VILLAGE OF MCFARLAND

NOTICE OF PUBLIC MEETING

Village Board

Thursday, November 8, 2018 **5:30 PM** **McFarland Municipal Center**
Community Room

AGENDA

1. CALL TO ORDER.

2. ATTENDANCE/ROLL CALL.

3. PUBLIC APPEARANCES.

4. BUSINESS.
   a. Discussion and review of the 2019 Budget including the following sections:

      i. Changes since last distribution.

      ii. Presentation regarding the feasibility of future inclusion within the State Expenditure Restraint Program.

      iii. Review of the 2018 Municipal Levy Limit Worksheet as it relates to the proposed 2019 Budget.

      iv. Utilities Fund (600)

      v. Stormwater Utility Fund (605)

   b. Discussion and action regarding proposed changes to the 2019 Budget presented by Village Board members:

      i. General Fund (100):

         1) Add funding for consultant services within the Village Board budget.

         2) Reduce funding for training expenses within the Municipal Court budget.

         3) Reduce funding for training expenses within the Village Administrator budget.

         4) Reduce funding for support services within the Police Department budget.

         5) Reduce funding for a seasonal summer help position within the Public Works budget.

      ii. Library Fund (205):

         1) Funding for wages and benefits to support additional Youth Services Librarian position.

         2) Reduce funding for programming within the Library budget.

iii. Youth Center Fund (210):

1) Add funding for community groups within the Youth Center budget.

iv. Capital Projects Fund (400):

1) Reduce funding for consultant services within the Administration budget.

2) Funding for facility improvements to the Community Room within the Facility budget.

3) Funding for technology within the Police Department budget.

4) Reallocation of funding for general Equipment Acquisition within the Police Department.

5) Reallocation of funding for ambulance vehicle within the Fire and Rescue Department.

6) Reduce funding for technology within the Fire and Rescue Department.

7) Reduce funding for leased equipment within the Public Works Department.

8) Reduce funding for facility improvements within the Library budget.

9) Funding for property acquisition within the Parks budget.

10) Remove funding for Orchard Hill Park Development within the Parks budget.

v. Capital Projects Fund (400) & Parks Fund (405):

1) Reduce funding for Brandt Park Development within the Parks budget.

2) Reduce funding for McDaniel Park development within the Parks budget.

vi. Solid Waste Fund (610):

1) Add funding for yard waste services within the Solid Waste budget.

vii. Discussion and action regarding funding for changes to the proposed Organizational Structure for the Public Works Department.

c. Discussion regarding amended budget summary following review of Village Board requested changes.

5. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and review of the 2019 Budget including the following sections:**

PREVIOUS ACTION:

ISSUE SUMMARY:
The entire 2019 Budget as submitted by Staff was distributed to the Village Board for their review on September 24, 2018. Additionally the Utilities and Stormwater Utility Fund were distributed as of October 25, 2018 and redistributed on November 2, 2018. An electronic version of this information can be found at www.mcfarland.wi.us/budget. Each of the reviews to be conducted in this meeting are listed on the agenda. An electronic copy of each budget to be reviewed is also included in the packet if needed.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

2019 Budget Changes Since Distribution

Administrative Changes

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
10/26/2018	1	100	General	Rev	6	Public Works	State - Highway Aid	43530-000	386,750	419,250	32,500	(32,500)	-0.53%	(0.04)
10/30/2018	1	100	General	Exp	29	Comm Devel	Health Insurance	52400-130	26,750	28,750	(2,000)	(30,500)	-0.50%	(0.03)
10/26/2018	2	100	General	Exp	33	Public Works	Health Insurance	53000-130	55,000	62,500	(7,500)	(23,000)	-0.38%	(0.03)
10/26/2018	2	100	General	Exp	37	Parks	Health Insurance	55200-130	21,000	25,000	(4,000)	(19,000)	-0.31%	(0.02)
10/26/2018	2	205	Library	Exp	8	Library	Health Insurance	55110-130	101,000	98,000	3,000	(22,000)	-0.36%	(0.02)
											22,000	**6,077,500**	**-0.36%**	**6.75**

Notes Regarding Administrative Changes

Changes made October 26, 2018:

1 The State released the final payment information for General Transportation Aid in 2019 around October 1st. The Village realized a higher than expected share of these funds due in part to consistent local road investment, annexations, and county highway jurisdictional transfers.

2 The Open Enrollment period ended on Friday, October 26th and there are few changes to report based on plan electives employees choose during this time. The changes listed here were derived based on known inquiries; however, they have the full day of October 26th to apply for changes so any last minute changes will be accounted in the next change sheet.

Changes made October 30, 2018:

1 One final change to health insurance was received at the deadline during the open enrollment period. All other previously presented changes from October 26, 2018 remain as presented.

2019 Budget Changes Since Distribution

Proposed Changes to Public Works Department - Tax Levy Impact

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
11/01/2018	1	100	General	Exp	33	Public Works	Salaries	53000-110	259,750	264,500	(4,750)	(17,250)	-0.28%	(0.02)
11/01/2018	1	100	General	Exp	33	Public Works	Health Insurance	53000-130	62,500	63,500	(1,000)	(16,250)	-0.27%	(0.02)
11/01/2018	4	100	General	Exp	34	Public Works	Street Maintenance	53000-230	110,000	95,000	15,000	(31,250)	-0.51%	(0.03)
11/01/2018	4	100	General	Exp	34	Public Works	Street Lighting	53000-291	120,000	119,000	1,000	(32,250)	-0.53%	(0.04)
11/01/2018	2	100	General	Exp	37	Parks	Salaries	55200-110	125,500	150,000	(24,500)	(7,750)	-0.13%	(0.01)
11/01/2018	2	100	General	Exp	37	Parks	Health Insurance	55200-130	25,000	31,500	(6,500)	(1,250)	-0.02%	(0.00)
11/01/2018	2	100	General	Exp	37	Parks	Retirement	55200-131	8,750	9,500	(750)	(500)	-0.01%	(0.00)
11/01/2018	2	100	General	Exp	37	Parks	Social Security/Medicare	55200-132	13,000	13,500	(500)	0	0.00%	0.00
11/01/2018	3	610	SW	Exp	7	Solid Waste	Salaries	53620-110	32,000	40,000	(8,000)	8,000	0.13%	0.01
11/01/2018	3	610	SW	Exp	7	Solid Waste	Health Insurance	53620-130	5,500	7,500	(2,000)	10,000	0.16%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Refuse Collection	53620-212	245,500	243,000	2,500	7,500	0.12%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Recycling Collection	53620-213	163,500	161,000	2,500	5,000	0.08%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Yard Waste Services	53620-214	55,000	53,000	2,000	3,000	0.05%	0.00
11/01/2018	3	610	SW	Exp	8	Solid Waste	Operating Supplies	53620-340	4,000	2,500	1,500	1,500	0.02%	0.00
11/01/2018	3	610	SW	Exp	8	Solid Waste	Small Capital	53620-810	13,000	11,500	1,500	0	0.00%	0.00
											(22,000)	**6,099,500**	**0.00%**	**6.78**

Notes Regarding Changes to Public Works Department

Changes made November 1, 2018:

1 The Public Works budget within the General Fund would see 10% of the Parks Superintendent position's wages and benefits while also absorbing 2.5% of the Office Manager position. Given the low percentage allocation the only line items with material changes were Salaries and Health Insurance as the other benefit lines were not effected enough to change the original number. The total additional cost as a result of this allocation is $5,750.

2 The Parks budget within the General Fund would see 75% of the Parks Superintendent position's wages and benefits while absorbing 2.5% of the Office Manager position. It is noted again that the position is presented for funding as of July 1, 2019 and does not represent a full year's worth of funding. Given the higher percentage allocation, this affected more of the benefit line items as compared to Public Works. The total additional cost as a result of this allocation is $32,250.

2019 Budget Changes Since Distribution

Notes Regarding Changes to Public Works Department (continued)

3 The Office Manager position will add 10% of its personnel costs to the Solid Waste Fund and the Parks Superintendent will add 5%. This amounts to an additional $10,000 in wage and benefit expenses. To offset these additional expenses without adjusting revenues, other expenses within the fund were reduced dollar for dollar. None of these reductions will change service delivery. Lines 212-214 are all contracted services where we pay the actual of whatever the service is provided. The budget was originally submitted conservatively high to provide flexibility since these services depend on utilization which varies from year to year. A reduction here simply tightens up these line items but does not remove, lessen, or otherwise change the service to be provided. The remaining two are supply accounts in which slight reductions will not impede what is needed.

4 The Village will realize a higher than expected payment for Highway Aid from the State. After you deduct changes from health insurance open enrollment (detailed on the first page of these changes), there is $22,000 of revenue that can be applied to these position changes within the Public Works Department. However, that is not enough to balance the budget in order to make these changes. There are two additional expense cuts that are recommended in order to balance the budget: 1) $15,000 reduction in Street Maintenance; and 2) $1,000 reduction in Street Lighting. The reduction from the first change can be absorbed within the existing Capital Projects Fund budget for Street Maintenance which has an annual allocation in Fund 400 of $300,000. In each of the last two years this line item has not exceeded $200,000 in expenses leaving ample funding to address whatever street maintenance is needed. The reduction from the second change is small and still represents a 3.5% increase from the prior year. These changes allow the levy to return to the position it began while also adding the Office Manager position as of January 1st and the Parks Superintendent position as of July 1st next year.

2019 Budget Changes Since Distribution

Proposed Changes to Public Works Department - Utility Fund(s) Impacts

Fund	Name	Type	Service	Line Item Description	*Costs w/o Changes*	*Costs with Changes*	*Difference*	*Percentage Difference*
600	Utilities	Exp	Sewer	All Wages/Benefits	89,566	126,663	37,097	41.42%
600	Utilities	Exp	Water	All Wages/Benefits	183,613	220,711	37,098	20.20%
605	Storm	Exp	Stormwater	All Wages/Benefits	112,537	130,101	17,564	15.61%

	Sewer	Water	Storm	
Budgeted Increase	2.0%	0.0%	0.0%	Within each Budget as presented, there is a recommendation regarding the possibility for a rate increase based on the existing condition without the proposed Staffing changes. Only the Sewer Service rates are proposed to be increased by 2.0% to keep up spending in order to provide this service assuming no changes to the existing service delivery model. If nothing changes, revenues appear to be at appropriate levels to fund expenses for the Water and Stormwater services in 2019.
Proposed Increase	3.5%	3.5%	2.0%	The table above shows each of the three services and what the total wage and benefit costs are without making the proposed changes to the Public Works Department. It also shows the costs to each service with the changes that are proposed. The allocation for the Office Manager position is 35% to both Sewer and Water with the remaining 15% going to Stormwater. For the Parks Superintendent positon, the allocation is 2.5% each to Sewer and Water while 5% goes to Stormwater. This ***PROPOSED INCREASE*** line is meant to show by percentage how much additional revenue needs to be generated wtihin each service to support the additional expenses.
Projected Increase	5.5%	3.5%	2.0%	This final line adds up the percentage increase presented within the budget submittal with the proposed increase as a result of these changes to the Public Works Department.

Both the Utilities and Stormwater Utility are organized as Enterprise Funds. They operate differently than the other funds that are driven by taxes. Setting the rates for these services is unique in all three instances and in the case of the Water Service this is decided by the State Public Service Commission. The 2019 Budget for the Utilities Fund includes funding to conduct a rate study for both the Sewer and Water services in order to make recomendation on increases in 2019 and beyond. This work can very easily take into account the added costs for these positions in order to adjust rates to appropriate levels if the changes are ultimately approved. The current expenses for the proposed 2019 Budget for the Stormwater Utility Fund can pay for a similar rate study as well. The study would be completed through the Village Engineer, Auditor, and Village Staff in all cases with final determinations to proceed resting with the Village Board. If the changes to the structure of the Public Works Department are approved, then these additional wage and benefit expenses will be added to the 2019 Budget for each of these funds by service with the above listed percentage revenue increases to balance the budget.

MGS
11/1/2018

2019 Budget Changes Since Distribution

Village Board Changes Made as of November 8, 2018

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
				Rev							0	0	0.00%	0.00
				Rev							0	0	0.00%	0.00
				Exp							0	0	0.00%	0.00
				Exp							0	0	0.00%	0.00
											0	**6,099,500**	**0.00%**	**6.78**

Notes Regarding Village Board Changes

Changes made November 8, 2018:

1

Total Impact on TAX LEVY of all Budget Changes since Distribution ***0*** ***6,099,500*** ***0.00%*** ***6.78***

2019 Budget Changes Since Distribution

Original Submitted Budget Summary - September 24, 2018

	2018 Budget	2019 Budget	Difference vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION	867,401,900	942,837,708	75,435,808	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,849,048	3,850,607	9.87%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	899,988,660	71,585,201	8.64%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,099,500	228,000	3.88%
MUNICIPAL TAX RATE	7.09	6.78	(0.31)	-4.38%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,790.56*	*$ 25.72*
	6.10%	*1.46%*	

Amended Budget Summary following Village Board Review

*** Final Statement of Assessment released by WisDOR on October 16, 2018 which now adds the final total for Manufacturing values to the value already set by the Village BOR. Staff's estimate in September was $39,800 lower than the actual which does not equate to a material change in the tax rate.***

	2018 Budget	2019 Budget	Change vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION * **	867,401,900	942,877,508	75,475,608	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,850,857	3,852,416	9.88%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	900,026,651	71,623,192	8.65%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,099,500	228,000	3.88%
MUNICIPAL TAX RATE	7.09	6.78	-0.31	-4.38%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,790.49*	*$ 25.64*
	6.10%	*1.45%*	

MGS
11/1/2018

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer**

AGENDA ITEM: **Presentation regarding the feasibility of future inclusion within the State Expenditure Restraint Program.**

PREVIOUS ACTION:
N/A

ISSUE SUMMARY:
The expenditure restraint program is administered through the Wisconsin Department of Revenue as a program to provide aid to qualifying municipalities that limit growth in spending. A municipality qualifies for the ERP payment if they meet two conditions:

1. The municipal property tax rate must be at least five mills.

2. Its municipal budget for the year before payment has not increased over the prior year's budget by more than an inflation factor plus a valuation factor.

On Tuesday October 30, 2018, the Village received its official 2019 expenditure restraint budget limits letter, which is attached for reference. This requires that the Village general fund expenses and property tax levy transfers to the other funds, be no more than 4.4% from 2018. The current draft budget puts us within this limit, with an additional 20,000 before that limit will be reached. This is up slightly from last year's budget limit of 3.94%.based on the Village's growth. It is important to remember as you consider changes to the draft 2019 budget that expenditure restraint only deals with general fund total expenses and property tax levy transfers to other funds. Increases or decreases to the capital projects funds that affect 2019 borrowing, do not effect expenditure restraint.

FINANCIAL/BUDGET IMPACT:
The expenditure restraint payment is generally around $120,000.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No recommendation.

ATTACHMENTS:
1. 2019 Budget Limit Letter 13154

State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713

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October 30, 2018

CASSANDRA SUETTINGER
VILLAGE OF MCFARLAND
PO BOX 110
MC FARLAND WI 53558-0110

Notice of 2019 Budget Limit – 2020 Expenditure Restraint Program Payment

Notice Information

The Wisconsin Department of Revenue (DOR) is sending you the qualifying factors for the 2020 Expenditure Restraint Program (ERP) payment. These factors assume your 2018 municipal TID out property tax rate will be greater than five mills.

Municipality	VILLAGE OF MCFARLAND	**County**	DANE	**Co-muni Code**	13-154

Budget Limit Information

- To qualify for a payment, your municipality's net general fund budget increase from 2018 to 2019 must be **less than** 4.4 percent (*Line 9 below*) when rounded to the nearest hundredth (ex: 0.10 percent)
- Review the Form SL-203 instructions for reporting general fund budget expenditures located at: revenue.wi.gov/DORForms/erp-inst.pdf

Growth Factor Calculations	
1. Net new construction during 2017	30,226,200
2. 2017 total equalized value	883,717,700
3. Percent increase *(Line 1 divided by Line 2)*	3.420%
4. Adjustment factor	60%
5. Adjusted percent increase *(Line 3 multiplied by Line 4)*	2.052%
6. Maximum allowable increase	2%
7. Your growth factor *(lesser of Line 5 or Line 6)*	2.000%
8. Consumer price index *(increase from October 1, 2017 to September 30, 2018)*	2.4%
9. **Total Budget Growth Limit –** your municipality must be under this limit to qualify for a 2020 ERP payment *(sum of Lines 7 and 8 rounded to the nearest 0.10%) (sec. 79.05(2)(c), Wis. Stats.)*	4.4%

Contact Information

Questions? If you have questions, contact us at (608) 266-8618 or lgs@wisconsin.gov.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Review of the 2018 Municipal Levy Limit Worksheet as it relates to the proposed 2019 Budget.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Annually the Village must comply with tax levy limits that set how much money the Village can raise to support its budget. The formula works by picking up where the levy was approved the year prior and removing whatever debt service was applied as a an adjustment. A growth factor is applied for net new construction which the Village received 3.42% as a result of new development from the previous year. Then new adjustments for debt service and carry forward are applied to come up with the limit. There are three adjustments proposed for 2018 including the use of debt service, unused levy capacity from 2017, and for property annexed in 2018. As proposed, the budget is presented within the limitation set for our tax levy.

FINANCIAL/BUDGET IMPACT:
The levy limit for 2018 is presently set at $6,100,666 and the levy was initially proposed at $6,099,500 leaving approximately $1,166 of unspent funds.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action needed.

ATTACHMENTS:
1. 2018 Levy Limit DRAFT 10112018

DRAFT

Form SL-202m

2018 Municipal Levy Limit Worksheet

WI Dept of Revenue

Year	Co-muni Code	County / Municipality	Account No.	Report Type
2018	13154	County: DANE Municipality: VILLAGE OF MCFARLAND	0383	

Section A: Determination of 2018 Payable 2019 Allowable Levy Limit

1	2017 payable 2018 actual levy (not including tax increment) Note: Town, village, or city taxes do not include county or state special charges for purposes of calculating levy limits.	$5,871,501
2	Exclude prior year levy for unreimbursed expenses related to an emergency	$0
3	Exclude 2017 levy for new general obligation debt authorized **after** July 1, 2005	$1,332,500
4	2017 payable 2018 adjusted actual county levy *(Line 1 minus Lines 2 and 3)*	$4,539,001
5	0.00% growth plus terminated TID% (0) plus TID subtraction % (0) applied to 2017 adjusted actual levy	$4,539,001
6	Net new construction % (3.42) plus terminated TID% (0) plus TID subtraction % (0) applied to 2017 adjusted actual levy	$4,694,235
7	Greater of Line 5 or Line 6	$4,694,235
8	2018 levy limit before adjustments **less 2019 personal property aid** ($23,760.09)	$4,670,475
9	Total adjustments *(from Sec. D, Line S)*	$1,430,191
10	2018 payable 2019 allowable levy *(sum of Lines 8 and 9)*	$6,100,666
11	Higher levy approved by special resolution at a special meeting of Town electors	

Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f), Wis. Stats.)

1	Previous year's allowable levy	$5,885,442
2	Previous year's actual levy	$5,871,501
3	Previous year's unused levy *(Line 1 minus Line 2)*	$13,941
4	Previous year's actual levy $5,871,501 x 0.015	$88,073
5	**Allowable Increase *(lesser of Line 3 or Line 4)***	$13,941

Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)

1	2017 unused percentage	0.330%
2	2016 unused percentage	0.000%
3	2015 unused percentage	0.000%
4	2014 unused percentage	1.159%
5	PY unused percentage	0.000
6	Total unused percentage *(sum of lines 1 through 5)*	1.489%
7	Previous year actual levy due to valuation factor	$4,334,001
8	**Allowable Increase *(Line 6 multiplied by Line 7)***	$64,533

Section D: Adjustments to Allowable Levy Limit

		Additions	Subtractions
A	Increase for unused levy from previous year *(from Sec. B, Line 5)*	$13,941	
B	Decrease in 2019 debt service levy as compared to 2018 debt service levy for debt authorized **prior to** July 1, 2005		$0
C	Increase in 2019 debt service levy as compared to 2018 debt service levy for debt authorized **prior to** July 1, 2005	$0	
D	Increase for town, village, or city's share of refunded or rescinded taxes certified under sec. 74.41(5), Wis. Stats.	$0	
E	Debt service levy for general obligation debt authorized **after** July 1, 2005	$1,414,750	
F	Increase in 2018 payable 2019 levy approved by a referendum.	$0	
G	Amount levied in 2018 to pay unreimbursed expenses related to an emergency	$0	
H	Increase/decrease in costs associated with an intergovernmental cooperation agreement	$0	$0
I	Adjustment to 2018 payable 2019 levy for increase in charges assessed by a joint fire department	$0	
J	Adjustment to 2018 payable 2019 levy for transfer of services during 2018 **to** other governmental units		$0
K	Adjustment to 2018 payable 2019 for transfer of services during 2018 **from** other governmental units	$0	
L	Adjustment to 2018 payable 2019 levy for annexation of land during 2018 by a city or village *(towns only)*		
M	Adjustment to 2018 payable 2019 levy for annexation of land during 2018 from a town *(villages or cities only)*	$1,500	
N	Lease payment for lease revenue bond issued **before** July 1, 2005	$0	
O	Levy for shortfall for debt service on revenue bond issued under sec. 66.0621, Wis. Stats., or special assessment B bond issued under sec. 66.0713(4), Wis. Stats.	$0	
P	Increase in levy for shortfall in general fund due to loss of revenue from the sale of water or other commodity to a manufacturer that has discontinued operations	$0	
Q	Adjustment to 2018 payable 2019 levy for the adoption of a new fee or fee increase for covered services partly or wholly funded by levy in 2013		$0
R	Increase for unused levy carryforward from prior years *(from Sec. C, Line 8)*	$0	
S	**Total adjustments *(Sum of Lines A through R)***	$1,430,191	

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Utilities Fund (600)**

PREVIOUS ACTION:

The Public Utilities Committee met on October 30th to review and proposed budget and recommended approval with two changes:

1. Lower the MMSD treatment charges from $700,000 to $677,000 in line with their latest estimate (attached).
2. Reduce the expected revenue increase for next year from 4% down to 2%.

Both of these changes are reflected in the attached submittal.

ISSUE SUMMARY:

Enclosed is the draft submittal for the 2019 Budget of the Utilities fund which provides for sewer and water services. The attached copy is updated from the original submittal as changes were needed regarding the cost for treatment from MMSD. The original budget for this fund was submitted on October 25th and the Village's cost for this service was provided on October 29th. The actual cost projected was substantially less than originally thought leading to revised version. The reduced cost for water treatment lowered the need raise revenue next year regarding the sewer rates.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget - 600 Utilities Fund 10302018
2. 2019 McFarland Estimated MMSD Charges
3. MMSD service charges 2019

2019 Budget

Utilities

Fund #600

Summary

Village of McFarland

2019 Utility Fund Operating Budget

SUMMARY of SEWER SERVICE

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
REVENUES							
42000	Special Assessments	145,186	75,000	79,698	150,000	100,000	33.33%
46000	Public Charges for Services	1,080,415	1,096,500	478,141	1,086,896	1,119,500	2.10%
48000	Miscellaneous	590	1,000	121	500	500	-50.00%
49000	Other Financing Sources	0	230,750	0	132,750	59,250	-74.32%
	Total SEWER SERVICE Revenues	1,226,190	1,403,250	557,960	1,370,146	1,279,250	-8.84%

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
EXPENSES							
53610	ADMINISTRATION	218,101	234,750	124,289	204,633	227,000	-3.30%
53611	METER READING	19,104	27,000	1,159	26,750	26,250	-2.78%
53612	MISCELLANEOUS	134,230	82,500	17,900	20,000	21,000	-74.55%
53613	DEBT SERVICE	25,771	161,250	14,640	162,364	187,750	16.43%
53614	CAPITAL PROJECTS	0	132,750	0	132,750	59,250	-55.37%
53615	TRANSPORTATION	645,605	675,500	324,087	677,000	700,500	3.70%
53616	SYSTEM MAINTENANCE	78,332	90,000	16,858	62,500	57,500	-36.11%
	Total SEWER SERVICE Expenses	1,121,143	1,403,750	498,933	1,285,997	1,279,250	-8.87%
	Difference in SEWER Rev over Exp	**105,048**	**(500)**	**59,028**	**84,149**	**0**	

SUMMARY of WATER SERVICE

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
REVENUES							
42000	Special Assessments	135,570	75,000	91,313	150,000	120,000	60.00%
46000	Public Charges for Services	1,078,947	1,088,500	330,500	1,101,802	1,088,500	0.00%
48000	Miscellaneous	8,648	5,250	10,098	20,000	20,000	280.95%
49000	Other Financing Sources	0	384,750	0	482,750	605,000	57.24%
	Total WATER SERVICE Revenues	1,223,164	1,553,500	431,910	1,754,552	1,833,500	18.02%
EXPENSES							
53710	ADMINISTRATION	218,171	204,500	186,533	281,201	310,250	51.71%
53711	METER READING	21,688	16,000	2,307	14,000	23,000	43.75%
53712	MISCELLANEOUS	566,830	375,000	25,998	306,753	300,000	-20.00%
53713	DEBT SERVICE	34,789	270,250	22,351	270,386	267,000	-1.20%
53714	CAPITAL PROJECTS	0	482,750	0	482,750	718,750	48.89%
53715	SUPPLY	581	2,750	55	500	500	-81.82%
53716	PUMPING	71,949	74,000	35,265	75,000	75,000	1.35%
53717	TREATMENT	17,177	19,500	8,113	19,500	19,500	0.00%
53718	TRANSMISSION AND DISTRIBUTION	91,972	108,250	28,931	119,500	119,500	10.39%
	Total WATER SERVICE Expenses	1,023,156	1,553,000	309,554	1,569,590	1,833,500	18.06%
	Difference in WATER Rev over Exp	**200,009**	**500**	**122,356**	**184,962**	**0**	

SUMMARY of UTILITY FUND

	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget
Difference in UTILITY FUND Rev over Exp	**305,057**	**0**	**181,384**	**269,111**	**0**

Revenues

REVENUES

UTILITY FUND - FUND 600

Budget Summary

SEWER SERVICE

Special Assessments 42000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
42201	Sewer Impact Fees	0	0	0	0	0	------------
42202	Sewer Assessments (Holscher)	145,186	75,000	79,698	150,000	100,000	33.33%
	Total SPECIAL ASSESSMENTS Rev	**145,186**	**75,000**	**79,698**	**150,000**	**100,000**	**33.33%**

Public Charges for Services 46000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
46410-101	Residential Use Charges	886,162	886,500	394,942	896,000	913,250	3.02%
46410-102	Commercial Use Charges	162,168	177,000	69,402	158,146	173,500	-1.98%
46410-103	Multi-Family Use Charges	0	0	0	0	0	------------
46410-104	Public Authority	21,207	20,500	10,273	21,000	21,000	2.44%
46410-105	Forfeited Discounts	9,084	9,500	2,669	9,500	9,500	0.00%
46410-106	Residential Fixed Charges	1,704	2,500	813	2,000	2,000	-20.00%
46410-107	Commercial Fixed Charges	90	500	43	250	250	-50.00%
	Total PUBLIC CHARGES Rev	**1,080,415**	**1,096,500**	**478,141**	**1,086,896**	**1,119,500**	**2.10%**

Miscellaneous Revenue 48000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
48025	Miscellaneous Revenue	500	500	73	250	250	-50.00%
48125	Interest	89	500	49	250	250	-50.00%
	Total MISC REVENUE Rev	**590**	**1,000**	**121**	**500**	**500**	**-50.00%**

Other Financing Sources 49000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
49125	Borrowing Proceeds	0	181,000	0	0	0	-100.00%
49225	Transfers from Other Funds	0	0	0	0	0	------------
49325	Fund Balance Applied	0	49,750	0	132,750	59,250	19.10%
	Total OTHER FINAN SOURCES Rev	**0**	**230,750**	**0**	**132,750**	**59,250**	**-74.32%**

Total SEWER SERVICE Revenues	**1,226,190**	**1,403,250**	**557,960**	**1,370,146**	**1,279,250**	**-8.84%**

REVENUES

UTILITY FUND - FUND 600

Budget Summary

WATER SERVICE

Special Assessments 42000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
42101	Water Impact Fees	58,851	45,000	41,601	75,000	60,000	33.33%
42102	Water Assessments (Holscher)	76,718	30,000	49,712	75,000	60,000	100.00%
	Total SPECIAL ASSESSMENTS Rev	**135,570**	**75,000**	**91,313**	**150,000**	**120,000**	**60.00%**

Public Charges for Services 46000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
46450-101	Residential Use Charges	494,129	494,000	218,656	497,552	494,000	0.00%
46450-102	Commercial Use Charges	63,963	77,500	26,877	77,500	77,500	0.00%
46450-103	Multi-Family Use Charges	37,017	40,000	15,385	40,000	40,000	0.00%
46450-104	Public Authority	16,098	17,500	6,654	17,500	17,500	0.00%
46450-105	Forfeited Discounts	4,995	6,000	1,543	6,000	6,000	0.00%
46450-106	Residential Fixed Charges	0	0	0	0	0	------------
46450-107	Commercial Fixed Charges	0	0	0	0	0	------------
46450-108	Pubilc Fire Protection	313,200	313,250	0	313,250	313,250	0.00%
46450-109	Private Fire Protection	34,494	34,250	16,521	34,500	34,250	0.00%
46450-110	Other Water Revenues	114,579	105,500	44,513	115,000	105,500	0.00%
46450-111	Unmetered Sales to Gen Cust	471	500	352	500	500	0.00%
	Total PUBLIC CHARGES Rev	**1,078,947**	**1,088,500**	**330,500**	**1,101,802**	**1,088,500**	**0.00%**

Miscellaneous Revenue 48000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
48050	Miscellaneous Revenue	(652)	0	0	0	0	------------
48150	Interest	9,301	5,250	10,098	20,000	20,000	280.95%
	Total MISC REVENUE Rev	**8,648**	**5,250**	**10,098**	**20,000**	**20,000**	**280.95%**

Other Financing Sources 49000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
49150	Borrowing Proceeds	0	301,750	0	0	605,000	100.50%
49250	Transfers from Other Funds	0	0	0	0	0	------------
49350	Fund Balance Applied	0	83,000	0	482,750	0	-100.00%
	Total OTHER FINAN SOURCES Rev	**0**	**384,750**	**0**	**482,750**	**605,000**	**57.24%**

Total WATER SERVICE Revenues	**1,223,164**	**1,553,500**	**431,910**	**1,754,552**	**1,833,500**	**18.02%**
Total Budget Revenues	***2,449,355***	***2,956,750***	***989,871***	***3,124,698***	***3,112,750***	***5.28%***

Expenses

SEWER SERVICE
UTILITY FUND - FUND 600

MISSION STATEMENT:
To provide efficient and high quality sanitary sewer service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:
The Sewer Service provides sanitary sewer services to residential and commercial properties within the Village. The sewer mains connect to nearly every building throughout the Village in order to convey the wastewater to the Madison Metropolitan Sewerage District for treatment. The Utility has 1/3 of the main lines cleaned and televised on a yearly basis with the intent of keeping the sewer lines clean and functional for all users.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.

- Review and consider options for management and mitigation of wastewater treatment standards.

SEWER SERVICE BUDGET SUMMARY

REVENUES

	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
Allocated Revenues	**1,121,143**	**1,403,750**	**498,933**	**1,285,997**	**1,279,250**	**-8.87%**

Notes:

42202 Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.

46410 101-103 106, 107 These are the main categories for user charges that customers of the utility pay for sanitary sewer service in order to treat wastewater. They are billed based upon water usage which has been somewhat stagnant the last few years, even with high growth, due to water conservation methods. This budget is presented with a projected 4% increase in revenues as a result of a potential rate increase in 2019. If water usage remains constant or continues to decline, then the rate increase is needed to cover costs in order to avoid a deficit in the coming year. Without the increase the deficit is projected to be between $40,000 to $50,000. On the expense side, a rate study is proposed in order to objectively review the revenues and expenses in order to make a decision on a rate increase as it might affect next year's operations and beyond.

49325 Fund balance is suggested to cover the Sewer Service share of capital expenses in Fund 400. The Sewer Service portion of the Utilities Fund is projected at a nearly $85k surplus for 2018 which exceeds the amount needed for the capital contribution in 2019. There are no large capital sewer projects and this would avoid the need to borrow for these funds or raise rates higher than is necessary next year.

SEWER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION

53610		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	51,787	42,000	36,013	45,000	36,000	-14.29%
120	Part-Time	0	0	0	0	7,500	------------
134	Employee Pensions and Benefits	26,079	24,500	12,033	30,000	36,750	50.00%
210	Support Services	33,888	30,000	21,049	35,000	30,000	0.00%
211	Consultant Services	0	0	0	0	15,000	------------
310	Office Supplies	4,741	5,000	3,485	5,000	3,000	-40.00%
311	Postage	0	0	0	0	250	------------
320	Dues and Subscriptions	0	0	0	0	500	------------
321	Printing/Publication	0	0	0	0	5,000	------------
330	Meeting Expenses	0	0	0	0	250	------------
331	Training Expenses	0	0	0	0	1,000	------------
340	Operating Supplies	0	0	0	0	0	------------
510	Insurance	31,613	55,750	35,633	35,633	35,750	-35.87%
515	Retiree Contribution	3,583	10,000	0	10,000	10,000	0.00%
530	Rent	66,411	67,500	16,077	44,000	46,000	-31.85%
	Total ADMINISTRATION Exp	**218,101**	**234,750**	**124,289**	**204,633**	**227,000**	**-3.30%**

Notes:

110-120 134 These include expenses generally applied from salaries from those positions that oversee general operations of the Sewer Service. All of the benefits for these salaries charged to this service are then applied to a single line item in 134.

210 Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.

211 The funding for the engineer is included within this line item for assistance they provide on sanitary projects. This number is increased by $10k for 2019 to allow for a rate study to be conducted to set the rate for 2019.

METER READING

53611		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	18,608	20,000	932	20,000	7,250	-63.75%
120	Part-Time	496	750	227	500	12,750	1600.00%
210	Support Services	0	6,250	0	6,250	6,250	0.00%
340	Operating Expenses	0	0	0	0	0	------------
	Total METER READING Exp	**19,104**	**27,000**	**1,159**	**26,750**	**26,250**	**-2.78%**

Notes:

110 Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.

120 A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

EXPENDITURES (continued)

MISCELLANEOUS

53612		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
390	Miscellaneous	11,950	20,000	17,900	20,000	20,000	0.00%
391	Programming	0	0	0	0	1,000	------------
540	Depreciation	122,280	62,500	0	0	0	-100.00%
541	Amortization	0	0	0	0	0	------------
	Total MISCELLANEOUS Exp	**134,230**	**82,500**	**17,900**	**20,000**	**21,000**	**-74.55%**

Notes:

390 Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.

391 New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the sewer service.

DEBT SERVICE

53613		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
610	Principal Payment	0	134,000	14,640	135,000	165,000	23.13%
620	Interest Payment	22,463	27,250	0	27,364	22,750	-16.51%
690	Other Debt Service	3,308	0	0	0	0	------------
	Total DEBT SERVICE Exp	**25,771**	**161,250**	**14,640**	**162,364**	**187,750**	**16.43%**

Notes:

610-620 There was no borrowing in 2018 and no borrowing is projected in 2019. This represents the Sewer's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

53614		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
822	Capital - Sewer	0	132,750	0	132,750	59,250	-55.37%
	Total CAPITAL PROJECTS Exp	**0**	**132,750**	**0**	**132,750**	**59,250**	**-55.37%**

Notes:

822 No large projects are anticipated in 2019. These costs represent a share in equipment and vehicle purchases in 2019. Proposed to be offset equally with fund balance fueled by a surplus in 2018.

SEWER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSPORTATION

53615		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
210	Support Services	621,326	653,500	313,132	653,500	677,000	3.60%
220	Utilities	7,204	6,500	4,173	8,000	8,000	23.08%
240	Equipment Maintenance	0	0	0	0	0	------------
340	Operating Supplies	433	500	238	500	500	0.00%
341	Fuel	16,642	15,000	6,544	15,000	15,000	0.00%
	Total TRANSPORTATION Exp	**645,605**	**675,500**	**324,087**	**677,000**	**700,500**	**3.70%**

Notes:

210 This represents the charges for treatment services paid to MMSD. They set the rates which are then passed on to our customers through the billing process. Their rates are projected to increase around 6% in 2019 with our projection slightly higher than that for the coming year.

SYSTEM MAINTENANCE

53616		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	77,169	87,500	16,680	60,000	55,000	-37.14%
220	Utilities	0	0	0	0	0	------------
242	Facility Maintenance	1,163	2,500	178	2,500	2,500	0.00%
340	Operating Supplies	0	0	0	0	0	------------
341	Fuel	0	0	0	0	0	------------
	Total SYSTEM MAINTENANCE Exp	**78,332**	**90,000**	**16,858**	**62,500**	**57,500**	**-36.11%**

Notes:

110 Maintenance is conducted by Village Staff for the infrastructure and equipment that moves the wastewater through the system. Time is spent to clean, check, monitor, and make adjustments in order to make sure the flow is consistent and steady to the treatment plant.

Total SEWER SERVICE Expenses	**1,121,143**	**1,403,750**	**498,933**	**1,285,997**	**1,279,250**	**-8.87%**

WATER SERVICE
UTILITY FUND - FUND 600

MISSION STATEMENT:
To provide efficient and high quality water service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:
The Water Utility provides drinking water service to the residents of the Village. The Utility tests the water on a daily, weekly, monthly, and yearly basis as required by the Department of Natural Resources. The water mains connect to nearly every building throughout the Village. The Utility flushes all water mains throughout the Village on a year basis, turns one third of all the water main valves annually, and monitors condition of the pipes in order to provide quality drinking water to its customers.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.

- Limit or prevent all service outages as available and practicable through the capital improvement program and responsive service to main breaks.

WATER SERVICE BUDGET SUMMARY

REVENUES		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenues	**1,023,156**	**1,553,000**	**309,554**	**1,569,590**	**1,833,500**	**18.06%**

Notes:

42101 The Water Service charges an impact fee on new home construction to help fund future water infrastructure needs including wells, mains, and water towers as applicable.

42102 Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.

46450 These are the main categories for user charges that customers of the utility pay for drinking water service. They are billed based upon water usage collected at the water meter which has been somewhat stagnant the last few years, even with high growth, due to water conservation methods. This budget is presented showing no growth of these revenues and no need from this standpoint to include a rate increase in the budget. With water usage expecting to remain constant or on the decline, it is suggested however that the rate should be studied to see what the future might hold for this rate and if possible a simple rate case might be effective in putting off a much larger full rate case.

49150 A borrowing is forecasted for next year in order to support large capital improvements. There were 2 streets in 2018 that had their water main replaced and 2-4 more streets are up for consideration in 2019. If the rate study is pursued as suggested, it should be studied whether or not a borrowing is needed or if the Utility wants to use fund balance for this purpose similar to what was done in 2018.

WATER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION

53710		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	62,569	49,500	36,044	49,500	36,250	-26.77%
120	Part-Time	0	0	0	0	7,000	------------
134	Employee Pensions and Benefits	45,104	41,750	22,447	45,000	62,250	49.10%
210	Support Services	29,455	41,500	53,970	55,000	40,000	-3.61%
211	Consultant Services	0	0	0	0	15,000	------------
221	Communication	0	0	0	0	1,000	------------
240	Equipment Maintenance	0	0	0	0	0	------------
310	Office Supplies	4,839	5,000	2,055	4,000	3,000	-40.00%
311	Postage	0	0	0	0	250	------------
320	Dues and Subscriptions	0	0	0	0	500	------------
321	Printing/Publication	0	0	0	0	5,000	------------
330	Meeting Expenses	0	0	0	0	250	------------
331	Training Expenses	0	0	0	0	1,000	------------
340	Operating Supplies	0	0	0	0	0	------------
341	Fuel	17,106	25,000	9,315	20,000	20,000	-20.00%
510	Insurance	55,515	31,750	62,701	62,701	62,750	97.64%
515	Retiree Contribution	3,583	10,000	0	10,000	10,000	0.00%
530	Rent	0	0	0	35,000	46,000	------------
	Total ADMINISTRATION Exp	**218,171**	**204,500**	**186,533**	**281,201**	**310,250**	**51.71%**

Notes:

110-120 134 These include expenses generally applied from salaries from those positions that oversee general operations of the Water Service. All of the benefits for these salaries charged to this service are then applied to a single line item in 134.

210 Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.

211 The funding for the engineer is included within this line item for assistance they provide on water projects. This number is increased by $10k for 2019 to allow for a rate study to be conducted.

METER READING

53711		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	18,765	10,000	298	10,000	7,250	-27.50%
120	Part-Time	1,211	1,000	575	1,000	12,750	1175.00%
210	Support Services	0	0	0	0	0	------------
340	Operating Expenses	1,713	5,000	1,434	3,000	3,000	-40.00%
	Total METER READING Exp	**21,688**	**16,000**	**2,307**	**14,000**	**23,000**	**43.75%**

Notes:

110 Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.

120 A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

WATER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS

	53712	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
390	Miscellaneous	56,810	40,000	25,998	50,000	40,000	0.00%
391	Programming	0	0	0	0	0	------------
540	Depreciation	258,279	100,000	0	0	0	-100.00%
541	Amortization	0	0	0	0	0	------------
591	Tax Equivalency	251,741	235,000	0	256,753	260,000	10.64%
	Total MISCELLANEOUS Exp	**566,830**	**375,000**	**25,998**	**306,753**	**300,000**	**-20.00%**

Notes:

390 Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.

391 New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the water service.

591 The Water Service pays a tax equivalency to the general fund which amounts to a payment in lieu of taxes for what the value of their land and improvements would be if they were not tax-exempt.

DEBT SERVICE

	53713	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
610	Principal Payment	0	230,000	0	230,000	235,000	2.17%
620	Interest Payment	26,915	40,250	22,351	40,386	32,000	-20.50%
690	Other Debt Service	7,874	0	0	0	0	------------
	Total DEBT SERVICE Exp	**34,789**	**270,250**	**22,351**	**270,386**	**267,000**	**-1.20%**

Notes:

610-620 There was no borrowing in 2018; however, a borrowing is anticipated next year. This represents the Water's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

	53714	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
822	Capital - Water	0	482,750	0	482,750	718,750	48.89%
	Total CAPITAL PROJECTS Exp	**0**	**482,750**	**0**	**482,750**	**718,750**	**48.89%**

Notes:

822 There are 2-4 water main replacement projects in the works for 2019 after 2 projects were completed in 2018. These costs also represent a share in equipment and vehicle purchases in 2019. Proposed to be offset with borrowed money and revenue generated within the operating year.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

SUPPLY

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	53715						
110	Salaries	0	250	0	0	0	-100.00%
210	Support Services	0	0	0	0	0	------------
340	Operating Supplies	581	2,500	55	500	500	-80.00%
	Total SUPPLY Exp	**581**	**2,750**	**55**	**500**	**500**	**-81.82%**

Notes:

340 Expenses mainly provided for various testing and monitoring of the water supply.

PUMPING

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	53716						
110	Salaries	30,344	25,000	14,428	30,000	30,000	20.00%
220	Utilities	36,195	41,000	16,187	37,500	37,500	-8.54%
242	Facility Maintenance	42	3,500	0	2,000	2,000	-42.86%
340	Operating Supplies	5,368	4,500	4,651	5,500	5,500	22.22%
	Total PUMPING Exp	**71,949**	**74,000**	**35,265**	**75,000**	**75,000**	**1.35%**

Notes:

110 Village Staff monitors and maintains pumping equipment to ensure water is distributed from the water supply to the piping system through the high capacity wells.

220 Associated energy costs to keep the wells operating non-stop for continuous water supply throughout the Village.

TREATMENT

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	53717						
110	Salaries	2,578	3,000	1,827	3,000	3,000	0.00%
242	Facility Maintenance	4,031	4,000	1,142	4,000	4,000	0.00%
340	Operating Supplies	10,567	12,500	5,144	12,500	12,500	0.00%
	Total TREATMENT Exp	**17,177**	**19,500**	**8,113**	**19,500**	**19,500**	**0.00%**

Notes:

340 Supplies include chemicals added to the water by Village Staff as part of the distribution within the system.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSMISSION AND DISTRIBUTION

	53718	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110-000	Salaries	30,628	22,500	11,560	30,000	30,000	33.33%
340-000	Operating Supplies	3,821	3,250	989	4,000	4,000	23.08%
341-000	Fuel	0	0	0	0	0	------------
590-000	Facility Reserve (Water Tower)	0	27,500	0	27,500	27,500	0.00%
822-101	Maintenance - Mains	29,414	25,000	12,674	30,000	30,000	20.00%
822-102	Maintenance - Services	13,223	12,000	2,035	12,000	12,000	0.00%
822-103	Maintenance - Meters	1,092	4,000	311	2,000	2,000	-50.00%
822-104	Maintenance - Hydrants	13,793	14,000	1,362	14,000	14,000	0.00%
	Total TRANS & DISTR Exp	**91,972**	**108,250**	**28,931**	**119,500**	**119,500**	**10.39%**

Notes:

110-000 A bulk of the Village Staff time is devoted to making sure the water is delivered to the home. This line accounts for their time regarding responsibilities for transmission and distribution.

590-000 Annually the Village reserves funds from its operating budget towards future replacement and/or maintenance of the water tower.

822 101-104 These are the expenses for specifically repairing, replacing, and generally maintaining the main infrastructure within the system including the mains, services, meters, and hydrants.

Total WATER SERVICE Expenses	**1,023,156**	**1,553,000**	**309,554**	**1,569,590**	**1,833,500**	**18.06%**

Madison Metropolitan Sewerage District

1610 Moorland Road • Madison, WI 53713-3398 • P: (608) 222-1201 • F: (608) 222-2703

October 25, 2018

Mr. Matt Schuenke
Village of McFarland
5915 Milwaukee St.
McFarland, WI 53558

Dear Mr. Schuenke:

On Oct. 25, 2018, the Madison Metropolitan Sewerage District Commission adopted the 2019 operating and capital budgets including the 2019 service charge rates. Below please find the amount we anticipate your community will be charged based on the adopted rates, estimated 2019 loadings and, if applicable, pumping station servicing. The estimated 2019 service charges are based on projections of loadings measured as part of the district's quarterly billing process.

Estimated 2019 Sewer Service Charges:

Parameter	Estimated Loading	2019 Service Charge Rate	Estimated Service Charge
Volume	720,000	$655.36 per MG	172,229
CBOD	1,175	$0.15905 per pound	68,213
Suspended Solids	1,050	$0.26775 per pound	102,617
Nitrogen	250	$0.40279 per pound	36,755
Phosphorous	30	$4.18724 per pound	45,850
Equivalent Meters	3,675	$36.45 per year	133,943
Actual Customers	3,250	$36.38 per year	118,232
Total			$677,839
Estimated 2019 Charges for Servicing Pumping Stations			

If you have any questions relative to the anticipated billings or the 2019 service charge rates, please call me at 608-222-1201 ext. 242 or Jeff Brochtrup at ext. 208.

Sincerely,

D. Michael Mucha
Chief Engineer & Director

Madison Metropolitan Sewerage District

SERVICE CHARGE COMPARISONS

Community	2018 Estimated Total	2019 Estimated Total	Percent Change from 2018
Cities			
Fitchburg	$ 2,072,384	$ 1,957,846	(5.53)
Madison	23,407,166	25,539,719	9.11
Middleton	1,880,421	1,878,433	(0.11)
Monona	772,280	802,246	3.88
Verona	1,148,581	1,222,542	6.44
Villages			
Cottage Grove	557,877	569,339	2.05
Dane	71,394	74,335	4.12
De Forest	1,197,102	1,094,041	(8.61)
Maple Bluff	136,295	140,498	3.08
McFarland	653,467	677,839	3.73
Shorewood Hills	170,823	174,919	2.40
Waunakee	1,497,642	1,559,440	4.13
Windsor	397,212	495,615	24.77
Town Sanitary and Utility Districts			
Dunn S.D. No. 1	79,797	93,056	16.62
Dunn S.D. No. 3	74,992	79,548	6.08
Dunn S.D. No. 4	12,947	13,101	1.19
Dunn - Lake Kegonsa	139,269	140,124	0.61
Madison, Town of	552,155	554,380	0.40
Pleasant Springs No. 1	76,239	77,128	1.17
Verona, Town of	551	584	5.99
Verona U.D. No. 1	24,916	24,102	(3.27)
Vienna, Town of	133	134	0.98
Vienna U.D. No. 1	43,395	55,178	27.15
Vienna U.D. No. 2	38,235	39,306	2.80
Westport - Cherokee Golf	3,328	2,772	(16.68)
Westport Utility District	400,077	385,240	(3.71)
Septic Tank Wastes	273,887	301,819	10.20
Holding Tank Wastes	74,492	63,989	(14.10)
Grease Trap Wastes	47,403	64,329	35.71
Settling Basin Wastes	37,406	45,552	21.78
Portable Toilet Wastes	43,520	49,699	14.20
Other Hauled Wastes	85,842	83,331	(2.92)
Total Wastewater Revenue	$ 35,971,228	$ 38,260,185	6.36
less Septage Revenue	562,550	608,720	8.21
Service Charge Totals	$35,408,677	$37,651,465	6.33

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Stormwater Utility Fund (605)**

PREVIOUS ACTION:
This budget was reviewed and unanimously recommended for approval as presented by the Public Utilities Committee on October 30th.

ISSUE SUMMARY:
Enclosed is the draft submittal of the 2019 Budget for review. This is the same version that was distributed on October 25th. It includes the revenues and expenses associated with the operations of the Stormwater Utility.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget - 605 Stormwater Fund 10252018

2019 Budget

Stormwater Utility

Fund #605

Summary

Village of McFarland

2019 Stormwater Utility Fund Operating Budget

SUMMARY of REVENUES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
42000	Special Assessments	47,080	10,000	15,217	30,000	20,000	100.00%
44000	Licenses and Permits	27,820	20,250	16,270	25,250	25,250	24.69%
46000	Public Charges for Services	491,145	507,750	234,487	507,750	509,750	0.39%
47000	Intergovernmental Charges for Services	11,252	5,500	2,293	2,293	0	-100.00%
48000	Miscellaneous Revenue	70,848	6,750	6,473	8,500	8,500	25.93%
49000	Other Financing Sources	0	74,750	0	74,750	79,250	6.02%
	Total Budget Revenue	**648,146**	**625,000**	**274,740**	**648,543**	**642,750**	**2.84%**

SUMMARY of EXPENDITURES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
STORMWATER SERVICE							
100	PERSONAL SERVICES	151,571	212,750	66,682	195,250	210,000	-1.29%
200	CONTRACTUAL SERVICES	59,339	74,000	33,101	80,770	82,250	11.15%
300	SUPPLIES AND EXPENSES	13,451	14,500	7,678	14,985	26,000	79.31%
500	FIXED CHARGES	173,455	66,500	34,758	68,774	71,000	6.77%
600	DEBT SERVICE	19,330	167,500	8,708	167,415	164,250	-1.94%
800	CAPITAL OUTLAY	4,260	89,750	2,599	84,750	89,250	-0.56%
	Total STORMWATER SERVICE Exp	421,405	625,000	153,525	611,944	642,750	2.84%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	------------
	Total Budget Expenditures	**421,405**	**625,000**	**153,525**	**611,944**	**642,750**	**2.84%**
	Difference in Revenues over Expenditures	**226,741**	**0**	**121,214**	**36,599**	**0**	

Revenues

REVENUES

STORMWATER UTILITY FUND - FUND 605

Budget Summary

Special Assessments		2017	2018	YTD	2018	2019	% Change
	42000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
42401	Stormwater Impact Fees	0	0	0	0	0	------------
42402	Stormwater Assessments (Holscher)	47,080	10,000	15,217	30,000	20,000	100.00%
	Total SPECIAL ASSESSMENTS Rev	**47,080**	**10,000**	**15,217**	**30,000**	**20,000**	**100.00%**

Licenses and Permits		2017	2018	YTD	2018	2019	% Change
	44000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
44300	Erosion Control Permits	27,800	20,000	16,250	25,000	25,000	25.00%
44900	Yard Waste Permits	20	250	20	250	250	0.00%
	Total LICENSES AND PERMITS Rev	**27,820**	**20,250**	**16,270**	**25,250**	**25,250**	**24.69%**

Public Charges for Services		2017	2018	YTD	2018	2019	% Change
	46000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
46320	Stormwater Unit Charge	488,357	505,000	233,574	505,000	507,000	0.40%
46900	Forfeited Discounts	2,788	2,750	913	2,750	2,750	0.00%
	Total PUBLIC CHARGES FOR SERVICES Rev	**491,145**	**507,750**	**234,487**	**507,750**	**509,750**	**0.39%**

Intergovernmental Charges for Services		2017	2018	YTD	2018	2019	% Change
	47000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
47210	City - Building Inspection	11,252	5,500	2,293	2,293	0	-100.00%
	Total INTERGOVERNMENTAL CHARGES Rev	**11,252**	**5,500**	**2,293**	**2,293**	**0**	**-100.00%**

Miscellaneous Revenues		2017	2018	YTD	2018	2019	% Change
	48000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
48000	Miscellaneous Revenue	6,811	3,750	2,348	4,000	4,000	6.67%
48100	Interest	4,291	3,000	4,125	4,500	4,500	50.00%
48200	Rent	12,375	0	0	0	0	------------
48300	Property Sales	47,371	0	0	0	0	------------
	Total MISCELLANEOUS REVENUES Rev	**70,848**	**6,750**	**6,473**	**8,500**	**8,500**	**25.93%**

Other Financing Sources		2017	2018	YTD	2018	2019	% Change
	49000	Actual	Budget	6/30/2018	Projected	Budget	vs. 2018
49100	Borrowing Proceeds	0	0	0	0	0	------------
49200	Transfers from Other Funds	0	0	0	0	0	------------
49300	Fund Balance Applied	0	74,750	0	74,750	79,250	6.02%
	Total OTHER FINANCING SOURCES Rev	**0**	**74,750**	**0**	**74,750**	**79,250**	**6.02%**

Total Budget Revenues	***648,146***	***625,000***	***274,740***	***648,543***	***642,750***	***2.84%***

Expenses

STORMWATER SERVICE

STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:
The Stormwater Utility strives to properly manage the conveyance and treatment of stormwater for the protection of property and the environment as may be necessary and feasible.

PROGRAM DESCRIPTION:
The Stormwater Utility provides an infrastructure through out the Village with the goal of obtaining maximum water quality clean up before the water enters our lakes, rivers, and streams. The Utility also evaluates the system to try to improve the management of storm water quantity, as it effects the lands through out the Village.

PROGRAM OBJECTIVES:

- Review and study opportunities to improve stormwater conveyance.

- Review all new developments to ensure compliance with Village Ordinance on stormwater management.

STORMWATER SERVICE BUDGET SUMMARY

REVENUES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenues	**421,405**	**625,000**	**153,525**	**611,944**	**642,750**	**2.84%**

EXPENDITURES

PERSONAL SERVICES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	53440						
110	Salaries	111,397	167,500	52,782	150,000	117,500	-29.85%
120	Part-Time	0	0	0	0	46,500	------------
134	Employee Pensions and Benefits	40,174	45,250	13,900	45,250	46,000	1.66%
	Total PERSONAL SERVICES Exp	**151,571**	**212,750**	**66,682**	**195,250**	**210,000**	**-1.29%**

Notes:

110-120
134 These include expenses generally applied from salaries from those positions that oversee general operations of the Water Service. All of the benefits for these salaries charged to this service are then applied to a single line item in 134.

STORMWATER SERVICE (continued)
STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

CONTRACTUAL SERVICES

53440		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
210	Support Services	15,833	16,000	16,770	16,770	17,000	6.25%
211	Consultant Services	9,578	10,000	10,888	15,000	15,000	50.00%
214	Yard Waste Services	19,503	20,000	0	20,000	21,250	6.25%
240	Equipment Maintenance	3,046	3,000	3,653	4,000	4,000	33.33%
242	Facility Maintenance	11,379	25,000	1,791	25,000	25,000	0.00%
	Total CONTRACTUAL SERVICES Exp	**59,339**	**74,000**	**33,101**	**80,770**	**82,250**	**11.15%**

Notes:

210 This includes expenses associated with the services needed to support its operations including legal expenses, adaptive management through MMSD, and other related functions.

211 The charges for the auditor and engineer are included within this line item as needed to support the operations of the service.

214 The Village contracts for curbside chipping and yard waste collection as well as the transport of yard waste materials collected at the Public Works site. This is done on a limited basis in the Spring and Fall. The contract is split between this fund and the Solid Waste Fund.

SUPPLIES AND EXPENSES

53440		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
310	Office Supplies	1,495	1,500	1,039	2,000	1,750	16.67%
311	Postage	0	0	0	0	250	------------
320	Dues and Subscriptions	4,901	5,000	4,985	4,985	5,000	0.00%
321	Printing/Publication	1,225	2,000	0	2,000	5,000	150.00%
330	Meeting Expenses	396	1,000	0	1,000	250	-75.00%
331	Training Expenses	0	0	0	0	750	------------
340	Operating Supplies	5,298	5,000	1,654	5,000	5,000	0.00%
341	Fuel	0	0	0	0	7,000	------------
390	Miscellaneous	135	0	0	0	500	------------
391	Programming	0	0	0	0	500	------------
	Total SUPPLIES AND EXPENSES Exp	**13,451**	**14,500**	**7,678**	**14,985**	**26,000**	**79.31%**

Notes:

320 Our annual membership fee for the Madison Area Municipal Stormwater Partnership (MAMSWaP) which puts together a joint permit for stormwater discharge on behalf of its members.

321 This is the share of the newsletter expense to cover costs for stormwater subject materials.

341 Fuel for the street sweeper.

STORMWATER SERVICE (continued)
STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

FIXED CHARGES

53440		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
510	Insurance	19,271	19,500	21,774	21,774	22,000	12.82%
515	Retiree Contribution	19,897	5,000	193	5,000	5,000	0.00%
530	Rent	21,514	22,000	12,791	22,000	24,000	9.09%
540	Depreciation	114,753	0	0	0	0	------------
541	Amortization	(1,980)	0	0	0	0	------------
591	Vehicle Reserve (Sweeper)	0	20,000	0	20,000	20,000	0.00%
	Total FIXED CHARGES Exp	**173,455**	**66,500**	**34,758**	**68,774**	**71,000**	**6.77%**

Notes:

530 Includes the utilities share of facility and equipment costs.

591 Annually funds are set aside to be put towards a new street sweeper when replacement comes due.

DEBT SERVICE

53440		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
610	Principal Payment	0	150,000	0	150,000	150,000	0.00%
620	Interest Payment	19,330	17,500	8,708	17,415	14,250	-18.57%
690	Other Debt Service	0	0	0	0	0	------------
	Total DEBT SERVICE Exp	**19,330**	**167,500**	**8,708**	**167,415**	**164,250**	**-1.94%**

Notes:

610-620 There was no borrowing in 2018 and no borrowing in 2019. This represents the Sewer's share of the current debt expense.

CAPITAL OUTLAY

53440		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
810	Capital - General	4,260	10,000	2,599	10,000	10,000	0.00%
823	Capital - Stormwater	0	79,750	0	74,750	79,250	-0.63%
	Total CAPITAL OUTLAY Exp	**4,260**	**89,750**	**2,599**	**84,750**	**89,250**	**-0.56%**

Notes:

810 Some funds are provided for small capital items that are general in nature.

823 No large projects are anticipated in 2019. These costs represent a share in equipment and vehicle purchases in 2019. Proposed to be offset equally with fund balance fueled, to some extent, by a surplus in 2018.

Total STORMWATER SERVICE Expenses	**421,405**	**625,000**	**153,525**	**611,944**	**642,750**	**2.84%**

TRANSFERS TO OTHER FUNDS

STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:
To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:
Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.

- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenue	**0**	**0**	**0**	**0**	**0**	**------------**

EXPENDITURES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	59200						
390	Miscellaneous	0	0	0	0	0	------------
	Total TRANSFERS Exp	**0**	**0**	**0**	**0**	**0**	**------------**

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding proposed changes to the 2019 Budget presented by Village Board members:**

PREVIOUS ACTION:

ISSUE SUMMARY:
Attached is a list of changes requested by Village Board members as requested for the 2019 Budget. A summary is also provided at the end to provide some review of the cumulative effect of these changes. This summary is purely speculative since discussion/action has not been had yet on these changes. The total effect will be monitored throughout the discussion and then reviewed prior to the conclusion of the meeting. Some Village Board member requested the same change regarding the same item, and other times different changes were requested for the same item. In both cases items are categorized together to discuss the issue jointly when necessary. Each item is presented for action as follows:

- Add - This request is adding funding to the specified line item.
- Reduce - This request is reducing funding to the specified line item.
- Remove - This request removes funding for a specified line item.
- Reallocate - This request reallocates the funding for the specified line item (i.e. - wants to fund the expense but with a different source of revenue).
- Funding - This is meant for those items in which the same line item was requested for consideration; however, two different changes were proposed. This allows for both to be considered as part of the same item.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 11.02.2018 - 2019 Budget Village Board Changes

2019 Budget - Village Board Changes Review

i. General - Fund 100

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	100	General	Exp	11	Village Board	Consultant Services	51100-211	$ 10,000	$ 25,000	Increase funding for strategic planning.	Increases levy by $15,000.
2	BC	100	General	Exp	13	Court	Training Expenses	51200-331	$ 2,250	$ 1,500	Reduce to reflect projected spending.	Decreases levy by $750.
3	CC	100	General	Exp	15	Village Administrator	Training Expenses	51410-331	$ 2,500	$ 750	Remove expenses for out of state travel/training, focus on in state training.	Decreases levy by $1,750.
4	ML	100	General	Exp	25	Police	Support Services	52100-210	$ 39,000	$ 35,000	Reduce Support Svcs. by $4000.	Decreases levy by $4,000.
5	BC	100	General	Exp	33	Public Works	Seasonal	53000-124	$ 13,000	$ 6,500	Reduce proposed Summer Help to 1 versus 2.	Decreases levy by $6,500.

ii. Library - Fund 205

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	BC	205	Library	Exp	8	Library	Salaries Benefits	55110-110, 130-135	$ 35,390	$ -	Reduce salary for proposed new Youth Librarian.	Decreases levy by $35,390.
1	CC	205	Library	Exp	8	Library	Salaries Benefits	55110-110, 130-135	$ 35,390	$ 70,780	Account for the entire cost of the position so as not to create future issues.	Increases levy by $35,390.
2	BC	205	Library	Exp	9	Library	Programming	55110-391	$ 8,000	$ 6,000	Double 2018 Budgeted amount to $6,000.	Decreases levy by $2,000.

iii. Youth Center - Fund 210

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	210	Youth	Exp	6	Youth Center	Community Groups	55300-720	$ 40,250	$ 44,250	Increase base funding for youth center.	Increases levy by $4,000.

2019 Budget - Village Board Changes Review

iv. Capital Projects - Fund 400

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	BC, CC	400	Capital	Exp	7	Admin	Consultant Services	57120-211	$ 30,000	$ 15,000	Eliminate Comp and Class Study.	Decreases borrowing by $15,000.
2	BC	400	Capital	Exp	9	Facility	Facility Improve	57140-825-101	$ 75,000	$ 50,000	Eliminate furniture replacement.	Decreases borrowing by $25,000.
2	CC	400	Capital	Exp	9	Facility	Facility Improve	57140-825-101	$ 75,000	$ -	Remove community room renovations pending outcome of building decisions.	Decreases borrowing by $75,000.
3	BC	400	Capital	Rev	5	Other	Transfer In	49200-000	$ 100,000	$ 125,000	Use $25,000 of GO fund balance to fund radio replacement.	Decreases borrowing by $25,000.
3	ML	400	Capital	Exp	11	Police	Technology	57210-813-101	$ 75,000	$ 37,500	To provide funding for 1/2 the radios requested.	Decreases borrowing by $37,500.
4	BC	400	Capital	Rev	5	Other	Transfer In	49200-000	$ 100,000	$ 115,000	Use Police budget surplus to offset Police capital equipment needs.	Decreases levy by $10,750 and borrowing by $4,250.
5	BC	400	Capital	Rev	5	Other	Transfer In	49200-000	$ 100,000	$ 200,000	Use $100,000 of GO fund balance to fund a portion of the ambulance.	Decreases borrowing by $100,000.
6	ML	400	Capital	Exp	13	Fire	Technology	57220-813-101	$ 34,750	$ 17,375	To provide funding for 1/2 the pagers requested.	Decreases borrowing by $17,375.
7	BC, JA	400	Capital	Exp	16	Public Works	Equipment - Leased	57310-811-102	$ 25,000	$ 19,000	Numbers don't add up to $25,000.	Decreases levy by $6,000.
8	BC	400	Capital	Exp	19	Library	Facility Improve	57610-825-101	$ 45,000	$ 25,000	Reduce by eliminating remodel of the bathroom.	Decreases borrowing by $20,000.
9	CC	400	Capital	Rev	5	Inter Gov	State Grant	43000-000	$ -	$ 1,000,000	Seek DNR funding in Spring cycle for park land acquisition.	Decreases borrowing by $1,000,000.
9	BC, JA	400	Capital	Exp	21	Parks	Property	57620-826	$ 2,705,750	$ 205,750	Reduce by eliminating purchase of park land.	Decreases borrowing by $2,500,000.
10	BC	400	Capital	Exp	21	Parks	Park Devel - Orchard	57620-827-116	$ 500,000	$ -	Reduce and wait until VB approves Parks Program.	Decreases borrowing by $450,000 and grants by $50,000.

2019 Budget - Village Board Changes Review

v. Capital Projects Fund (400) and Parks Fund (405)

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	BC, JA	400	Capital	Exp	21	Parks	Park Devel - Brandt	57620-827-103	$ 100,000	$ -	Reduce and wait for need to construct.	Decreases borrowing by $100,000.
1	BC, JA	405	Parks	Exp	7	Parks	Park Devel - Brandt	57620-827-103	$ 100,000	$ -	Reduce and wait for need to construct.	Decreases use of park impact fees by $100,000.
2	JA	400	Capital	Exp	21	Parks	Park Devel - McDaniel	57620-827-112	$ 117,500	$ 67,500	Cut the addition.	Decreases borrowing by $50,000.
2	JA	405	Parks	Exp	7	Parks	Park Devel - McDaniel	57620-827-112	$ 117,500	$ 67,500	Cut the addition.	Decreases use of park impact fees by $50,000.

vi. Solid Waste - Fund 610

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	610	Waste	Exp	8	Solid Waste	Yard Waste Services	53620-214	$ 55,000	$ 65,000	Increase leaf collection to improve water quality, add 3rd brush collection.	It looks like there was a significant increase $15,000 from 2018. I don't remember the reason for this increase. Please explain as perhaps my request has already been covered.

Amended Budget Summary following Administrative Changes

As of Administrative Change Sheet Dated November 1, 2018

	2018 Budget	2019 Budget	Difference vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION	867,401,900	942,877,508	75,475,608	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,850,857	3,852,416	9.88%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	900,026,651	71,623,192	8.65%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,099,500	228,000	3.88%
MUNICIPAL TAX RATE	7.09	6.78	-0.31	-4.38%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,790.49*	*$ 25.64*
	6.10%	*1.45%*	

Amended Budget Summary following Village Board Changes

As of Village Board Change Sheet Submitted on November 2, 2018

	2018 Budget	2019 Budget	Difference vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION	867,401,900	942,877,508	75,475,608	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,850,857	3,852,416	9.88%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	900,026,651	71,623,192	8.65%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,103,500	232,000	3.95%
MUNICIPAL TAX RATE	7.09	6.78	-0.31	-4.32%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,791.66*	*$ 26.82*
	6.10%	*1.52%*	

Requested Changes Effect on Borrowed Money:	
Increases	0
(Decreases)	(3,275,625)
Reallocate Former Levy Uses	(10,250)
Inc or Dec in Borrowing	(3,285,875)
New Est. Borrowing	678,125

Changes Effect on Property Tax Levy:	
General Fund	4,000
Capital Projects Fund	0
New Levy Increase or (Decrease)	4,000

MGS
11/2/2018

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding funding for changes to the proposed Organizational Structure for the Public Works Department.**

PREVIOUS ACTION:
These changes have been discussed by the Committee of the Whole on October 8th and 22nd.

Additionally, the Village Board reviewed these changes at their last meeting on October 29th.

ISSUE SUMMARY:
At the last meeting, the Village Board continued to review changes to the Public Works Organizational Chart. The main changes include the creation of an Office Manager position and a Parks Superintendent position. The objective with the first change is to provide more administrative support to the Utilities and Department with respect to those responsibilities. The second change to create the Parks position is also in line with the creation of a Parks Division that can provide more direct support to the oversight and needs for Village parks. There were two requests of Staff as follows to continue this discussion:

1. **Detail Specific Budget Changes** - It was requested that Village Staff prepare the specific changes in detail necessary to implement these two positions in 2019. Funding for the Office Manager would begin as of January 1, 2019 and the Parks Superintendent as of July 1, 2019. Included within your packet is an updated change sheet dated November 1, 2018 that shows the specific changes necessary to financially implement these two positions according to the schedule presented. The changes made are compliant with levy limits and due to our growth are also within the threshold for the Village to return to the Expenditure Restraint Program beginning in 2020. It is understood there are potentially other budgetary changes subject of discussion in this meeting, but as presented it is feasible to add the positions as discussed.
2. **Detail Specific Job Functions within Position Descriptions** - In order to support the review of the revised Organizational Chart for the Department, it was requested that the two new positions have job descriptions to help justify their creation. Enclosed are two drafts for each position for that purpose. It should be noted these positions are not presented for specific approval, so their title and other details can still be subject to further review if the Organizational Chart is to be approved. Their purpose at the present

is to support the changes to the Organizational Chart as we continue to review it through various Committees in November. These descriptions are also presented in the packet incomplete. All that is presently listed are the essential job functions for each position. Staff will be working to complete these for distribution on Monday, November 5th prior to the meeting on November 8th.

FINANCIAL/BUDGET IMPACT:
The specific financial and budgetary impacts are detailed within the attached change sheet for the 2019 Budget.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
There are two recommended courses of action:

1. Approval of the changes to the 2019 Budget that fund the Office Manager position beginning on January 1, 2019 and Parks Superintendent on July 1, 2019 within the Public Works Department. The funding for this will then be included within the final ordinance to be considered by the Village Board on November 26th.
2. Approval of the draft Organizational Chart with the inclusion of the two new positions that will be subject to further review in November with the Job Description for the Public Works Director position.

If these action are not supported, the budget changes proposed can be removed and the Organizational Chart returned to near its current condition for the upcoming review.

ATTACHMENTS:
1. 11.01.2018 - 2019 Budget Review Changes
2. Public Works Organizational Chart 11022018
3. Office Manager
4. Parks Superintendent

2019 Budget Changes Since Distribution

Administrative Changes

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
10/26/2018	1	100	General	Rev	6	Public Works	State - Highway Aid	43530-000	386,750	419,250	32,500	(32,500)	-0.53%	(0.04)
10/30/2018	1	100	General	Exp	29	Comm Devel	Health Insurance	52400-130	26,750	28,750	(2,000)	(30,500)	-0.50%	(0.03)
10/26/2018	2	100	General	Exp	33	Public Works	Health Insurance	53000-130	55,000	62,500	(7,500)	(23,000)	-0.38%	(0.03)
10/26/2018	2	100	General	Exp	37	Parks	Health Insurance	55200-130	21,000	25,000	(4,000)	(19,000)	-0.31%	(0.02)
10/26/2018	2	205	Library	Exp	8	Library	Health Insurance	55110-130	101,000	98,000	3,000	(22,000)	-0.36%	(0.02)
											22,000	**6,077,500**	**-0.36%**	**6.75**

Notes Regarding Administrative Changes

Changes made October 26, 2018:

1 The State released the final payment information for General Transportation Aid in 2019 around October 1st. The Village realized a higher than expected share of these funds due in part to consistent local road investment, annexations, and county highway jurisdictional transfers.

2 The Open Enrollment period ended on Friday, October 26th and there are few changes to report based on plan electives employees choose during this time. The changes listed here were derived based on known inquiries; however, they have the full day of October 26th to apply for changes so any last minute changes will be accounted in the next change sheet.

Changes made October 30, 2018:

1 One final change to health insurance was received at the deadline during the open enrollment period. All other previously presented changes from October 26, 2018 remain as presented.

2019 Budget Changes Since Distribution

Proposed Changes to Public Works Department - Tax Levy Impact

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
11/01/2018	1	100	General	Exp	33	Public Works	Salaries	53000-110	259,750	264,500	(4,750)	(17,250)	-0.28%	(0.02)
11/01/2018	1	100	General	Exp	33	Public Works	Health Insurance	53000-130	62,500	63,500	(1,000)	(16,250)	-0.27%	(0.02)
11/01/2018	4	100	General	Exp	34	Public Works	Street Maintenance	53000-230	110,000	95,000	15,000	(31,250)	-0.51%	(0.03)
11/01/2018	4	100	General	Exp	34	Public Works	Street Lighting	53000-291	120,000	119,000	1,000	(32,250)	-0.53%	(0.04)
11/01/2018	2	100	General	Exp	37	Parks	Salaries	55200-110	125,500	150,000	(24,500)	(7,750)	-0.13%	(0.01)
11/01/2018	2	100	General	Exp	37	Parks	Health Insurance	55200-130	25,000	31,500	(6,500)	(1,250)	-0.02%	(0.00)
11/01/2018	2	100	General	Exp	37	Parks	Retirement	55200-131	8,750	9,500	(750)	(500)	-0.01%	(0.00)
11/01/2018	2	100	General	Exp	37	Parks	Social Security/Medicare	55200-132	13,000	13,500	(500)	0	0.00%	0.00
11/01/2018	3	610	SW	Exp	7	Solid Waste	Salaries	53620-110	32,000	40,000	(8,000)	8,000	0.13%	0.01
11/01/2018	3	610	SW	Exp	7	Solid Waste	Health Insurance	53620-130	5,500	7,500	(2,000)	10,000	0.16%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Refuse Collection	53620-212	245,500	243,000	2,500	7,500	0.12%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Recycling Collection	53620-213	163,500	161,000	2,500	5,000	0.08%	0.01
11/01/2018	3	610	SW	Exp	8	Solid Waste	Yard Waste Services	53620-214	55,000	53,000	2,000	3,000	0.05%	0.00
11/01/2018	3	610	SW	Exp	8	Solid Waste	Operating Supplies	53620-340	4,000	2,500	1,500	1,500	0.02%	0.00
11/01/2018	3	610	SW	Exp	8	Solid Waste	Small Capital	53620-810	13,000	11,500	1,500	0	0.00%	0.00
											(22,000)	**6,099,500**	**0.00%**	**6.78**

Notes Regarding Changes to Public Works Department

Changes made November 1, 2018:

1 The Public Works budget within the General Fund would see 10% of the Parks Superintendent position's wages and benefits while also absorbing 2.5% of the Office Manager position. Given the low percentage allocation the only line items with material changes were Salaries and Health Insurance as the other benefit lines were not effected enough to change the original number. The total additional cost as a result of this allocation is $5,750.

2 The Parks budget within the General Fund would see 75% of the Parks Superintendent position's wages and benefits while absorbing 2.5% of the Office Manager position. It is noted again that the position is presented for funding as of July 1, 2019 and does not represent a full year's worth of funding. Given the higher percentage allocation, this affected more of the benefit line items as compared to Public Works. The total additional cost as a result of this allocation is $32,250.

2019 Budget Changes Since Distribution

Notes Regarding Changes to Public Works Department (continued)

3 The Office Manager position will add 10% of its personnel costs to the Solid Waste Fund and the Parks Superintendent will add 5%. This amounts to an additional $10,000 in wage and benefit expenses. To offset these additional expenses without adjusting revenues, other expenses within the fund were reduced dollar for dollar. None of these reductions will change service delivery. Lines 212-214 are all contracted services where we pay the actual of whatever the service is provided. The budget was originally submitted conservatively high to provide flexibility since these services depend on utilization which varies from year to year. A reduction here simply tightens up these line items but does not remove, lessen, or otherwise change the service to be provided. The remaining two are supply accounts in which slight reductions will not impede what is needed.

4 The Village will realize a higher than expected payment for Highway Aid from the State. After you deduct changes from health insurance open enrollment (detailed on the first page of these changes), there is $22,000 of revenue that can be applied to these position changes within the Public Works Department. However, that is not enough to balance the budget in order to make these changes. There are two additional expense cuts that are recommended in order to balance the budget: 1) $15,000 reduction in Street Maintenance; and 2) $1,000 reduction in Street Lighting. The reduction from the first change can be absorbed within the existing Capital Projects Fund budget for Street Maintenance which has an annual allocation in Fund 400 of $300,000. In each of the last two years this line item has not exceeded $200,000 in expenses leaving ample funding to address whatever street maintenance is needed. The reduction from the second change is small and still represents a 3.5% increase from the prior year. These changes allow the levy to return to the position it began while also adding the Office Manager position as of January 1st and the Parks Superintendent position as of July 1st next year.

2019 Budget Changes Since Distribution

Proposed Changes to Public Works Department - Utility Fund(s) Impacts

Fund	Name	Type	Service	Line Item Description	*Costs w/o Changes*	*Costs with Changes*	*Difference*	*Percentage Difference*
600	Utilities	Exp	Sewer	All Wages/Benefits	89,566	126,663	37,097	41.42%
600	Utilities	Exp	Water	All Wages/Benefits	183,613	220,711	37,098	20.20%
605	Storm	Exp	Stormwater	All Wages/Benefits	112,537	130,101	17,564	15.61%

	Sewer	Water	Storm	
Budgeted Increase	2.0%	0.0%	0.0%	Within each Budget as presented, there is a recommendation regarding the possibility for a rate increase based on the existing condition without the proposed Staffing changes. Only the Sewer Service rates are proposed to be increased by 2.0% to keep up spending in order to provide this service assuming no changes to the existing service delivery model. If nothing changes, revenues appear to be at appropriate levels to fund expenses for the Water and Stormwater services in 2019.
Proposed Increase	3.5%	3.5%	2.0%	The table above shows each of the three services and what the total wage and benefit costs are without making the proposed changes to the Public Works Department. It also shows the costs to each service with the changes that are proposed. The allocation for the Office Manager position is 35% to both Sewer and Water with the remaining 15% going to Stormwater. For the Parks Superintendent positon, the allocation is 2.5% each to Sewer and Water while 5% goes to Stormwater. This ***PROPOSED INCREASE*** line is meant to show by percentage how much additional revenue needs to be generated wtihin each service to support the additional expenses.
Projected Increase	5.5%	3.5%	2.0%	This final line adds up the percentage increase presented within the budget submittal with the proposed increase as a result of these changes to the Public Works Department.

Both the Utilities and Stormwater Utility are organized as Enterprise Funds. They operate differently than the other funds that are driven by taxes. Setting the rates for these services is unique in all three instances and in the case of the Water Service this is decided by the State Public Service Commission. The 2019 Budget for the Utilities Fund includes funding to conduct a rate study for both the Sewer and Water services in order to make recomendation on increases in 2019 and beyond. This work can very easily take into account the added costs for these positions in order to adjust rates to appropriate levels if the changes are ultimately approved. The current expenses for the proposed 2019 Budget for the Stormwater Utility Fund can pay for a similar rate study as well. The study would be completed through the Village Engineer, Auditor, and Village Staff in all cases with final determinations to proceed resting with the Village Board. If the changes to the structure of the Public Works Department are approved, then these additional wage and benefit expenses will be added to the 2019 Budget for each of these funds by service with the above listed percentage revenue increases to balance the budget.

MGS
11/1/2018

2019 Budget Changes Since Distribution

Village Board Changes Made as of November 8, 2018

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	*Old*	*New*	*Rev & (Exp)*	*New Levy Increase or (Decrease)*	*Change from Draft*	*New Rate*
				Rev							0	0	0.00%	0.00
				Rev							0	0	0.00%	0.00
				Exp							0	0	0.00%	0.00
				Exp							0	0	0.00%	0.00
											0	**6,099,500**	**0.00%**	**6.78**

Notes Regarding Village Board Changes

Changes made November 8, 2018:

1

Total Impact on TAX LEVY of all Budget Changes since Distribution ***0*** ***6,099,500*** ***0.00%*** ***6.78***

2019 Budget Changes Since Distribution

Original Submitted Budget Summary - September 24, 2018

	2018 Budget	2019 Budget	Difference vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION	867,401,900	942,837,708	75,435,808	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,849,048	3,850,607	9.87%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	899,988,660	71,585,201	8.64%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,099,500	228,000	3.88%
MUNICIPAL TAX RATE	7.09	6.78	(0.31)	-4.38%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,790.56*	*$ 25.72*
	6.10%	*1.46%*	

Amended Budget Summary following Village Board Review

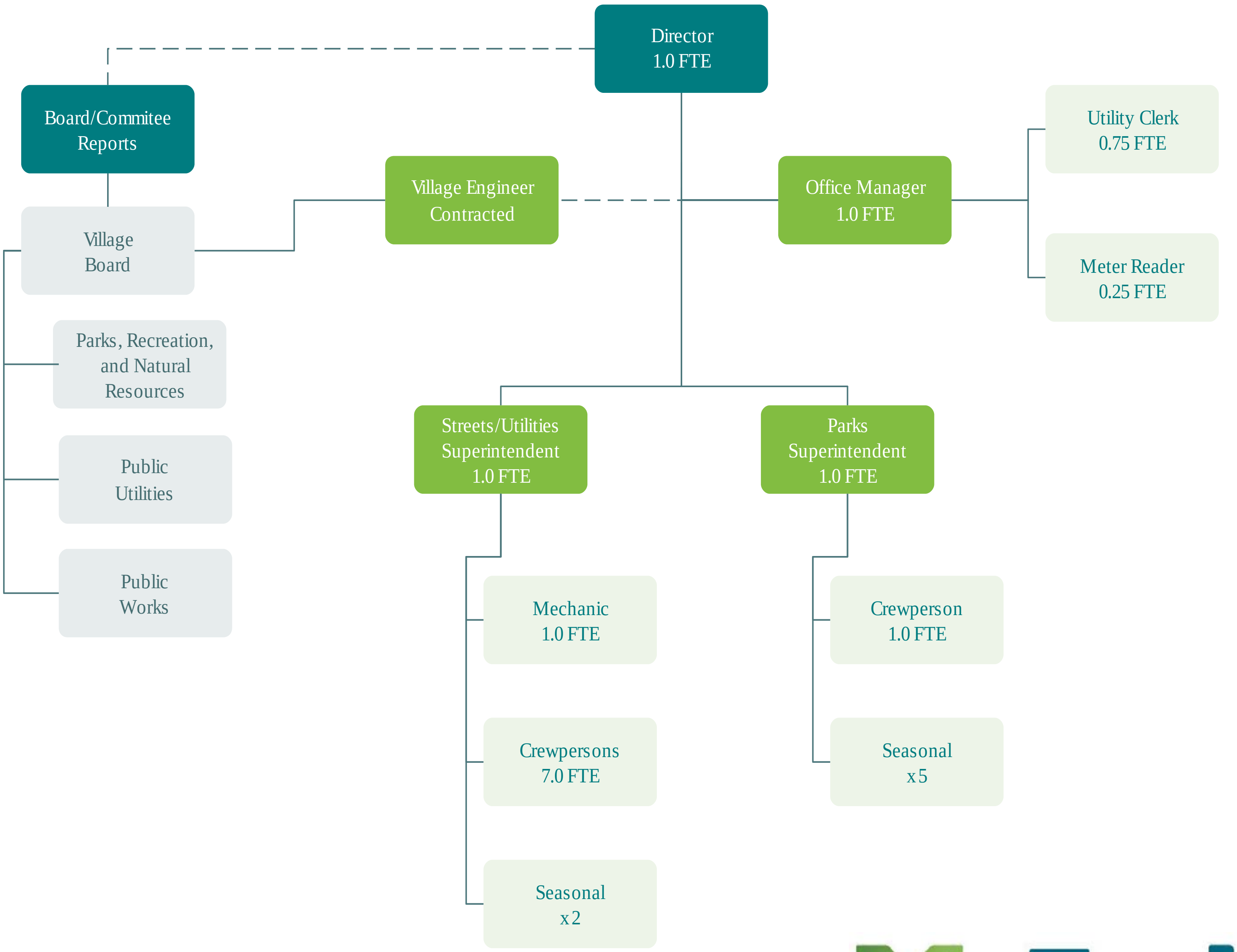
*** Final Statement of Assessment released by WisDOR on October 16, 2018 which now adds the final total for Manufacturing values to the value already set by the Village BOR. Staff's estimate in September was $39,800 lower than the actual which does not equate to a material change in the tax rate.***

	2018 Budget	2019 Budget	Change vs. 2018	% Change vs. 2018
TOTAL ASSESSED VALUATION ***	867,401,900	942,877,508	75,475,608	8.70%
TID INCREMENT ASSESSED VALUATION	38,998,441	42,850,857	3,852,416	9.88%
ASSESSED VALUATION MINUS TID INCREMENT	828,403,459	900,026,651	71,623,192	8.65%
MUNICIPAL PROPERTY TAX LEVY	5,871,500	6,099,500	228,000	3.88%
MUNICIPAL TAX RATE	7.09	6.78	-0.31	-4.38%

1/1/2017 Median Home Value	*$ 249,000*	*$ 1,764.84*	
1/1/2018 Median Home Value	*$ 264,200*	*$ 1,790.49*	*$ 25.64*
	6.10%	*1.45%*	

MGS
11/1/2018

Public Works Department



November 2, 2018
DRAFT

VILLAGE OF McFarland

Office Manager*

**It has been identified that the name of this position should be addressed as part of the process.*

POSTION DESCRIPTION

Position Title: Office Manager
Department: Public Works
Reports to: Public Works Director

FLSA: TBD
Represented: No
Employment Status: Full Time

This is a partial job description intended to show duties. A full job description would be developed further in the process.

DESCRIPTION OF WORK

Duties and Responsibilities

- Oversee the utility customer billing for residential, commercial, industrial, and government accounts for the utilities.
- Manage the financial performance of the utilities to ensure that they maintain current and future financial stability.
- Forecast the impact of future capital investments and operational expenditures on revenue requirements and recommend rate increases when necessary.
- Assist in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Ensure the utility is operating in accordance with PSC, WI DNR, and GAAP rules and regulations.
- Forecasting short-term and long-term capital needs of the utilities including annual review of asset replacement.
- Maintain inventory and maintenance records of meters, hydrants, valves, and mains including annual meter change outs.
- Coordinates annual cross connection inspectors for residential, commercial, and government accounts.
- Maintain storm water ERUs for all properties in the Village.
- Approve check refunds of utility credits.
- Notification of NSF payments for utility bills.
- Supervise and coordinate the work of the Utility Clerk
- Assist the Public Works Director with various financial related projects or assignments.
- Coordinate with the Treasurer to administer tax certification process for delinquent utility accounts for the annual property tax roll.
- Maintain data and process grant applications and follow-up reports.
- Prepare rate applications for the PSC.
- Manage customer service expectations and relationships for the Public Works Department.

- Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.
- Monitor and track impact fees for utilities and recommend projects for its use.
- Assist in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee.

Parks Superintendent

POSTION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

FLSA: TBD
Represented: No
Employment Status: Full Time

This is a partial job description intended to show duties. A full job description would be developed further in the process.

DESCRIPTION OF WORK

Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.

- Perform land management activities for village properties to include tree planting, and invasive species control as needed for Village property.

- Maintain inventory of parks amenities, equipment and vehicles in order to recommend replaces within the 5 year capital improvement plan.

- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.

- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.

- Creates and implements a local and regional marketing program for the McFarland Park System.

- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.

- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.

- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.

- Reviews opportunities to integrate the LYRT into the community.

- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.

- Evaluates and recommends use of Park impact fees throughout the Village.

- Oversees the forestry duties of the Village including tree trimming and emerald ash borer response plan.

- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.

- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.

- Liaison to the Parks, Recreation, and Natural Resources Committee.

- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Thursday, November 8, 2018**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Discussion regarding amended budget summary following review of Village Board requested changes.**

PREVIOUS ACTION:

ISSUE SUMMARY:
As we work through the discussion and action of changes, Staff will be tracking the affect it has on the bottom line. There is nothing else to present with this agenda item as we will review overall where the budget sits at the conclusion of the meeting. The intent is to provide some perspective as to where the tax levy and rate are as well as other factors that may be pertinent to the review. A more formal final change sheet will be prepared and shared with the Village Board prior to final action.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None