000						\$75,000	
Martin & Morgan Dr Reconstruction	370-13-174	3	Replacement	\$162,000						\$162,000	
Harker Avenue Reconstruction	370-13-175	3	Replacement	\$130,400						\$130,400	
<b>Electric Utility</b>											
Substation Maintenance Program	380-03-229	3	Replacement	\$34,000						\$34,000	
Tree Trimming Maintenance Program	380-06-268	3	Replacement	\$55,000						\$55,000	
Sunset/Fairview Area Reconstructor	380-11-290	3	Replacement	\$135,000						\$135,000	
East Monroe (S Main-Wilson) Rebuild	380-11-291	3	Replacement	\$288,000						\$288,000	
Wacker Dr Abbott to W State Rebuild	380-11-296	3	Replacement	\$145,000						\$145,000	
Digger Derrick Truck	380-13-312	3	New	\$200,000						\$200,000	
Pleasant Avenue Area Rebuild	380-13-313	3	Replacement	\$90,000						\$90,000	
<b>TOTAL PROPRIETARY FUNDS</b>				<b>\$2,312,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,312,400</b>	<b>\$0</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$1,688,909</b>	<b>\$1,197,025</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,225</b>	<b>\$0</b>	<b>\$265,000</b>	<b>\$189,659</b>
<b>TOTAL 2017 CAPITAL IMPROVEMENTS</b>				<b>\$4,001,309</b>	<b>\$1,197,025</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,225</b>	<b>\$0</b>	<b>\$2,577,400</b>	<b>\$189,659</b>

**2018 Summary of Costs ~ Governmental Funds**

	Project Number	Priority	Project Purpose	2018 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Clerical Administration</b>											
Voting Machine Replacement	125-13-005	1	Replacement	\$5,332							\$5,332
<b>Law Enforcement</b>											
Police Patrol Vehicle	201-95-003	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-95-004	2	Replacement	\$20,425							\$20,425
Police Patrol Vehicle	201-00-009	2	Replacement	\$20,425							\$20,425
Administrative Vehicle	201-08-015	2	New	\$37,050							\$37,050
<b>Fire &amp; Rescue</b>											
Fire Engine 1661 Replacement	250-12-046	3	Replacement	\$475,000	\$475,000						
Fire Engine 1684 Replacement	250-14-050	3	Replacement	\$48,000							\$48,000
<b>Streets Department</b>											
Sealcoating & Asphalt Patching	301-96-074	2	Replacement	\$100,000	\$100,000						
Fifth St Reconstruction Union to Wisconsin	301-01-205	3	Replacement	\$147,600	\$147,600						
W Prospect St Storm Sewer Extension	301-04-343	3	New	\$150,200	\$150,200						
Maple Ave Reconstruction	301-06-353	3	Replacement	\$189,600	\$189,600						
Branch St/Grand Ave Resurfacing	301-09-384	2	Replacement	\$5,000	\$5,000						
Storm Water Pond Dredging	301-09-387	2	Replacement	\$30,000							\$30,000
E Lincoln Ave Reconstruction	301-10-396	3	Replacement	\$484,200	\$484,200						
Dump Truck Plow & Wing Replacement	301-11-402	3	Replacement	\$181,000	\$181,000						
Budd Street Reconstruction	301-13-410	3	Replacement	\$316,500	\$316,500						
Sidewalk Repair/Replacement	301-14-411	3	Replacement	\$129,000	\$129,000						
Pickup Replacement	301-14-412	3	Replacement	\$21,000	\$21,000						
<b>Cemeteries</b>											
Cemetery Columbarium	401-14-010	4	New	\$34,000							\$34,000
<b>Parks</b>											
Independence Park Landfill	501-95-012	1	Replacement	\$40,000						\$40,000	
Veterans Memorial Park Activity Shelter	501-14-088	3	Replacement	\$175,000						\$175,000	
Veterans Park Playground	501-14-089	3	Replacement	\$60,000						\$60,000	
<b>Recreation</b>											
Recreation Center Fitness Selectorized	550-14-035	3	Replacement	\$32,000						\$32,000	
Veterans Pool Lights	550-14-037	3	New	\$127,000						\$127,000	
Veterans Pool Heating & Air Conditioning	550-14-038	3	New	\$36,000						\$36,000	
<b>Planning &amp; Zoning</b>											
Geographic Information System (GIS)	604-10-003	3	New	\$35,000						35,000	
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$2,919,757</b>	<b>\$2,199,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$505,000</b>	<b>\$215,657</b>

**2018 Summary of Costs ~ Proprietary Funds**

	Project Number	Priority	Project Purpose	2018 Share Total Project Cost	General Obligation Debt	Other Long-Term Borrowings	Grants & Aids	Trusts & Donations	Special Assessments	Fund Balance/ Retained Earnings	Property Tax Levy
<b>Airport</b>											
Design Terminal Building	350-14-024	1	New	\$75,000			\$75,000				
<b>Water Utility</b>											
Well Rehabilitation	360-01-206	3	Replacement	\$48,000						\$48,000	
Reservoir/Tower/Booster Station Cleaning	360-01-207	1	Replacement	\$20,000						\$20,000	
Replace Defective Valves	360-01-209	2	Replacement	\$15,000						\$15,000	
Fifth St Watermain Replacement Union to Wisconsin	360-02-226	3	Replacement	\$90,000						\$90,000	
Prospect St Watermain Replacement	360-05-257	3	Replacement	\$115,000						\$115,000	
Budd St Watermain Replacement	360-05-263	3	Replacement	\$162,000						\$162,000	
Maple Ave Watermain Replacement	360-06-269	3	Replacement	\$100,000						\$100,000	
Cross Connection Control Program	360-13-295	1	New	\$15,000						\$15,000	
East Lincoln Watermain Replacement	360-13-296	3	Replacement	\$171,000						\$171,000	
<b>Sewer Utility</b>											
Fifth St Sanitary Sewer Replacement	370-02-113	3	Replacement	\$77,500						\$77,500	
W Prospect Sanitary Sewer Replacement	370-05-134	3	Replacement	\$67,000						\$67,000	
Maple Ave Sanitary Sewer Replacement	370-06-145	3	Replacement	\$115,000						\$115,000	
East Lincoln Sanitary Sewer Replacement	370-10-154	3	Replacement	\$220,500						\$220,500	
<b>Electric Utility</b>											
Substation Maintenance Program	380-03-229	3	Replacement	\$36,000						\$36,000	
Tree Trimming Maintenance Program	380-06-268	3	Replacement	\$55,000						\$55,000	
Misty Meadows Area Rebuild	380-11-295	3	Replacement	\$180,000						\$180,000	
Wheelock/Harker Area Rebuild	380-11-298	3	Replacement	\$218,000						\$218,000	
Wheelock, Linden, East Ave Rebuild	380-12-307	3	Replacement	\$230,000						\$230,000	
Circuit #22 Reconductor	380-14-315	3	Replacement	\$168,000						\$168,000	
<b>TOTAL PROPRIETARY FUNDS</b>				<b>\$2,178,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,103,000</b>	<b>\$0</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>				<b>\$2,919,757</b>	<b>\$2,199,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$505,000</b>	<b>\$215,657</b>
<b>TOTAL 2018 CAPITAL IMPROVEMENTS</b>				<b>\$5,097,757</b>	<b>\$2,199,100</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,608,000</b>	<b>\$215,657</b>

**GLOSSARY**  
**CITY OF HARTFORD, WISCONSIN**  
**2014 ANNUAL BUDGET**

**Activity Measures:** Specific quantitative and qualitative measures of work performed by the department (e.g., total miles of streets cleaned).

**Adopted Budget:** The budget as approved by the Common Council of the City of Hartford after the Council Budget Hearing.

**Ad Valorem Taxes:** Property taxes based on the market value of real property.

**Amortize:** The reduction of debt by regular payments of principal sufficient to retire the debt by maturity.

**Amortization Schedule:** A schedule of debt service payments separating the portions of payments attributable to principal and interest.

**Appropriation:** An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Assessed Valuation:** A valuation set upon real estate and certain personal property by the City Assessor as a basis for levying property taxes.

**Asset:** A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to ascertain whether financial statements fairly present financial position and results of operations; test whether transactions have been legally performed; identify areas for possible improvements in accounting practices and procedures; ascertain whether transactions have been recorded accurately and consistently; and ascertain the stewardship of officials responsible for governmental resources.

**Balanced Budget:** A budget in which estimated revenues equal estimated expenditures.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

**B.I.D.:** Business Improvement District.

**Bond:** A written promise to pay a specified sum of money (principal) at a specified date or dates in the future (maturity dates) together with periodic interest at a specified rate.

**Bond Anticipation Notes (BAN's):** Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

**Budget:** A comprehensive financial plan of operation which attempts to rationalize the allocation of limited revenues among competing expenditure requirements for a given time period.

**Budget Calendar:** The schedule of key dates of milestones which a government follows in the preparation and adoption of the budget.

**Budget Document:** The written book prepared by the City Administrator and city staff which presents the approved budget to the public.

**Budget Highlights:** An explanation of major changes (increases or decreases) in budgeted amounts (for revenues or expenses) or significant operational data to better clarify public funding justification.

**Budget Message:** A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues and incorporates the legislative body's policy and strategic planning directives against the background of financial experience in recent years and presents recommendations made by the City Administrator.

**Callable Bond:** A type of bond with a feature that permits the issuer to pay the obligation before the stated maturity date by giving notice (a "call") of redemption.

**Capital Assets:** Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget:** A plan of proposes capital expenditures and the means of financing them. The capital budget is enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget is based on the capital improvement program (CIP).

**Capital Improvements:** Expenditures which result in the acquisition of land, construction costs or improvements to land, buildings, or equipment values at \$15,000 and with useful lives of at least 2 years.

**Capital Improvement Program:** A five-year plan designed to provide public and utility facilities (Capital Improvements) such as roads, sewer lines, parks, libraries, drainage projects and government buildings which are needed to support the estimated population growth.

**Capital Lease:** An agreement that conveys the right to use property, plant, or equipment for a stated period of time, and that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

**Capital Outlay:** Expenditures for equipment, vehicles or machinery that results in the acquisition or addition to fixed assets with a value over \$5,000.

**Capital Project Fund:** To account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Carry Forward:** Designated fund balance representing dollars left at the end of one year to be carried forward as revenue in the next year for specified purposes.

**Cash Basis:** The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**Common Council:** The duly elected legislative body of the City comprising of the Mayor (elected at large) and nine alderpersons representing 3 separate districts.

**Component Unit:** Legally separate organizations for which elected officials of the City are financially accountable.

**Contingency Fund:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**Cost Accounting:** Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

**Critical:** Within the Capital Improvement Program document, a project priority indicating the project must be accomplished in order to avoid a serious operational problem.

**Debt Limit:** The maximum amount of General Obligation borrowing allowed by statute to be outstanding.

**Debt Service:** Payment of interest and repayment of principal to holders of a government's debt instruments (bonds and loans).

**Deficit:** The excess of an entity's liabilities over its assets (See Fund Balance). The excess of expenditures or expenses over revenues during a single accounting period.

**Department:** An organizational unit authorized by the Common Council and responsible for carrying out a major governmental functions, such as Public Safety or Financial Administration.

**Department Head:** Managers of discrete service programs within the City, as authorized by the Common Council reporting to the City Administrator.

**Departmental Budget Detail:** A budget that focuses upon the goals and objectives of a department.

**Desirable:** Within the Capital Improvement Program document, a project priority indicating a project which will have beneficial results or avoid service deterioration.

**Depreciation:** The portion of the cost of a fixed asset charged as an expense during a particular period.

**Division:** A basic organizational unit of the City which is functionally incorporated within a department for specific services.

**D.O.D.:** Wisconsin Department of Development.

**Encumbrances:** Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**Enterprise Fund:** A fund established to account for operations financed in a manner similar to a private business enterprise; i.e., where the costs of providing goods and services to the public are financed or recovered through user charges.

**Equalized Value:** The value of taxable property established by the State of Wisconsin for shared revenue, TID revenues, and other state-wide calculations.

**Expenditure:** The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

**Fiscal Year:** Any consecutive 12-month period designated as the budget year. By statute, the City of Hartford's budget year is the calendar year.

**Fixed Asset:** A tangible, operational asset having a useful life of at least one year, and an original cost of at least \$5,000.

**Forecast:** An estimate of revenues and expenses for the current fiscal year to be used to determine the expected balances at the end of the year.

**Full Faith and Credit:** A pledge of the general taxing power of the City for payment of debt obligations.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts where revenues equal expenses which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance:** The excess of current assets over current liabilities for each fund at the end of each fiscal year. A negative fund balance is sometimes called a deficit. For governmental funds, the fund balance is equal to the excess of revenues over expenses for a given fiscal year.

**General Fund:** A fund containing revenues such as property taxes not designed by Law for any one special purpose.

**General Obligation Bonds aka (LTD, Long Term Debt):** When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. The term is usually used to refer to bonds which will be repaid from taxes and other general revenues.

**Goals:** Written statements which reflect the broad, general purpose of a department or fund.

**Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**HADC:** Hartford Area Development Corporation

**Impact Fees:** Monetary payments made by builders or developers to jurisdictions in order to defray the public costs of providing infrastructure services to the development.

**Important:** Within the Capital Improvement Program document, a project priority indicating that a failure to accomplish the project will prevent a significant operational advantage.

**Infrastructure:** Facilities on which the continuance and growth of a community depend, such as roads, waterlines, etc.

**Interfund Transfers:** Amounts transferred from one fund to another.

**Intergovernmental Charges:** Charges for services provided to other governments.

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Control:** A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles financial action from beginning to end; proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and records and procedures are arranged appropriate to facilitate effective control.

**Internal Service Fund:** A fund used to account for the financing of goods or services provided by one department to other departments on a reimbursement basis.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**Labor:** Costs related to compensating City employees including salaries, wages, overtime pay, shift differential, holiday pay and employee benefits costs. Employee benefit costs include social security, retirement, health, dental, and life insurance, and workers compensation.

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

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

**Manager:** Department Head, Division Head, or City Administrator responsible for a department division or fund.

**Mandate:** Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a direct order or that is required as a condition of aid.

**Mandated:** Within the Capital Improvement Program document, a project priority indicating the project is a requirement of a superordinate governmental authority.

**Maturities:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**Mayor:** The Chief Executive Officer of the City elected at large chairing meetings of the Common Council.

**Mill:** The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes from each \$1,000 of property value.

**Modified Accrual Basis:** The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

**Net Cost to General Revenues:** Appropriations less assigned (departmental) revenues equals the net amount of expenses paid for through property taxes.

**Nonoperating Revenues:** Revenues incidental to, or by-products of, the fund's primary activities.

**Object Code:** An expenditure category, such as salaries, supplies or vehicles.

**Objectives:** Statements of expected results that, when achieved, will go toward accomplishing the goals of a departmental fund.

**Object of Expenditure:** Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include: personal services (salaries and wages); contracted services (utilities, maintenance contracts, travel); supplies and materials; and capital outlays.

**Operating Transfer:** Transfers of cash or other assets from one City fund to another City fund.

**Operations and Maintenance:** Costs associated with on-going operations; i.e., contractual services, supplies, utilities, maintenance costs, leases, insurance, and materials.

**Ordinance:** A formal legislative enactment of the Common Council having the force of law.

**Other Borrowings aka (DEBT):** Within the Capital Improvement Program document, a means of designating funding sources requiring the issuance of long-term obligations not involving a pledge of the full faith and credit of the City.

**Permanent Positions:** Total number of authorized employees, within departments, including full-time and part-time positions who work on an annual basis.

**Principal:** The face value of a bond.

**Productivity:** Maximizing the use of resources (personnel and dollars) to achieve an effective result at the least possible cost.

**Project Number:** A coding system for Capital Improvement Program projects. The unique number includes a three-digit prefix designating the department involved, a two-digit reference to the budget year in which the project first appeared in the Capital Improvement Program, and a three-digit sequential suffix.

**Property Tax:** A tax levied on the assessed value of real property (also known as “ad valorem taxes”).

**Proprietary Funds:** Funds operated like a business and charging user fees including Enterprise and Internal Service Funds.

**Public Works Projects:** Within the Capital Improvement Program document, those projects which involve infrastructure improvements of direct and measurable benefit to specific properties or geographic areas of the City.

**Reserve:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

**Resolution:** A formal legislative document of the Common Council expressing its intent.

**Retained Earnings:** An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

**Revenue:** Financial resources received from taxes, user charges and other levels of government such as state revenue sharing.

**Revenue Bonds:** When a government issues bonds which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds.

**Revised Budget:** The adopted budget plus any legally authorized subsequent budget alterations.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Special Assessments:** User Fees charged to property owners for the initial cost of public works’ improvements directly benefiting those properties.

**Special Assessment B Bonds:** Bonds payable from the proceeds of special assessments.

**Special Revenue Funds:** To account for the proceeds of specific sources of revenue that are legally restricted to expenditures for specific purposes.

**Strategic Planning:** A method of priority setting based on establishing goals, objectives and implementation plans.

**Surplus:** See Fund Balance.

**Tax Incremental District (TID or TIF):** A legally bounded area of the City established at a specific date, after which all property taxes levied on additional equalized values are retained by the district until approved development costs therein are paid.

**Tax Levy:** The total amount to be raised by general property taxes for the purposes stated in a resolution certified to the County Treasurer.

**Tax Rate:** The amount of taxes (mills) levied for each \$1,000 of assessed valuation.

**Transfers:** A budgeted revenue or appropriation to reflect the transfer of dollars from one city fund to another City fund. Revenue transfers reflect transfers from other funds. Expenditure transfers reflect transfers to other funds.

**Trust Funds:** To account for cash set aside in a trustee capacity, such as donations for certain programs.

**Unit of Measure:** The measure of quantity of a specific product or unit or service.

**User Charges:** Also known as user fees. The payment of a fee for direct receipt of a public service by the person benefiting from the service, such as utility charges and ambulance fees.

**Voucher:** A written document which is evidence of the propriety of a particular transaction and typically indicates the amounts to be affected by the transaction.



## **BID OPERATING PLAN 2014**

### **INTRODUCTION:**

The following represents the 2014 Operating Plan for the Hartford Downtown Business Improvement District in Hartford, Wisconsin. This is intended as a general guide and complies with the requirements of WI Statute 66.608, which enables the creation, and continuation of Business Improvement Districts.

### **PURPOSE:**

The purpose of this Business Improvement District is to promote the orderly development of the City of Hartford by providing an organization and funding vehicle to develop and promote the downtown area for the economic benefit of all businesses and property owners within the District. Additionally, the BID makes recommendations to the Common Council regarding parking, beautification and other infrastructure improvements, thereby making downtown more physically and economically attractive for use by all citizens and property owners in the city.

### **GOALS:**

- To promote the development, redevelopment, maintenance and operation of the Hartford Downtown Business Improvement District.
- To foster, encourage and advocate downtown development and a cooperative spirit between business and property owners within the BID
- To design, develop and implement marketing programs and strategies that promote an image of the downtown area as prosperous and unified and which specifically works towards minimizing the downtown business vacancy rate as well as promoting a proper retail mix.
- To guide and coordinate the physical development of the downtown area to ensure its commercial viability, both functionally and visually.
- To organize, plan and update events to bring exposure and additional business to the downtown.

### **METHOD OF SPECIAL ASSESSMENT:**

The projects proposed in the 2014 Operating Plan will be funded through a special assessment based on \$2.30 per \$1,000 valuation of property improvements of all properties identified in the district and benefiting from the project programs. Additional monies will be allocated to the BID through the Room Tax as of 2004 and



will continue to be received in 2014. Such special assessments will be levied by the City of Hartford and collected in the method currently used by the City Treasurers Office. The BID funds will be maintained and controlled by the BID Board of Directors, which has the powers necessary to implement the operating plan.

### **DESCRIPTION OF METHOD OF FINANCING:**

BID financing will be done through fund raising, special projects, contributions and through Special assessments administered as detailed on the page under "Method of Special Assessment". Special assessment will be levied against all Business Improvement properties, excluding residential and tax exempt properties. All BID revenues will continue to be maintained and accounted for in a dedicated BID account. Normal administrative procedures, including notification to affected property owners and Council approval will be followed in levying special assessments.

### **PROJECTS AND ACTIVITIES OF THE BID:**

Target, develop and implement physical redevelopment projects that will create an economically vibrant, convenient and attractive district.

Specifically, 2014 projects under consideration include:

1. Enhanced Signage for Hartford Downtown BID and events
2. Replacement of existing garbage cans
3. Additional flowerpots and enhancements for downtown Main St.
4. Continue updating Downtown Brochure & distributing to outside areas for tourism
5. Continue to take advantage of opportunities and resources offered through the Connect Communities (WEDC) program for further revitalization and redevelopment efforts

Develop and implement a comprehensive marketing strategy for the BID that economically benefits all the property owners and businesses in the District, making it attractive to consumers and prospective businesses. Market activities and events including but not limited to (please see attached BID 2014 Calendar of Events).

Improve the existing businesses and district's competitive position. Activities include assisting in the establishment of competitive business practices and business recruitment activities to improve the retail mix, attract potential businesses to Hartford and minimize the vacancy rate. This includes but is not limited to:



Retail Incentive Award Program    BID Information Packets  
Rent Subsidy Program    Annual Meeting

**Identify and seek grants, low interest loans and or donations for additional financial support for BID projects and activities.**

**Make recommendations to the Common Council regarding parking needs and regulation and assessment in and adjacent to the BID. Enlarge BID District.**

**Maintain a BID Board of Directors, representative of all interests within the district, to implement the 2014 Operating Plan and Budget for the district.**

**Utilize the year 1989 special assessment procedures and continue to maintain records of any expenditures within the district as required by WI State Statute 66.608**

**Maintain and nurture a productive working relationship between the BID Directors and City Officials in order to better facilitate the growth and development of the downtown area.**

**Maintain Parking, Recruitment and Retention, Marketing and Fund Raising Committees.**

**PROPOSED EXPENDITURES:**

**Retain a part-time BID Director (25-30 hours weekly) to manage the BID office daily operations, oversee all BID events, attend all meetings, conferences and seminars related to the BID, facilitate monthly marketing meetings, meet with prospective business and property owners and other duties as needed.**

**Maintain an office space for the BID and other requirements as dictated by WI State Statute 66.608.**

**Implement projects and activities as detailed in this Operating Plan and Attached 2014 Budget.**

○

## **Calendar of Events 2014 Downtown Hartford BID**

**Iced On Main** Saturday, February 22 10am-2pm

**Home Improvement Show** Friday, March 21st, 4-8pm and Saturday March 22nd 9am-2pm,  
Sunday, March 23 11-3

**Old Fashioned Block Party & Classic Car Show**, Saturday, May 17th 10am-4pm

**Outdoor Farmer's Market**

May 3rd thru Nov. 8 7am-1pm Hartford Recreation Center parking lot

**Maxwell Street Day** July 9th, Wednesday, 8am – 8pm

**BID Annual Meeting** September

**Downtown Autumn Fest** Saturday Oct. 4<sup>th</sup> (or 11<sup>th</sup>) 11am – 4pm

**Downtown Trick or Treat** Saturday Oct. 25<sup>th</sup> 1pm – 2:30pm

**Hartford Christmas Parade** Saturday Nov. 8th 3pm

**Downtown Merchants Holiday Open House** Friday, Nov 14<sup>th</sup> & Saturday, Nov 15<sup>th</sup>

**Farmer's Indoor Market**

Every Sat. Nov 15th thru Dec 20th 9am – 2pm In Link Building/33 N Main St

**Small Business Saturday** (day after Black Friday)

Saturday, November 29th

**Downtown Midnight Madness**

Friday Dec 19th 6pm – Midnight (check individual merchants ads for their hours)

**Times & events subject to change. Check our website at**  
**[www.downtownhartfordwi.com](http://www.downtownhartfordwi.com) or call the Business Improvement District (BID) office**  
**at 262-673-7193 for up to date information.**

**JACK RUSSELL MEMORIAL LIBRARY**

**FIVE-YEAR PLAN OF SERVICES – 2014-2018**

**LIBRARY BOARD APPROVAL – AUGUST 14, 2013**

**WRITTEN AND PREPARED BY:**

**MICHAEL GELHAUSEN – LIBRARY DIRECTOR**

**CARY PERZAN – YOUTH LIBRARIAN/ASSISTANT DIRECTOR**

The Jack Russell Memorial Library opened to the public on October 24, 2011, and experienced a record year of service during 2012. At the end of 2012, the Hartford Public / Jack Russell Library's previous five-year plan of service was completed. That multi-year document had been developed as part of the library's overall study for a new facility's design and construction that started back in 2008. After experiencing one full year of service to the community, the Library Board and professional staff embarked on a six month review of both the positives and the shortcomings about operations and public services in the new library building. This document is to be considered the next five-year plan for services at the Jack Russell Memorial Library covering 2014-2018. The Library Board and staff developed a list of issues to consider for this new plan. Among the specific areas that were studied were hours of operation, programming for all ages, funding for new library materials and overall staffing structure at the library. Other topics that were discussed were custodial services, the Hartford History Room, a Jack Russell Memorial Library Foundation and upcoming equipment needs. Work on the plan started with an extended Library Board meeting in March of 2013, with the final options and priorities being decided at another extended session on June 12. This document contains the top service issues that were studied by the Library Board for attention and funding during the next five years.

#### **HOURS OF PUBLIC SERVICE**

The Hartford Public Library was open 65 ½ hours per week at the old City Hall location. This was the most hours of operation of the five Washington County libraries. When it became apparent that the library would not be receiving additional staff upon opening the Jack Russell Memorial Library, the Library Board reluctantly reduced the hours of operation to 52 ½ hours as the larger facility with two floors needed a rescheduled staff to provide basic customer service and a secure facility. This new schedule now provides the second fewest public service hours in the County despite being the second largest facility. The Wisconsin State Public Library Standards indicate that a library for Hartford's population and size of building needs 13.0 FTE (full time equivalents) just for basic operations. As of 2013, the library has a total of 9.75 FTE, with four full time employees, eight part-time and one part-time custodian. Every morning, there are people trying to get into the library before 10:00 AM. With the exception of Kewaskum, all other county libraries open at 9:00 AM, which is common for a larger operation. It is the desire of the Jack Russell Library Board that the library returns to most of its old operational schedule, and expands business hours to serve the demand of the community. The Number 1 complaint that both the Board members and the staff have received since the new library opened has been the reduction of hours. As is the case with any consideration of improving service, two (2) additional part-time employees at 20 hours per week each would need to be hired to help cover the expanded hours of service. Under this proposal, the Library would open Monday through Thursday, 9:00 AM to 8:00 PM, Fridays from 9:00 AM to 5:30 PM, and on winter Saturdays, 9:00 AM to 5:00 PM, a expanded total of 60 ½ hours per week, putting Hartford second in the County. This would provide a 15% increase in weekly service hours. The proposed cost associated with this expansion of hours would be between \$23,500 and \$30,300 depending on the hourly rate paid to these new employees and the specific duties they would be assigned to perform. There would be a slight reduction (2 hours) in scheduled hours for each of the current part-time staff to help cover part of this additional personnel cost.

### **NEW LIBRARY MATERIALS**

When the Jack Russell Memorial Library opened, it was planned that the library would need an onsite custodian. What wasn't planned for was the fact that the library's operating budget would have to absorb the \$38,000 cost for custodial services as there was no increase to municipal funding. Upon reviewing its options, the Library Board made the difficult decision to reduce the operating budget for materials to cover this new expense. The reduction of the library's new materials budget by 35% has greatly hindered the ability to provide both the wide variety of materials that the library users have been used to, or the additional copies of best-selling titles to cover the number of holds that our residents place on these books. The library is technically in violation of the SHARE consortium's purchasing agreement which states a library provides one copy of a title for every five holds placed on the book by its users. The current funding only allows for the purchase of one copy period, extending the wait time for our patrons for the most popular authors, titles and subjects. Across the past ten years, the cost of books has increased an average of 3.7% per year (37%), while the Jack Russell Library's materials budget has been reduced 35%. Our ability to provide customers with a wide variety of materials has been severely eroded by inflation and reduction of the materials' budget. The Library Board would like to have the budget for new materials returned to at least 2011 levels by increasing the budget by either \$38,000 in one year, or by adding \$19,000 each year across two years to give staff the ability to provide duplicate copies of popular titles and add a larger selection of materials of all types for the library's customers.

### **PROGRAMMING**

One of the primary goals of the Library Board was to expand current programming efforts in the new library facility. In cooperation with the Friends of the Library, it was hoped to provide programming efforts aimed at specific age groups. Areas that the Board had hoped to address were programs for parents and babies, a toddler session, develop a Youth Advisory Board and begin regular programming for young adults, and attempt to expand programs for adults to at least a monthly basis. While the Youth Library staff has made a valiant effort to increase the number of summer activities for all ages, staff cannot do this on a year-round basis due to the lack of basic support for shelving of materials, straightening of shelves, processing of new materials and help preparing for story times. The greatly expanded summer program has drawn record numbers of children and teens to the various activities, and the Library would like to continue these efforts throughout the year. The Library Board would like to hire two (2) year-round student pages for an average of ten hours per week during the school year, and increase the total to twenty-five hours during the summer months. This would mean increasing the operating budget by roughly \$15,000 per year for these two basic page positions. Each page would be budgeted for 750 total hours during a year, which would not qualify for any benefits other than social security and workman's comp. These two new pages would assist the Youth Library staff with shelving, story time preparation and processing of new material, working after school and on weekends. This would allow the regular Youth Library staff the time and opportunity to develop at least a weekly toddler session, and begin a regular Young Adult Advisory committee to help discuss the materials and programming offered to the tweens and teens. All current programming would be continued with a look at the possible expansion of adult and preschool sessions.

### **LIBRARY STAFFING**

During the course of the long-range study discussions, the Library Board was very aware of tax implications of requesting additional staff to improve the business hours, the programming opportunities and general library service to the community. The current (2013) City tax levy for library operations is the same budget the library has had since 2004. During the planning process for the new library facility, the Library Board was very upfront with the City Council and the citizens about the staff needs and operating budget requirements for an expanded library. The Library Board's last five-year plan requested adding 1.0 FTE per year until the library opened from 2008 to 2012. This request would have taken care of maintaining the same operating hours that were available at the old location, along with the expansion of library programming that was being proposed in the new location. Every year the request for new staff was denied, and the operating budget was frozen despite increasing costs for automation, supplies and new materials. The Library Board looked at various options to adjust the current staff schedule by considering changes to hours by increasing some days, and reducing others, changing the custodial services, and looking at the entire budget for "extra" money. After nine years of having a no-increase budget and doing some major line account adjustments to absorb the new maintenance and service contract costs, it was clear that there are no "extra" dollars to shift around. The Board's requests for additional staff which means consideration of increasing levy support for the library are not taken lightly. However, the huge increase in library usage coupled with increasing demands from the users for better hours, more materials and a variety of programs indicates the need to consider the extra staff and operating budget that the Library Board proposed during the planning phase of the Jack Russell Memorial Library. The library was designed and built to expand and improve services for the residents of the Hartford area. We have been unable to provide many of the proposed services due to static library support. The Library Board and staff would like the opportunity to really show the value of a true community center by opening more hours, expanding our programming options and providing a larger variety of new materials of all types.

### **HISTORY ROOM**

The Hartford History Room has been part of library services since 1977. The current operation is provided exclusively by volunteers who have a unique interest in collecting, preserving and sharing the history of the City of Hartford and surrounding townships. Supervisory service is provided via a contract with the History Room Coordinator, and some funds are provided for the purchase of materials. The Library Board was interested in looking at ways to expand the hours of operation so that the materials and information were available to the public for more than one day per week or by appointment. The volunteers were not interested in committing to specific days and hours other than their regular Thursday shifts. It was agreed that whenever the Coordinator was in the History Room to work, the door would remain opened. But with so many other basic service needs, the Library Board did not want to request funding for staff to expand the hours of History Room operation. It was decided to leave the History Room operating at current levels.

### **LIBRARY FOUNDATION**

During the fundraising campaign for the new library, consultant Woodburn-Kyle and Company suggested that the Library Board consider the development of a stand-alone 501 (C)(3) tax exempt foundation for special library needs or endowments. The Library Board had enough issues to face so this suggestion was set aside at that time, and the Library used the Hartford Area Foundation as the central agency to accept, hold and distribute funds that were pledged to the Campaign. The WKC agency indicated that once building pledges were completed, both individuals and businesses could be approached to consider a "regular" giving schedule for the public library capital needs. The value of

considering such a foundation came up during long-range planning discussions, and the Library Board will be looking into the costs, paperwork and planning necessary to create such an entity sometime during the next five years. Until then, the Hartford Area Foundation could continue to accept any donation specifically for library purposes.

#### **CUSTODIAL SERVICES**

When the new library was being planned, it was anticipated that a full-time custodian would be hired to take care of the cleaning and mechanical needs of the facility. It was decided to hire a thirty hour per week person, and there has been concern that this is not enough time to do an adequate job. The Library Board is concerned that a lot of time and money has been invested in the new building, and there needs to be a concerted effort to make sure that all cleaning and maintenance work is done on a regular schedule to make sure the facility is presentable, welcoming and properly maintained for years to come.

#### **NEW EQUIPMENT**

At the present time, the Jack Russell Memorial Library has many pieces of new equipment and furnishings. The one issue that was specifically addressed during the planning process was the need to reinstitute an ongoing capital budget request for the purchase of new computer equipment and peripherals. All of the public Internet computers and the public catalog computers were new as of 2011. However, all staff computers (about seven) are at least five years old and are operating with Windows XP. The warranty has expired on all these units and Windows will not be supporting XP beyond 2014. The 2014 budget will include a \$5,000 request for City support for new computers which will be matched with county funding. This will become an annual request once again, as it was from 2002 through 2010. The Library did not have any CIP requests for 2011 through 2013. The other major piece of equipment that was considered was a new microfilm reader printer. One of the current units has not been produced for years, parts are unavailable, and it has only been the skill of the company's maintenance person who has scrounged parts to keep it going. The library and History Room will be in desperate need for another unit in the near future. Costs could range from \$7,000 to \$10,000 depending which product is purchased and what type of computer equipment is needed to run the scanner and printer. The final equipment that was discussed was providing a couple of Ereaders for the public to get a feel for how they operate and these would be loaded with a variety of new book titles. It was suggested by the staff that alternative funding probably could be found if the Board was serious about this new service.

#### **CONCLUSION**

The Jack Russell Memorial Library Board has decided that its top priority for this new five-year plan is to seek an additional \$25,000 in funding for part-time staff to expand library operational hours. This impacts the most people, and it has been the top request of the public. The second priority is returning the new materials budget back to 2011 levels which would mean an increase of \$38,000 spread between all types of library books, periodicals and audio-visuals. This would allow for expanded collections, more copies of the popular titles and consideration of new formats. The third priority would be hiring two student pages for a cost of \$15,000 to work year-round in the Youth Department which would free up the current staff from basic tasks to concentrate on the expansion of children's programming. The City Council is respectfully requested to consider these important service needs for the entire community for 2014 and beyond, which would allow the Jack Russell Memorial Library to provide the types and levels of service that were planned for this new facility.