



Agenda
General Government Committee
Thursday, December 6, 2018 – 5:00 p.m.
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

For information regarding access for the disabled please call 935-0399.

Any subject on this agenda may become an action item.

- | | |
|----|--|
| 1 | Call to order. |
| 2 | Roll Call. |
| 3 | Approve the agenda for this December 6, 2018 meeting. |
| 4 | Approve the minutes of the October 4, 2018 meeting. |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 6 | Pay Grade reclassification for the Deputy County Clerk. |
| 7 | Employment Activity Report. |
| 8 | Consider a Quit Claim Deed Transfer of parcel 216-0603 to Vestibule Investments of Iowa County, LLC to correct an encroachment issue. |
| 9 | September 30, 2018 Financial Reports. |
| 10 | Motion to convene in closed session pursuant to section 19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Bloomfield Administrator contract.) |
| 11 | Motion to return to open session. |
| 12 | Possible action on closed session item. |
| 13 | Set date and time for next meeting. (January 3, 2019) |
| 14 | Adjournment. |

Posting verified by the County Clerk's Office: Date: 11/29/18 Initials: GK

	Unapproved Minutes General Government Committee Thursday, October 4, 2018 – 5:00 pm Health & Human Services Center – Community Room 303 W. Chapel Street Dodgeville, Wisconsin	Iowa County Wisconsin
1	Chair Ron Benish called the meeting to order at 5:01 p.m.	
2	- Roll Call. Members present: Supervisors Ronald Benish, Curt Peterson, Stephen Deal and James Griffiths. Sup. Judy Lindholm was excused. - Others Present: Bruce Haag, Bruce Paull, Allison Leitzinger, Larry Bierke and Greg Klusendorf.	
3	Sup. Griffith moved to approve the agenda for this October 4, 2018 meeting. Sup. Peterson seconded the motion. Carried. Aye-4 Nay-0	
4	Sup. Deal moved to approve the minutes of the September 6, 2018 meeting. Sup. Griffiths seconded the motion. Carried. Aye-4 Nay-0	
5	Comments: - Bruce Paull informed the committee that the PACE Program is having trouble getting a quorum for their meetings. He will keep the committee updated. - Chair Benish informed the committee that the management team at the Iowa County Airport resigned because their employee left to take a different job.	
6	Sup. Deal moved to approve the Resolution Adjusting the Classification and Compensation Pay Plan Structure and to forward it to the Executive Committee for action. Sup. Peterson seconded the motion. Carried. Aye-4 Nay-0	
7	2019 Dental Insurance. Sup. Griffiths moved to accept the dental plan from Ameritas and to forward it to the Executive Committee for action. Sup. Deal seconded the motion. Carried. Aye-4 Nay-0	
8	Allison reviewed the Employment Activity Report with the committee.	
9	The next meeting date is November 1, 2018 at 5:00 p.m.	
10	Sup. Peterson moved to adjourn the meeting. Sup. Griffiths seconded the motion. Carried. Aye-4 Nay-0 Meeting adjourned at 5:32 p.m.	
Minutes by Greg Klusendorf		

AGENDA ITEM COVER SHEET

Title: Pay Grade reclassification for the Deputy County Clerk

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

A big change for the position is the Statewide Voters Registration System (WisVote). The overall responsibility and knowledge for the election system is completed by this position. The enhanced responsibilities include taking the lead with respect to maintaining the database of registered voters for 23 municipalities in the county, organizes elections online for voter information on candidates and races, determines correct ward and district for voters based upon map boundaries, continuous updating regarding election administration laws, tracts the date of all absentee ballots sent and returned and enters all voter registration forms for the municipalities and enters all voters who voted in each election.

Carlson Dettmann Consulting reviewed the revised essential functions of this position and is recommending a Grade H classification.

RECOMMENDATIONS (IF ANY):

The County Clerk is recommending the reclassification.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

If the Committee and Board approves the request there will be a fiscal impact beginning December 19th. My 2019 wage line item will be over budget, but it will not impact my overall department budget as the increase will be made up in other areas of the budget, the most likely area being the election budget.

2019 budget impact is \$2,074.25

2018 budget impact is \$21.66

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 Minutes

COMPLETED BY: Greg Klusendorf

DEPT: County Clerk

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY

DESCRIPTION OF DAILY DUTIES

JOB TITLE: Deputy County Clerk/Elections Specialist

DEPARTMENT / SECTION: County Clerk

DIVISION: County Clerk

ACCOUNTABLE TO: County Clerk

DATE REVIEWED: Revised

PURPOSE OF POSITION:

The Deputy County Clerk/Election Specialist shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of absence or of a vacancy of the clerk, shall perform all the duties of the clerk. These duties are secretarial, accounting, budget and tax administration, acting as an agent of the state in matters concerning elections, issuing marriage licenses and issuing dog licenses and other miscellaneous statutory responsibilities related to legal actions, tax deeds, and contracts as required under Wisconsin State Statute 59.23. The position also maintains the Statewide Voter Registration System.

Daily Tasks	DESCRIPTION	%
1.	Performs duties imposed on the clerk in relation to the notification of elections such as publishing notices of elections, preparing and distribution of ballots, poll lists, and other supplies to all municipal clerks, receives election supplies from the municipal clerks after elections, enters the election canvass, certification of results.	
2.	Statewide Voters Registration System (WisVote) – takes the lead with respect to maintaining the database of registered voters for 23 municipalities in the county, organizes elections online for voter information on candidates and races, determines correct ward and district for voters based upon map boundaries, continuous updating regarding election administration laws. Tracks the dates of all absentee ballots sent and returned for all 23 municipalities. Enters all the voter registration forms for the municipalities and enters all voters who voted in each election.	
3.	Issuance of marriage licenses including inputting the marriage application into the state system, ordering supplies and reconciling the marriage license fees to the General Ledger.	
4.	Requisitions, records numbers and distributes dog licenses to local treasurers, maintains countywide dog license records, collects	

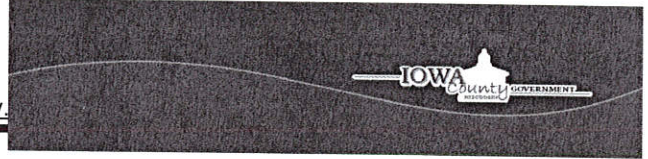
	settlement fees from the municipal treasurers, prepares the annual report to DATCP and reconciles the amount to the General Ledger.	
5.	Assist with data entry of payroll for county departments.	
6.	Summarizes all the county meetings for the quarterly County Board payroll.	
7.	Maintains a copy of the car insurance of all county employees in order for the county to pay them mileage. Has to make sure the insurance is up to date.	
8.	Processes all the vouchers for all departments except for Bloomfield, Highway and Social Services/ADRC, pays and files the vouchers and corresponding paperwork.	
9.	Central purchasing of office supplies for County Departments, which includes evaluating bids for the purchase of supplies such as paper and other items. Evaluate vendors to determining those that best meet the county's needs at the lowest cost and bills appropriate departments and accounts for items purchased.	
10.	Evaluates price and quality and orders furniture for Environmental Services as needed.	
11.	Reconciles the county credit card at the end of each month, charges each department's purchases to the proper account, writes up the voucher and pays the bill.	
12.	Sends out the W-9 Forms to new vendors, maintains the W-9 forms and codes the vendor files in the financial software.	
13.	Type correspondence, forms, letters, agendas, and performs other clerical support for the County Clerk, County Board Chairman, County Board and/or Committees.	
14.	Schedule meetings in the county meeting rooms.	
15.	Maintains all Facility Permit Application Forms for use of county meeting rooms by outside groups.	
16.	Assist in posting, collecting and filing all committee agendas and committee minutes.	
17.	Assist in posting all agendas and minutes to the County website.	
18.	Assist the County Clerk in the soliciting of bids.	
19.	Assist the County Clerk in all aspects of county insurance (property &	

	liability).	
20.	Prepare and maintains the annual county directory.	
21.	Prepare and compile the County Board Proceedings book.	
22.	Assist the County Clerk in the preparation of the budget for the Clerk's office.	
23.	Maintain and collect all tourism information and make it available to the public.	
24.	Works with county maintenance in ordering supplies, contacting vendors when needed and other tasks as needed.	
25.	Reconciles, prepares vouchers and pays municipal libraries for library service to Iowa County residents.	
26.	Prepares vouchers and pays all County cemeteries for the care of Veterans graves.	
27.	Maintains Courthouse postage meter, ensures adequate funds are deposited for use, updates postage meter due to changes in Postal Service rates and other updates, maintains adequate supplies for the meter, charges back postage to all departments. Sorts the mail for courthouse offices.	
28.	Assist in the payment of DNR Snowmobile Trail Maintenance grants to Iowa County Snowmobile Clubs.	
29.	Issue Intent to Cut Notices, files and mails copies to the Town Board Chairperson and the DNR.	
30.	Compiles and fills out tax apportionment sheets and forwards to all County Municipalities.	
31.	Maintains Courthouse key inventory, distributes, and receives keys.	
32.	Greets visitors, in person or by telephone, ascertains nature of business and conducts the visitors to the appropriate person or department.	

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.gov



TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: November 28, 2018
RE: Employment Activity Report

Outlined below is the employment activity for October/November 2018:

- Dispatcher/Correctional Officer (3 vacancies) – New hires started on 11/20, and 11/27.
- Patrol Deputy (3 vacancies) –New hires started on 10/19 and 11/26. 1 candidate in the background process.
- Highway Accounting Specialist – First review scheduled for November 30.
- Highway Section Maintenance Patrol (2 vacancies) – First review scheduled for November 30.
- ADRC Taxi Driver – First review scheduled for December 7.
- Deputy Treasurer – First review scheduled for December 14.
- Finance Accountant Specialist – New recruitment starting soon.
- Child Support Department Assistant – First review scheduled for December 17.
- Social Services Department Assistant – New hire started November 19.
- Bloomfield Healthcare MDS Nurse – New hire started November 19.
- Bloomfield Healthcare Nurse Manager – Interviews were held in October.
- Bloomfield Healthcare Certified Nursing Assistants — 3 New hire started in October, 2 new hires started in November. 2 New hires starting in December.
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment
- Bloomfield Healthcare Dietary Aide – New hire started on October 9.
- Bloomfield Healthcare Laundry/Housekeeping – Candidate in background process.

AGENDA ITEM COVER SHEET

Title: Vestibule Investments Lot Line

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Vestibule Investments, LLC owns a property on Highway 23 in the City of Dodgeville (between Dodgeville community sign and Casey's Market). The property has a building located on it and the building is for sale. Iowa County owns the lot with the community sign on it directly next to the Vestibule Investments property. The lot line separating our two properties is directly under the Vestibule Investments building.

Vestibule Investments, LLC would like Iowa County to assist in "cleaning up" the lot lines by deeding the property under their building to them. The Highway Commissioner and I have discussed the impact and would prefer to see the road right of way maintained. Vestibule Investments has incorporated our request into their proposal.

Since the remaining parcel would be very small, I have asked Vestibule Investments to request the County deed the entire parcel to them. Enclosed are maps of that transaction. Vestibule Investments would further deed a portion of the property to the public (City of Dodgeville) and offer the City an easement to maintain the City Sign.

Bottom line: This would relieve the County from involvement in maintaining a small lot, fix a private non-conforming lot, and provide the City of Dodgeville with an official easement to access/maintain their community sign.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached are several maps intended to provide you with information about the site and location of the existing and proposed lot line locations.

FISCAL IMPACT:

Should Iowa County move forward with approval of the request, the property would be transferred from Iowa County ownership to Vestibule Investments, LLC. This would not have a fiscal impact to Iowa County.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

A graphic scale bar with markings at 0, 50', 100', 200', and 400'. The bar is divided into four equal segments, each representing 100 feet. The segments are colored in a checkerboard pattern: black, white, black, and white from left to right.



preliminary

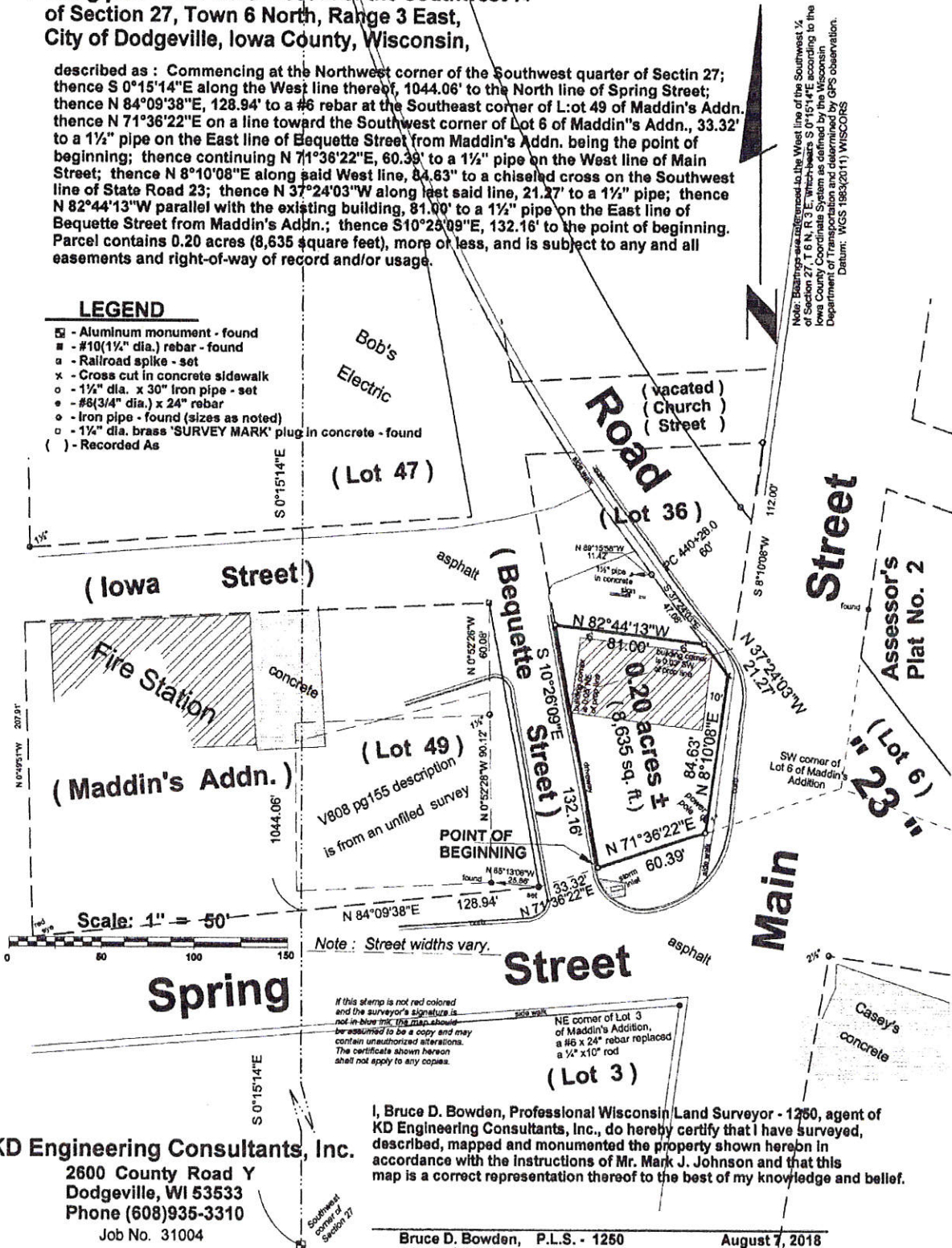
Plat of Survey for Vestibule Investments

being part of the Northwest 1/4 of the Southwest 1/4 of Section 27, Town 6 North, Range 3 East, City of Dodgeville, Iowa County, Wisconsin,

described as : Commencing at the Northwest corner of the Southwest quarter of Section 27; thence S 0°15'14"E along the West line thereof, 1044.06' to the North line of Spring Street; thence N 84°09'38"E, 128.94' to a #6 rebar at the Southeast corner of Lot 49 of Maddin's Addn.; thence N 71°36'22"E on a line toward the Southwest corner of Lot 6 of Maddin's Addn., 33.32' to a 1 1/2" pipe on the East line of Bequette Street from Maddin's Addn. being the point of beginning; thence continuing N 71°36'22"E, 60.39' to a 1 1/2" pipe on the West line of Main Street; thence N 8°10'08"E along said West line, 84.63' to a chiseled cross on the Southwest line of State Road 23; thence N 37°24'03"W along said line, 21.27' to a 1 1/2" pipe; thence N 82°44'13"W parallel with the existing building, 81.00' to a 1 1/2" pipe on the East line of Bequette Street from Maddin's Addn.; thence S10°26'09"E, 132.16' to the point of beginning. Parcel contains 0.20 acres (8,635 square feet), more or less, and is subject to any and all easements and right-of-way of record and/or usage.

LEGEND

- - Aluminum monument - found
- - #10(1 1/2" dia.) rebar - found
- - Railroad spike - set
- x - Cross cut in concrete sidewalk
- - 1 1/2" dia. x 30" iron pipe - set
- - #8(3/4" dia.) x 24" rebar
- - Iron pipe - found (sizes as noted)
- - 1 1/2" dia. brass "SURVEY MARK" plug in concrete - found
- () - Recorded As



Note: Bearings were determined to the West line of the Southwest 1/4 of Section 27, T 6 N, R 3 E, which bears S 0°15'14"E according to the Iowa County Coordinate System as defined by the Wisconsin Department of Transportation and determined by GPS observation. Datum: WGS 1983(2011) WISCONSIN

KD Engineering Consultants, Inc.

2600 County Road Y
Dodgeville, WI 53533
Phone (608)935-3310

Job No. 31004

Bruce D. Bowden, P.L.S. - 1250
Agent of KD Engineering Consultants, Inc.

August 7, 2018

preliminary

Plat of Survey for Vestibule Investments

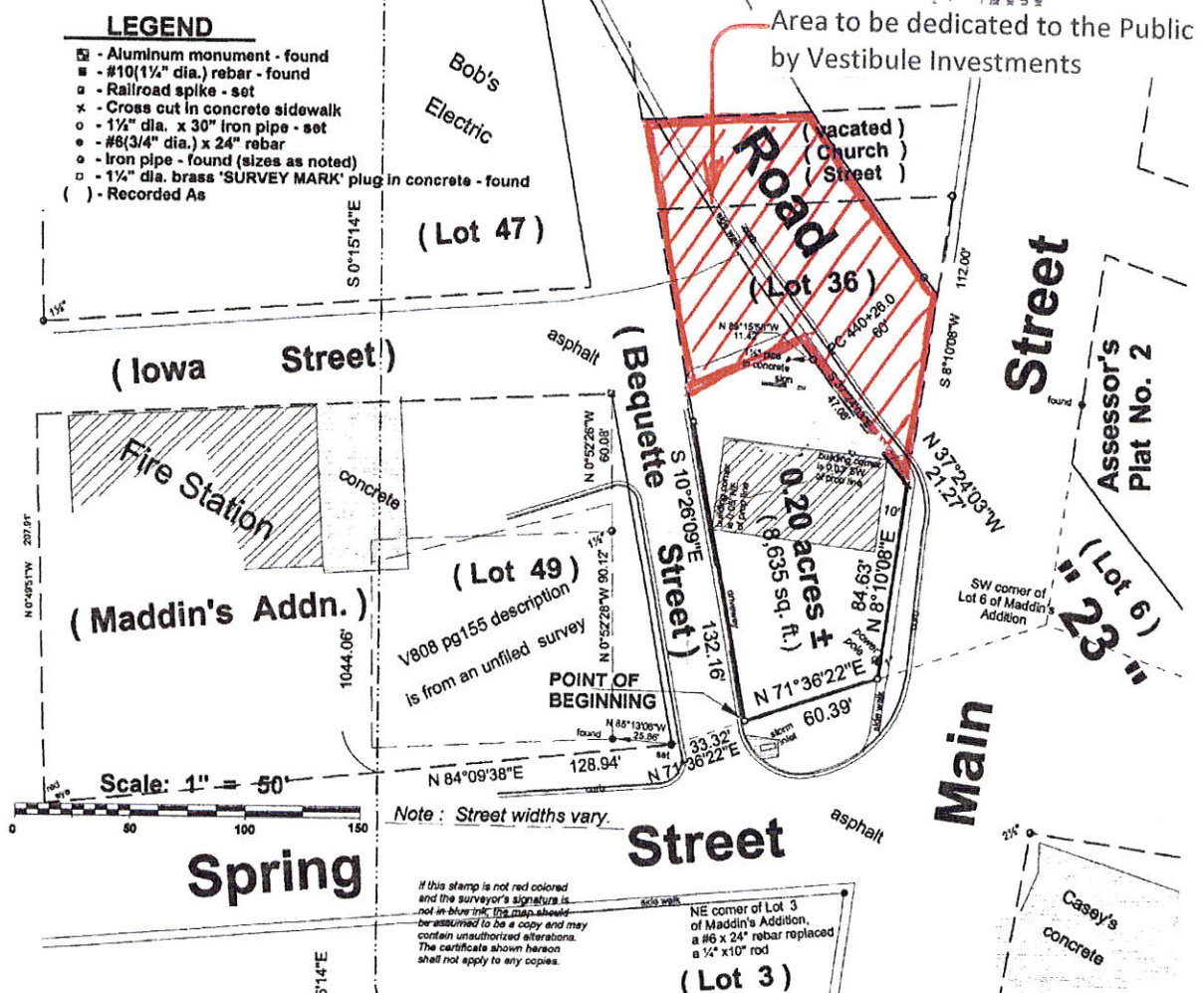
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Job No. 31004

I, Bruce D. Bowden, Professional Wisconsin Land Surveyor - 1250, agent of KD Engineering Consultants, Inc., do hereby certify that I have surveyed, described, mapped and monumented the property shown herein in accordance with the instructions of Mr. Mark J. Johnson and that this map is a correct representation thereof to the best of my knowledge and belief.

Bruce D. Bowden, P.L.S. - 1250
Agent of KD Engineering Consultants, Inc.

August 7, 2018

preliminary

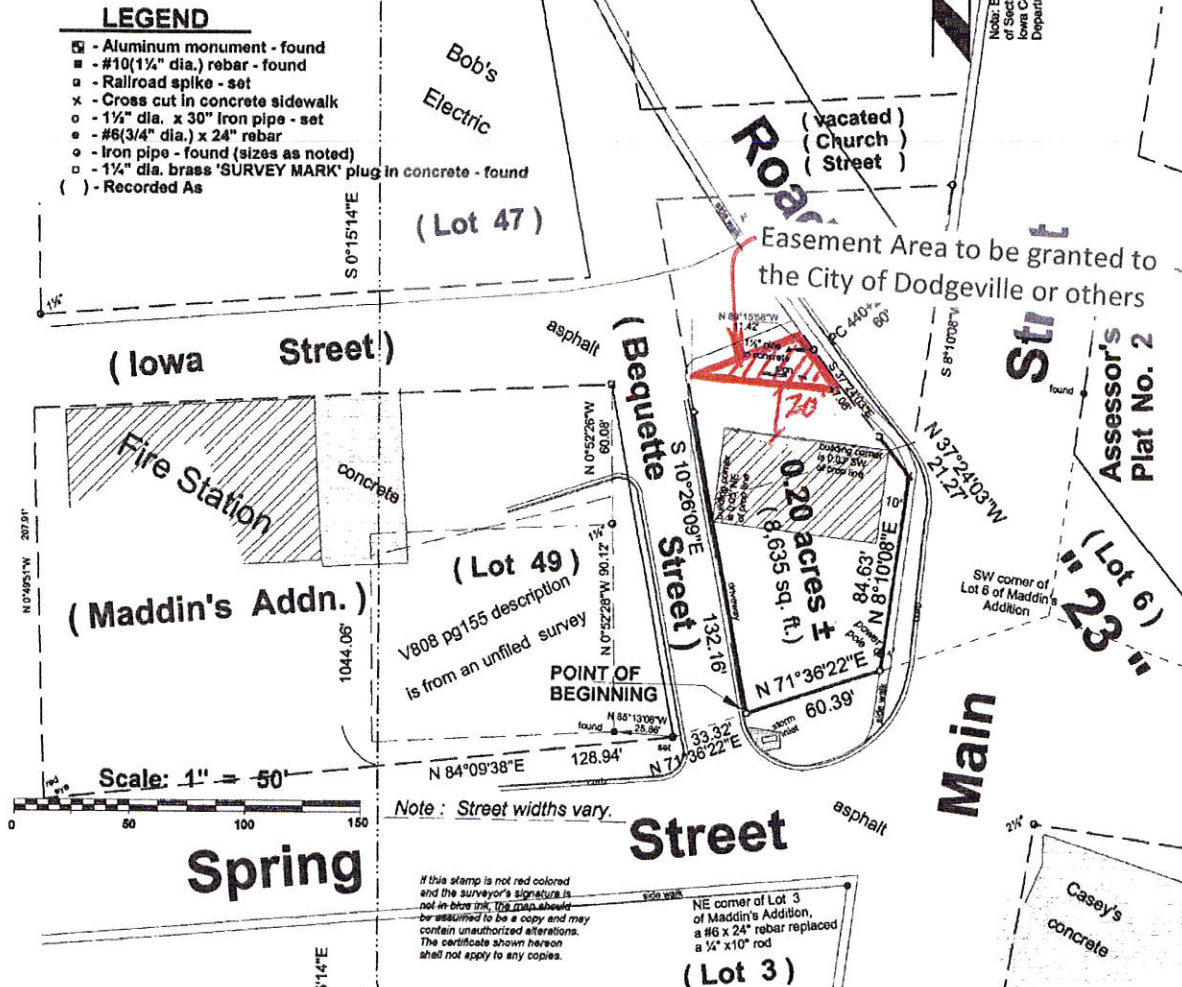
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August 7, 2018

preliminary

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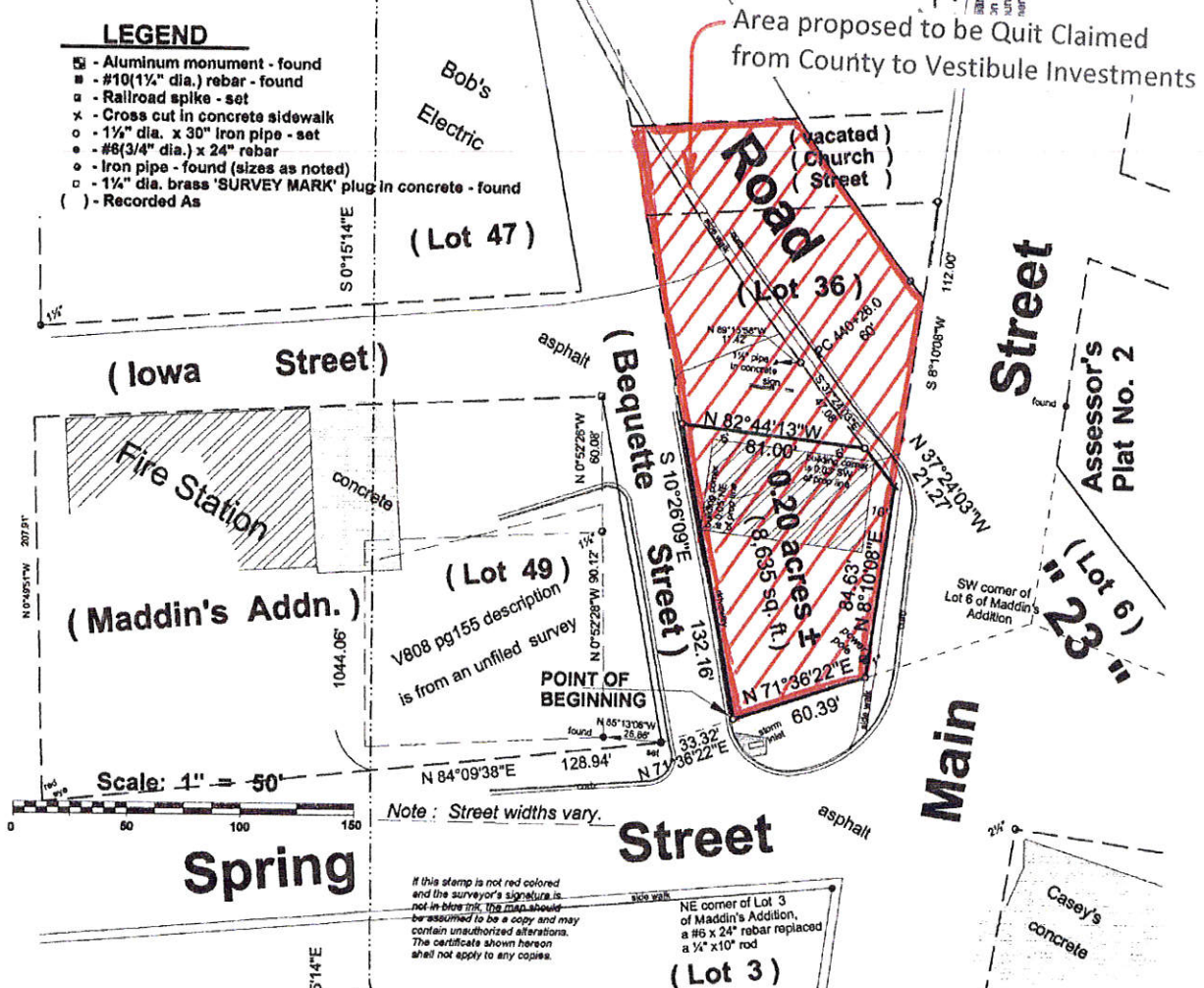
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Bruce D. Bowden, P.L.S. - 1250
Agent of KD Engineering Consultants, Inc.

August 7, 2018

AGENDA ITEM COVER SHEET

Title: 9-30-18 Financial Reports for the General Government Committee

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

9-30-18 Preliminary financial report with a comparison of budget to actual year-do-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 9/30/18 Financial Statements

FISCAL IMPACT:

None, status of the 2018 budgetary balances as of 9/30/18 - preliminary

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

	A	B	C	D	E	F	G	H
1	Iowa County - Financial Statement - includes Departments that report to the General Government Committee							
2	Preliminary - For the Period Ending September 30, 2018 (prepared 10/25/18)							
		<u>2018 Tax Levy Amount - Adopted & Fund Balance Applied</u>	<u>Budget Adjustments / Transfers</u>	<u>Carryovers From Prior Year</u>	<u>2018 Tax Levy + Budget Adjustments / Transfers / Carryovers</u>	<u>Revenues - other than Tax Levy</u>	<u>Expenditures</u>	<u>Excess (Deficiency) of Revenues over Expenditures</u>
3	<u>Department</u>							
4	<u>General Fund</u>							
5	County Board - Fire Suppression	2,000			2,000	-	-	2,000
6	Employee Relations Dept	127,000			127,000	1,281	89,219	39,062
7	Economic Development	120,575			120,575	-	56,500	64,075
8	Information Systems	573,038		60,515	633,553	-	368,148	265,405
9	County Treasurer - NOTE 1	(749,440)			(749,440)	1,062,458	144,313	168,705
10	Co Treasurer - Transfer from							
11	County Sales Tax Fund	(1,819,000)			(1,819,000)	-	-	(1,819,000)
12	County Clerk	183,725		2,228	185,953	19,077	195,141	9,889
13	Register of Deeds	17,000		20,137	37,137	168,144	125,740	79,541
14	Environmental Services	356,702			356,702	13,138	256,030	113,810
15	County Farm	(104,744)			(104,744)	6,020	3,365	(102,089)
16	County Insurance	42,714			42,714	216,453	266,953	(7,786)
17	Cultural-Aid to Libraries	325,307			325,307		325,307	-
18	Cultural-Library, Fair & Historical							
19	Society	32,932			32,932	-	32,932	-
20	Snowmobile/ATV	-			-	39,675	38,794	881
21	Total General Fund including aids to Libraries	(892,191)	-	82,880	(809,311)	1,526,246	1,902,442	(1,185,507)
22	<u>Special Revenue, Capital Funds & Internal Service Fund</u>							
23	Revolving Loan Fund				-	35,388	2,037	33,351
24	Capital Projects - Information Technology	110,000			110,000	-	-	110,000
25	Capital Projects - Court Security Project				-	-	-	-
26	Capital Projects - Environmental Services	351,000			351,000	-	65,633	285,367
27	Self-Insured Workers Comp				-	180,875	89,090	91,785
28								
29	Special Rev, Capital Funds & Internal Service FundTotal	461,000	-	-	461,000	216,263	156,760	520,503
30								
31	Total of All Funds	(431,191)	-	82,880	(348,311)	1,742,509	2,059,202	(665,004)
32								
33	Note 1: County Treasurer 2018 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids							
34								

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 9/30/18								
3	Expenditure - Compare Budget to Actual	2018 ADOPTED ANNUAL BUDGET	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 REVISED BUDGET	Total Department YTD Expenditures	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	02 COUNTY BOARD - Fire Suppression	\$ 2,000			\$ 2,000	\$ -	\$ 2,000	69%	
6	05 Employee Relations Department	\$ 127,000			\$ 127,000	\$ 89,219	\$ 37,781	69%	70%
7	14 ECONOMIC DEVELOPMENT	\$ 120,575			\$ 120,575	\$ 56,500	\$ 64,075	69%	47%
8	15 INFORMATION SYSTEMS	\$ 573,038		60,515	\$ 633,553	\$ 368,148	\$ 265,405	69%	58%
9	20 COUNTY TREASURER	\$ 216,872			\$ 216,872	\$ 144,313	\$ 72,559	69%	67%
10	22 COUNTY CLERK	\$ 204,882		2,228	\$ 207,110	\$ 195,141	\$ 11,969	69%	94%
11	30 REGISTER OF DEEDS	\$ 187,000		20,137	\$ 207,137	\$ 125,740	\$ 81,397	69%	61%
12	34 ENVIRONMENTAL SERVICES	\$ 368,602			\$ 368,602	\$ 256,030	\$ 112,572	69%	69%
13	35 COUNTY FARM	\$ 5,400			\$ 5,400	\$ 3,365	\$ 2,035	69%	62%
14	36 COUNTY INSURANCE - **	\$ 214,254			\$ 214,254	\$ 266,953	\$ (52,699)	69%	125%
15	72 CULTURAL-Aid to Public Libraries	\$ 325,307			\$ 325,307	\$ 325,307	\$ -	69%	100%
16	72 CULTURAL-Fair & Historical Soc	\$ 32,932			\$ 32,932	\$ 32,932	\$ -	69%	100%
17	73 SNOWMOBILE/ATV PROGRAM	\$ 27,850			\$ 27,850	\$ 38,794	\$ (10,944)	69%	139%
18									
19	TOTAL: GENERAL FUND	\$ 2,405,712	\$ -	\$ 82,880	\$ 2,488,592	\$ 1,902,442	\$ 586,150	69%	76%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 360,000			\$ 360,000		\$ 360,000	69%	0%
22	32 Capital Projects - Court Security Project						\$ -		
23	32 Capital Projects - Environmental Services	\$ 351,000			\$ 351,000	\$ 65,633	\$ 285,367	69%	19%
24									
25	TOTAL OF ALL FUNDS	\$ 3,116,712	\$ -	\$ 82,880	\$ 3,199,592	\$ 1,968,075	\$ 1,231,517	69%	62%
26									
27	Other:								
28	250 REVOLVING LOAN FUND								
29	18 REVOLVING LOAN FUND	\$ -			\$ -	\$ 2,037	\$ (2,037)	69%	
30	730 Self Insured Workers Comp								
31	37 SELF-INSURED WORKERS COMP				\$ -	\$ 89,090	\$ (89,090)	69%	
32									
33									
34	Total Other	\$ -	\$ -	\$ -	\$ -	\$ 91,127	\$ (91,127)	69%	
35									
36	TOTAL - All Funds and Other:	\$ 3,116,712	\$ -	\$ 82,880	\$ 3,199,592	\$ 2,059,202	\$ 1,140,390	69%	64%
37	Notes:								
38	YTD = Year-to-date								
39	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								