

**MISSION:**

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.

- Maintain an annual inventory of housing and demographic data.
- Oversee development of City GIS system.

**Planning, Building Inspection, CDA, and Weatherization**  
10 Things Our Elected Officials Should Know

1. Tax Incremental Districts (TID's) first created in 1975 have resulted in more than \$125 million in new buildings / building expansions and equipment, more than 750,000 square feet of industrial expansion, and more than 150 new employment opportunities.
2. In 2018, the Plan Commission approved the following square footage of development:  
Commercial: 38,718 square feet, Industrial: 77,326 square feet, Institutional: 3,100 square feet
3. In 2018, the City experienced the following growth figures: 71 New Single Family Homes, 10 New Duplexes, and 1,012 total permits issued.
4. The City of Hartford is the 3<sup>rd</sup> fastest growing municipality in the State from 2010 to today, amongst communities with a population of 15,000-20,000.
5. The CDA offers Property Management Services to private property owners, whose properties are located in the City of Hartford. We currently manage 34 units that are privately owned.
6. The Community Development Block Grant program has over \$400,000 available to lend to low and moderate income families to rehabilitate and purchase homes within the City of Hartford.
7. Weatherization performs energy efficiency work on existing homes for low income people in Dodge and Washington counties. We weatherize about 107 homes each year. Some of the major energy saving measures include:
  - Attic insulation / Wall insulation
  - Air sealing
  - Heating system replacement
  - Water heater replacement
  - Refrigerator & freezer replacement
8. From the last completed evaluation study here are some statistics how HCDA performed:
  - Weatherized 85 units (1 -4 unit buildings)
  - Average weatherization cost per home was \$5,500
  - Average annual energy cost savings per home is \$530
  - Projected energy cost savings per home (over the life of the energy measures) is \$11,680
  - Average energy cost savings for the program is \$44,900
  - Projected lifetime energy cost savings for the program is \$993,100
9. Harthaven Apartments consists of a total of 62 one bedroom units in a 3-story apartment building for the elderly, built in 1977 and expanded in 1994. The U.S. Department of Housing & Urban Development provides a rent subsidy for these units. Tenants pay approximately 30% of their monthly income for rent.

10. Washington Heights consists of 50 units in a 3-story apartment building for the elderly, built in 2004. Thirty-eight one bedroom apartments are income restricted as per the Section 42 Low Income Housing Tax Credits. Twelve 2 bedroom apartments are market rate. Washington Heights offers many amenities and services to the tenants including a meal program, housekeeping services, grocery store, hair salon, technology center, fitness center and community rooms.

**GENERAL GOVERNMENT ~ Planning and Zoning**

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**2020 Department Detail Information**

**PLANNING AND ZONING ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>440000.44420 Site Plan Reviews</b>	\$ 4,450	\$ 5,000	\$ 6,000	\$ 6,000
<b>444100.44410 Zoning Permits And Fees</b>	\$ 5,950	\$ 8,500	\$ 9,000	\$ 9,500
<b>461500.46153 Residential Planning Fee</b>	\$ 600	\$ 6,000	\$ 6,000	\$ 6,000
<b>Total:</b>	<b>\$ 11,000</b>	<b>\$ 19,500</b>	<b>\$ 21,000</b>	<b>\$ 21,500</b>

**GENERAL GOVERNMENT - Planning Zoning  
2020 Department Detail Information**

**PLANNING AND ZONING ~ Summary**

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>	<b>Gen. Fund</b>
<b>Labor</b>	\$ 34,551	\$ 35,090	\$ 35,194	\$ 35,194
<b>Operations And Maintenance</b>	\$ 11,426	\$ 11,426	\$ 11,486	\$ 11,486
<b>Grand Total</b>	<b>\$ 45,977</b>	<b>\$ 46,516</b>	<b>\$ 46,680</b>	<b>\$ 46,680</b>
<b>Total Sal/FB</b>	\$ 34,551	\$ 35,090	\$ 35,194	\$ 35,194
<b>Total Other Exp</b>	\$ 11,426	\$ 11,426	\$ 11,486	\$ 11,486
<b>Grand Total</b>	<b>\$ 45,977</b>	<b>\$ 46,516</b>	<b>\$ 46,680</b>	<b>\$ 46,680</b>

**PUBLIC SAFETY ~ Building Inspection**



**MISSION:**

The mission of the Building Inspection division is 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.

- 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.

**COMMUNITY VISION:**

Building Inspection provides the State-mandated inspection of all residential, commercial, and industrial construction activities occurring in the City. This division also provides plumbing inspections in the Pike Lake Utility District and Rubicon Sanitary District, where the City provides extraterritorial services. State-certified contract employees perform many division functions. In addition to mandated inspections this division provides erosion control inspection service, zoning enforcement service, and demand-response property maintenance inspections pursuant to local codes.

**PUBLIC SAFETY ~ Building Inspection**

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**2020 Department Detail Information**

**BUILDING INSPECTIONS ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Estimate</b>
<b>440000.44250 Building Permits</b>	\$ 169,545	\$ 120,000	\$ 130,000	\$ 155,000
<b>440000.44320 Electrical Permits</b>	\$ 56,275	\$ 32,000	\$ 40,000	\$ 32,000
<b>440000.44330 Plumbing Permits</b>	\$ 67,798	\$ 35,000	\$ 36,000	\$ 32,000
<b>440000.44380 Erosion Control Fees</b>	\$ 7,520	\$ 6,000	\$ 7,000	\$ 6,000
<b>440000.44390 Building Misc. Permits</b>	\$ 46,586	\$ 30,000	\$ 34,000	\$ 32,000
<b>44000.44430 Sign Fees</b>	\$ 2,635	\$ 2,500	\$ 2,500	\$ 2,500
<b>442100.44125 Wts. &amp; Measures License</b>	\$ 187	\$ 200	\$ 200	\$ 200
<b>449100.45192 Processing Fee</b>	\$ 2,615	\$ 1,500	\$ 1,800	\$ 1,500
<b>460000.46157 Wts. &amp; Measures Inspec.</b>	\$ -	\$ 4,800	\$ 4,800	\$ 4,800
<b>460000.48890 Other Misc. Revenues</b>	\$ 210	\$ 500	\$ 500	\$ 500
<b>Total Building Inspection</b>	<b>\$ 353,371</b>	<b>\$ 232,500</b>	<b>\$ 256,800</b>	<b>\$ 266,500</b>

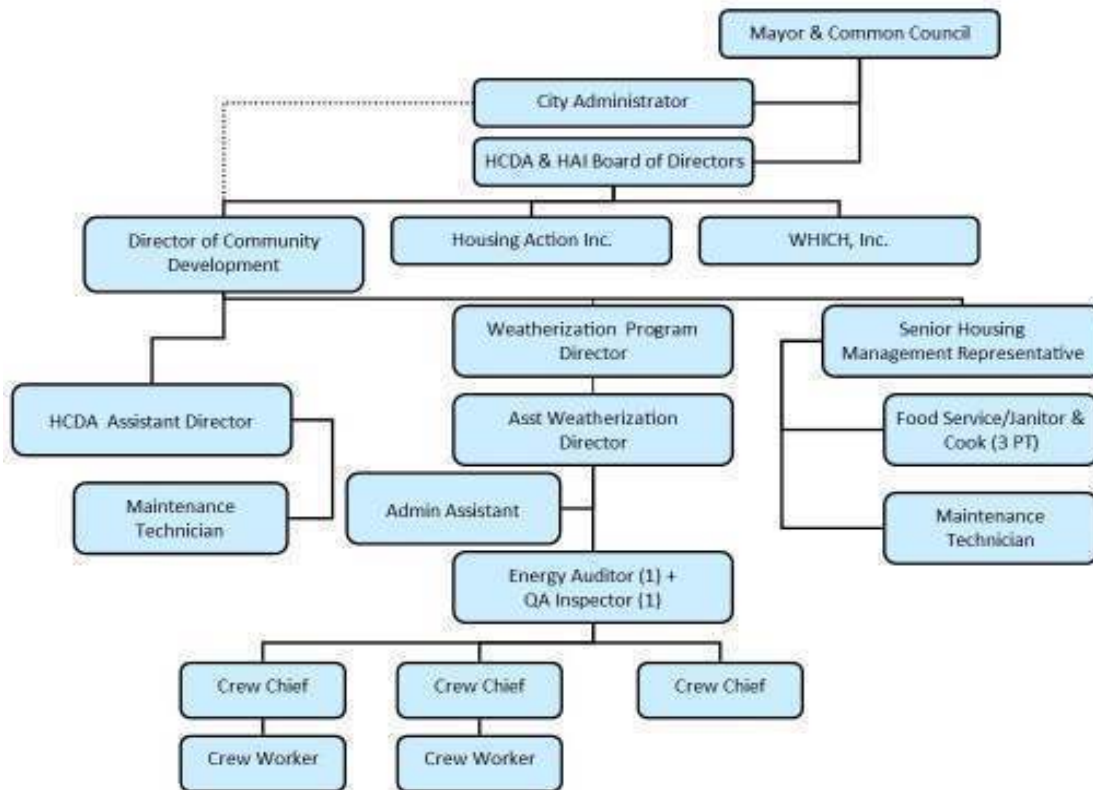
## 2020 Department Detail Information

### BUILDING INSPECTIONS ~ Summary

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>	<b>Gen. Fund</b>
<b>Labor</b>	\$ 72,932	\$ 73,852	\$ 74,152	74,152
<b>Operations And Maintenance</b>	\$ 139,965	\$ 144,965	\$ 144,982	144,982
<b>Operations And Maintenance</b>	\$ 4,800	\$ 4,800	\$ 4,800	4,800
<b>Grand Total</b>	<b>\$ 217,697</b>	<b>\$ 223,617</b>	<b>\$ 223,934</b>	<b>\$ 223,934</b>
<b>Total Sal/FB</b>	\$ 72,932	\$ 73,852	\$ 74,152	\$ 74,152
<b>Total Other Exp</b>	\$ 144,765	\$ 149,765	\$ 149,782	\$ 149,782
<b>Grand Total</b>	<b>\$ 217,697</b>	<b>\$ 223,617</b>	<b>\$ 223,934</b>	<b>\$ 223,934</b>



## GENERAL GOVERNMENT ~ Community Development Authority



### MISSION:

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 112 elderly 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.

- Provide affordable housing with and without rent assistance to an average of 150 low income households each month.
- Weatherize an average of 10 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.

**GENERAL GOVERNMENT ~ Community Development Authority**

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**2020 Department Detail Information**

**HARTFORD CDA ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>
464830.47483 Interfund Revenues	\$ -	\$ -	\$ -	\$ -
481100.48111 Interest Revenues	\$ 11,421	\$ 18,000	\$ 15,000	\$ 12,000
493000.49997 Fund Balance Appropriated	\$ -	\$ 31,397	\$ 29,626	\$ 24,036
<b>TOTAL</b>	<b>\$ 11,421</b>	<b>\$ 49,397</b>	<b>\$ 44,626</b>	<b>\$ 36,036</b>

GENERAL GOVERNMENT ~ Community Development Authority

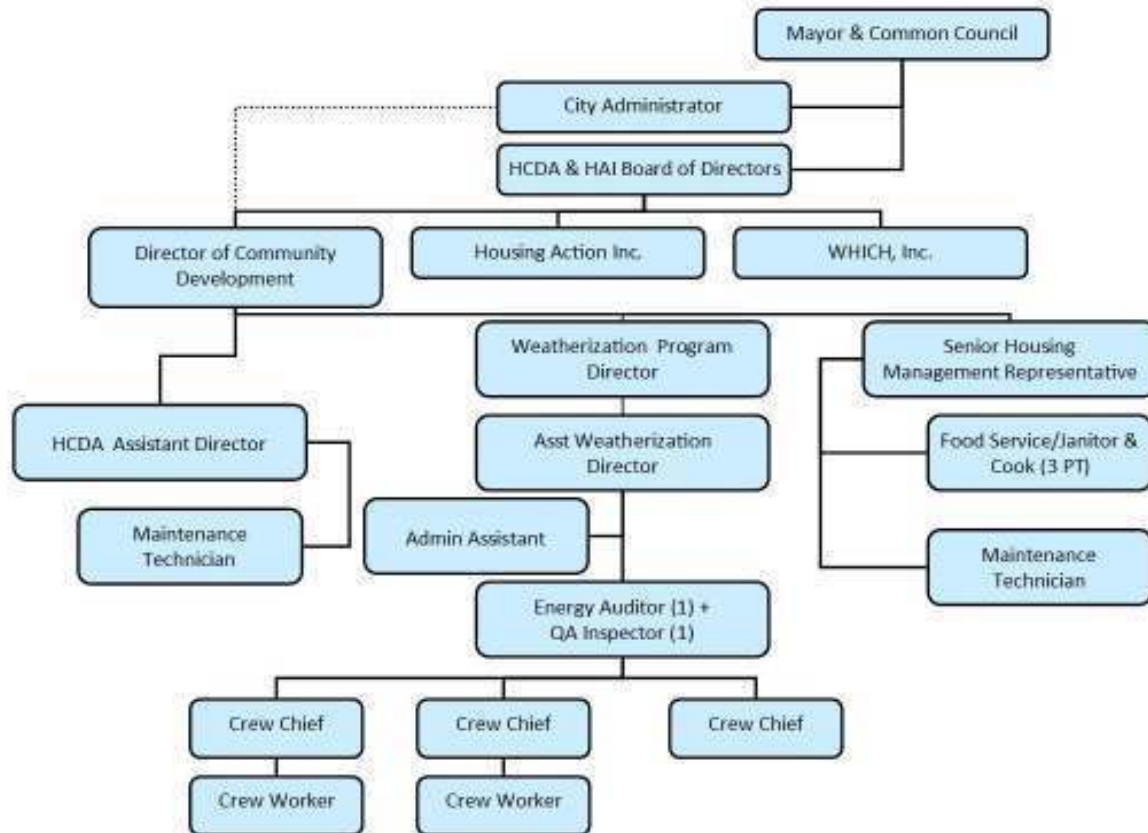
2020 Department Detail Information

HARTFORD CDA ~ Summary

	2018 Actual	2019 Budget	2020	Gen. Fund	Water	Sewer	Other
Saleries And Wages	\$ 5,269	\$ 5,269	\$ 5,420	-	-	-	5,420
Fringe Benefits	\$ 3,815	\$ 3,826	\$ 3,695	-	-	-	3,695
Supplies And Materials	\$ 1,500	\$ 1,000	\$ -	-			-
Staff Development Expenses	\$ 450	\$ 400	\$ -	-			-
General & Admin. Expenses	\$ 3,950	\$ 3,250	\$ 1,300	-			1,300
Contract Services	\$ 2,601	\$ 2,000	\$ -	-			-
Sundry Operations & Maint.	\$ 6,514	\$ 6,514	\$ 6,644	-			6,644
Debt Service Payments	\$ 11,663	\$ 6,620	\$ 4,055	-			4,055
Salaries And Wages	\$ -	\$ -	\$ -	-			-
Fringe Benefits	\$ -	\$ -	\$ -	-			-
Transfers to Other Funds	\$ -	\$ -	\$ -	-			-
Operating Transfers	\$ 13,739	\$ 15,747	\$ 14,922	-			14,922
<b>Grand Total</b>	<b>\$ 49,501</b>	<b>\$ 44,626</b>	<b>\$ 36,036</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,036</b>
Total Sal/FB	\$ 9,084	\$ 9,095	\$ 9,115	\$ -	\$ -	\$ -	\$ 9,115
Total Other Exp	\$ 40,417	\$ 35,531	\$ 26,921	\$ -	\$ -	\$ -	\$ 26,921
<b>Grand Total</b>	<b>\$ 49,501</b>	<b>\$ 44,626</b>	<b>\$ 36,036</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,036</b>

## GENERAL GOVERNMENT ~ Harthaven

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### MISSION:

Harthaven is a 62-unit apartment building for seniors. Harthaven I offers 45 rent-assisted one bedroom units to seniors 62 and up. Harthaven II offers 17 market rate one bedroom units to seniors 55 and up. Amenities for both Harthaven I and II include a smoke-free building, an elevator, two community rooms, laundry facilities and on-street parking.

- Provide affordable housing with and without rent assistance to 62 low and moderate income senior households each month.

GENERAL GOVERNMENT ~ Harthaven

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2020 Department Detail Information

HARTHAVEN ~ Revenue

	2017 Actual	2018 Actual	2019 Budget	2020
480100.48890 Other Misc. Revenues	\$ 12,955	\$ 12,000	\$ 12,000	\$ 12,000
481100.48110 Interest On Investments	\$ 36	\$ 15	\$ 50	\$ 100
482001.48222 Rent Residential	\$ 290,110	\$ 292,000	\$ 301,000	\$ 301,000
482001.48224 Rent Assistance	\$ 164,287	\$ 165,000	\$ 160,000	\$ 175,000
492000.49997 Fund Balance Appropriated	\$ -	\$ (64,681)	\$ (67,338)	\$ (95,123)
<b>TOTAL</b>	<b>\$ 467,388</b>	<b>\$ 404,334</b>	<b>\$ 405,712</b>	<b>\$ 392,977</b>

2020 Department Detail Information

HARTHAVEN ~ Summary

	2018 Actual	2019 Budget	2020	Gen. Fund	Water	Other
Saleries And Wages	\$ 43,987	\$ 45,247	\$ 39,747	-	-	39,747
Fringe Benefits	\$ 30,092	\$ 34,915	\$ 28,046	-	-	28,046
Supplies & Materials	\$ 1,000	\$ 1,000	\$ 2,000	-		2,000
Staff Development Expenses	\$ 350	\$ 350	\$ 350	-		350
General & Admin. Expenses	\$ 74,375	\$ 74,375	\$ 78,575	-		78,575
Contract Services	\$ 13,860	\$ 13,860	\$ 7,600	-		7,600
Sundry Operations And Maint.	\$ 47,671	\$ 47,092	\$ 47,187	-		47,187
Debt Service Payments	\$ 16,670	\$ 12,258	\$ 8,828	-		8,828
Saleries And Wages	\$ 32,081	\$ 33,390	\$ 34,321	-		34,321
Fringe Benefits	\$ 20,148	\$ 20,325	\$ 19,673	-		19,673
Supplies And Materials	\$ 11,700	\$ 10,500	\$ 10,500	-		10,500
General & Admin. Expenses	\$ 500	\$ 500	\$ 750	-		750
Contact Services	\$ 22,000	\$ 22,000	\$ 25,500	-		25,500
Management Services	\$ 89,900	\$ 89,900	\$ 89,900	-		89,900
<b>Grand Total</b>	<b>\$ 404,334</b>	<b>\$ 405,712</b>	<b>\$ 392,977</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 392,977</b>
Total Sal/FB	\$ 126,308	\$ 133,877	\$ 121,787	\$ -	\$ -	\$ 121,787
Total Other Exp	\$ 278,026	\$ 271,835	\$ 271,190	\$ -	\$ -	\$ 271,190
<b>Grand Total</b>	<b>\$ 404,334</b>	<b>\$ 405,712</b>	<b>\$ 392,977</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 392,977</b>



**MISSION:**

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.

- Provide housing rehab loans to three low/moderate income households.
- Maintain 95% or better housing loan collection rate.

**GENERAL GOVERNMENT ~ Rehabilitation Loan Fund**

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**2020 Department Detail Information**

**DEVELOPMENT LOAN PROGRAMS ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>
481400.48111 Interest Revenues	\$ 619	\$ 500	\$ 750	\$ 600
481500.48110 Interest On Investments	\$ 1,223	\$ 1,480	\$ 1,100	\$ 1,100
493000.49997 Fund Balance Appropriated	\$ -	\$ -	\$ 299	\$ (439)
<b>TOTAL</b>	<b>\$ 1,842</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>



**GENERAL GOVERNMENT ~ Rehabilitation Loan Fund**

**2020 Department Detail Information**

**DEVELOPMENT LOAN PROGRAM ~ Summary**

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>	<b>Gen. Fund</b>	<b>Water</b>	<b>Sewer</b>	<b>Other</b>
<b>Labor</b>	\$ 1,980	\$ 2,149	\$ 1,261	-	-	-	-
<b>Operations And Maintenance</b>	\$ -	\$ -	\$ -	-	-	-	-
<b>Grand Total</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Sal/FB</b>	\$ 1,980	\$ 2,149	\$ 1,261	-	-	-	-
<b>Total Other Exp</b>	\$ -	\$ -	\$ -	-	-	-	-
<b>Grand Total</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**MISSION:**

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.

- 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.

**GENERAL GOVERNMENT ~ Revitalization Loan Fund**

**2020 Department Detail Information**

**DEVELOPMENT LOAN PROGRAMS ~ Revenue**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>
481400.48111 Interest Revenues	\$ 4,582	\$ 5,000	\$ 7,500	\$ 2,500
481500.48110 Interest On Investments	\$ 1,837	\$ 1,500	\$ 1,500	\$ 1,500
493000.49997 Fund Balance Appropriated	\$ -	\$ (4,520)	\$ (6,851)	\$ (2,739)
<b>TOTAL</b>	<b>\$ 6,419</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>

**GENERAL GOVERNMENT ~ Revitalization Loan Fund**

**2020 Department Detail Information**

**DEVELOPMENT LOAN PROGRAM ~ Summary**

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020</b>	<b>Gen. Fund</b>	<b>Water</b>	<b>Sewer</b>	<b>Other</b>
<b>Labor</b>	\$ 1,980	\$ 2,149	\$ 1,261	-	-	-	1,261
<b>Operations And Maintenance</b>	\$ -	\$ -	\$ -	-	-	-	-
<b>Debt Service Payments</b>	\$ -	\$ -	\$ -	-	-	-	-
<b>Grand Total</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,261</b>
<b>Total Sal/FB</b>	\$ 1,980	\$ 2,149	\$ 1,261	\$ -	\$ -	\$ -	1,261
<b>Total Other Exp</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Grand Total</b>	<b>\$ 1,980</b>	<b>\$ 2,149</b>	<b>\$ 1,261</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,261</b>