



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
November 20, 2018
Village Board Room, 6:00pm

**BOARD OF TRUSTEES
AGENDA**

PLEASE TAKE NOTICE that a meeting of the Village of Bayside Board of Trustees will be held at Bayside Village Hall, 9075 North Regent Road, Bayside, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING

- A.** Public Hearing on Proposed 2019 Annual Budget and establishing the 2018 Tax Levy for Operating the Government and Administration of the Village of Bayside.
- 1.** Public Discussion
 - 2.** Board Discussion

IV. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

A. Approval of:

- 1.** Board of Trustee meeting minutes, October 18, 2018.
- 2.** Finance and Administration, Public Safety, and Public Works Committee meeting minutes, November 8, 2018.
- 3.** Summary of Claims for October 6, 2018 through November 12, 2018 in the amount of \$466,914.51.

B. Action on:

- 1.** Application for issuance of operator's license request for Tianna Burton, (Bayside Sendik's) which has been approved by the Police Department.

V. CITIZENS AND DELEGATIONS

Open to any citizen who wishes to speak on items not on the agenda. Please note there may be limited discussion on the information received, however, no action will be taken. Please state your name and address for the record.

- A.** Presentation/discussion on proposal from Village of Brown Deer to join the North Shore Library and relocate facility to 4301 W. Brown Deer Road.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

- a.** Presentation of a proclamation recognizing the life-saving action of Officers Blochowicz and Bowe.

- b. Presentation of a proclamation recognizing the retirement of Police Officer Blochowicz.
- c. Discussion/action on the October 2018 Police Department Report.
- d. Discussion/action on the October 2018 Communication Center Report.

2. Public Works Committee

- a. Discussion/action on the October 2018 Department of Public Works Report.
- b. Discussion/action on Kapur and Associates Engineering Agreement for 2019 Closed Circuit Televising CCTV Inspection of Sanitary and Storm Sewer.
- c. Discussion/action on Kapur and Associates Engineering Agreement for 2019 Street Improvement Program.
- d. Discussion/action on Kapur and Associates Engineering Agreement for Design and Construction Management for 2019 Sanitary and Storm Sewer Rehabilitation.
- e. Discussion/action on Birchline Planning Agreement for Pelham Heath Phase II Stormwater Project.
- f. Discussion/action on Southeastern Wisconsin Watersheds Trust Agreement for Pelham Heath Phase II Stormwater Project.
- g. Discussion/action on Davis & Kuelthau Agreement for Pelham Heath Stormwater Phase II Stormwater Project.
- h. Discussion/update on 2018 capital projects.
 - Ravine Lane Slope Stabilization and Manhole Protection Project
 - 2018 Driveway Culvert Replacement and Street Resurfacing Project
 - Fund for Lake Michigan Grant Stormwater Management Project
 - Ellsworth Park Diversion Project

3. Finance and Administration Committee

- a. Discussion/action on the October 2018 Finance and Administrative Services Report.
- b. Discussion/action on the October 2018 Financial Statement and Investment Report.

- c. Discussion/action on Resolution 18-____, a resolution adopting the 2019 annual budget and establishing the 2018 tax levy.
- d. Discussion/action on Resolution 18-____, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.
- e. Discussion/action on Resolution 18-____, a resolution adopting the 2019 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.
- f. Discussion/action on Village Financial Policies.
- g. Discussion/action on Resolution 18-____, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code.
- h. Discussion/action on 2018/2019 Strategic Initiative Implementation and Plan.
- i. Discussion/action on Resolution 18-____, a resolution amending the 2018 Budget to reflect changes in revenues and expenditures.

4. Intergovernmental Cooperation Council

5. Board of Zoning Appeals

6. Plan Commission

7. Architectural Review Committee

8. Library Board

9. Community Event Committee

- a. Discussion/action on the continuation of the Community Events Committee.

10. North Shore Fire Department

11. Community Development Authority

VII. VILLAGE PRESIDENT'S REPORT

- A. Committee Appointments.

VIII. VILLAGE MANAGER'S REPORT

IX. VILLAGE ATTORNEY'S REPORT

X. MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD

XI. CORRESPONDENCE

XII. ADJOURNMENT

Lynn Galyardt, Director of Finance and Administration

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.baysidewi.gov)



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
November 20, 2018
Village Board Room, 6:00pm

**BOARD OF TRUSTEES
SUPPLEMENTAL AGENDA**

III. PUBLIC HEARING

- A. Public Hearing on Proposed 2019 Annual Budget and establishing the 2018 Tax Levy for Operating the Government and Administration of the Village of Bayside.**
- 1. Public Discussion**
 - 2. Board Discussion**

The fiscal year 2019 Village budget combines vision, strategic planning, and fiscal prudence. The cost of operating the Village government in 2019 is slightly lower from 2018 due to decreased capital expenditures. The implementation of the Village's 2018 Long-Term Financial Planning will allow the Village to maintain the same level of high quality of services in 2019.

The Village is compliant with State Levy Limits and the State Expenditure Restraint Program. The 2019 Village budget further adheres to the State's revised methodology for administering the Expenditure Restraint Program. It also continues to focus on the four (4) strategic values adopted by the Village Board of Trustees.

- o Fiscal Integrity
- o Civic Engagement
- o Service Excellence
- o Sustainability

In summary, the 2019 budget includes:

- Overall property tax levy is \$4,532,947, an increase of 0.649% from 2018.
 - o From 2013 to 2018,
 - Overall property tax levy has increased \$130,846 or 2.99%.
 - Consumer Price Index has increased 8.32%.
 - o In the last 10 years, property taxes have increased by 4.83% while the Consumer Price Index has increased by 15.2%.
- Utilizes statutory levy limit increases of:
 - o Net new construction of \$12,655
 - o Reduction of Personal Property Aid of \$1,738
 - o Joint Fire Department levy exemption of \$18,376
- The 0.649% increase represents a commitment to maintain and enhance Village infrastructure, maintain quality services, and cover Village debt service. Sixty three percent (63%), or \$18,376, of the proposed property tax levy increase is to be utilized for cost increases associated with the North Shore Fire Department operating budget.
- The tax (mill) rate for 2019 decreases by 1.97% from \$7.12/\$1,000 to \$6.98/\$1,000.

- Overall expenditure plan of \$10,303,648 is 11.2% less than 2018.
- Of each tax dollar collected, approximately 25 cents go to the Village. The remaining 75 cents is distributed accordingly to the other seven (7) taxing jurisdictions.
- The Village continues to diversify its revenue sources as 46.17% of revenue comes from property taxes.
- The sanitary sewer user fee is \$484 in 2019, a \$0.33/month increase from 2018.
- The storm water management utility fee is \$229 in 2019, a \$.0.50/month increase from 2018.
- The average home is assessed at \$361,400. That average home pays property taxes of \$2,522.57 per year for Village-provided services. Monthly, that equates to \$210.21, compared to \$210.56 in 2018.
- Overall, the 2019 budget includes:
 - Maintaining existing Village services and events,
 - Implementation of the 2018 Village Long Term Financial Plan,
 - Reallocation of consolidated/shared service funds into the General Fund for the purpose of State Expenditure Restraint Program calculations,
 - Transition the administration and operation of Municipal Court services.
 - Accounts for increased contractual costs for commodities such as winter salt and operational expenses such as new Police Department cloud-based in-squad technology,
 - Implementation of the recently approved, seven (7) community Public Safety Communications Agreement for dispatch, information technology, and records management services,
 - Accounting for year two of transitioning Village employees to State of Wisconsin Local Government Group Health Insurance Plan, inclusive of initial enrollment surcharge,
 - Resurfacing two (2) Village streets, Meadowlark Lane and Tennyson Drive,
 - Enhanced implementation of the Emerald Ash Borer Management plan due to continued and enhanced impacts of the tree disease,
 - Stormwater ditch maintenance and culvert replacements,
 - Investment in capital equipment and projects for the Police Department (squad replacement), North Shore Fire Rescue (vehicle replacement), Sanitary Sewer Equipment (main-line lining & repairs), Stormwater management (infrastructure lining & replacement) and Information Technology (network infrastructure).
- The largest service expenditure area is the Bayside Communications Center, which services the seven north shore communities and North Shore Fire Rescue. Expenditures are anticipated to be \$2,394,003. Approximately \$2.07 million of this budget is funded by the other contracted communities.

IV. CONSENT AGENDA

A. Approval of:

1. **Board of Trustee meeting minutes, October 18, 2018. Approval is recommended.**
2. **Finance and Administration, Public Safety, and Public Works Committee meeting minutes, November 8, 2018. Approval is recommended.**
3. **Summary of Claims for October 6, 2018 through November 12, 2018 in the amount of \$466,914.51. Approval is recommended.**

B. Action on:

1. **Application for issuance of operator's license request for Tianna Burton, (Bayside Sendik's) which has been approved by the Police Department. Approval is recommended.**

V. Presentation/discussion on proposal from Village of Brown Deer to join the North Shore Library and relocate facility to 4301 W. Brown Deer Road.

Included in your packet is a preliminary concept proposal from the Village of Brown Deer to move the North Shore Library to 4301 W. Brown Deer Road. Michael Hall, Village Manager of Brown Deer, will be present to provide a presentation on the proposal.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

- a. **Presentation of a proclamation recognizing the life-saving action of Officers Blochowicz and Bowe.**

On October 31, 2018, Officers Jason Blochowicz and Ryan Bowe discovered an unresponsive driver at the intersection of North Port Washington and West Brown Deer Roads. Officer Bowe assisted Officer Blochowicz with the unresponsive driver. Officer Blochowicz recognized the signs of a drug overdose and administered Narcan, which treats narcotic overdose in an emergency. The driver became more lucid and both officers remained on scene until North Shore Fire/Recuse arrived.

- b. **Presentation of a proclamation recognizing the retirement of Police Officer Blochowicz.**

Officer Jason Blochowicz is retiring from the Police Department on December 31, 2018. Officer Blochowicz is retiring with 28 years of service to the Village, which began on January 8, 1990. The Village wishes Officer Blochowicz the best in his well-deserved retirement.

- c. **Discussion/action on the October 2018 Police Department Report.**

Included in your packet is the October 2018 Police Department Report which highlights recent initiatives of the department. Of note, there were 127 pounds of prescription drugs disposed of as a result of collection, Coffee with a Cop event was successfully held at Starbucks in partnership with Fox Point Police Department, and Chief Larsson hosted a team-building session for Village management staff. **Acceptance is recommended.**

d. **Discussion/action on the October 2018 Communication Center Report.**

Included in your packet is the October 2018 Communication Center Report which highlights recent initiatives of the department. Of note, the Center is currently recruiting to fill two (2) supervisor vacancies, Stacy Perez and Gurpreet Singh joined the Center, and 9-1-1 calls are up 1.39% in comparison to this time last year. **Acceptance is recommended.**

2. **Public Works Committee**

a. **Discussion/action on the October 2018 Department of Public Works Report.**

Included in your packet is the October 2018 Public Works Report which highlights recent initiatives of the department. Of note, 266 participated in the Fall Clean-Up Day with approximately 35,000 pounds of items collected, a water level monitoring probe was installed on North Lake Drive, and crews demoed a satellite tipper. The satellite tipper fits into the back of a pick-up truck and allows for collection of garbage/recycling containers on site. The satellite tipper would be used for residents who have up-the-drive collection service. **Acceptance is recommended.**

b. **Discussion/action on Kapur and Associates Engineering Agreement for 2019 Closed Circuit Televising CCTV Inspection of Sanitary and Storm Sewer.**

The proposed engineering agreement from Kapur and Associates is for televising, review, and providing recommendations for improvements to approximately 29,000 linear feet of sanitary sewer main in the east and southeast portion of the Village. The total cost of the project is \$23,792 and will serve as a basis for future sanitary sewer repairs. (The project has been identified and budgeted for in 2019.) **Approval is recommended.**

c. **Discussion/action on Kapur and Associates Engineering Agreement for 2019 Street Improvement Program.**

The proposed engineering agreement from Kapur and Associates is for design and construction management of the 2019 road project. The 2019 road project includes:

- North Tennyson Drive, between Heritage and Fairy Chasm Roads
- North Meadowlark Lane, between Heritage and Fairy Chasm Roads
- Ellsworth Park parking lot

The total cost of the engineering agreement is \$18,826. (The project has been identified and budgeted for in 2019.) **Approval is recommended.**

d. **Discussion/action on Kapur and Associates Engineering Agreement for Design and Construction Management for 2019 Sanitary and Storm Sewer Rehabilitation.**

The proposed engineering agreement from Kapur and Associates is for design and construction management for sanitary and storm sewer rehabilitation projects in 2019. Storm sewer rehabilitation would include cured-in-place pipe lining for an outlet pipe to a ravine on West Jonathan Lane and a cross-culvert on East Bay Point Road near the intersection of North Lake Drive. A stormwater pipe on East Glenbrook Road that outlets to the ravine would be replaced through a process known as pipe-bursting.

10,224 linear feet of sanitary sewer main would be rehabilitated. The majority of the rehabilitation would be cured-in-place pipe lining with one open-cut spot repair on Meadowlark Lane. This is an

expansive project that would complete repairs from televising projects in 2014, 2017, and 2018 in sanitary sewer basins #2, #4, #5, and #6. Geographically, the work would be performed in the Grudemont neighborhood, Indian Hills neighborhood, North Shore East neighborhood, Apple Orchards neighborhood, and on Donges Lane and Donges Road. The total cost of the engineering agreement for design and construction management is \$31,346. (The project has been identified and budgeted for in 2019.) **Approval is recommended.**

e. Discussion/action on Birchline Planning Agreement for Pelham Heath Phase II Stormwater Project.

The proposed agreement with Birchline Planning is for the second phase of the Fund for Lake Michigan Grant. The second phase of the Fund for Lake Michigan Grant is to develop a funding and legal framework and design for stormwater improvements that span public and multiple private properties. Birchline Planning would provide services related to:

- Private property program development by researching examples from other communities and regional organizations.
- Pilot project identification, communication/facilitation, and design by identifying homeowners willing to participate in the project and exploring design and financial options.
- Program refinement and dissemination by developing policy documents, preparing public communication materials, and attending meetings with Village staff, homeowners, and Trustees.

The total cost of the agreement is for \$7,600. Project costs are grant funded. **Approval is recommended.**

f. Discussion/action on Southeastern Wisconsin Watersheds Trust Agreement for Pelham Heath Phase II Stormwater Project.

The proposed agreement with the Southeastern Wisconsin Watersheds Trust is for the second phase of the Fund for Lake Michigan Grant. The second phase of the Fund for Lake Michigan Grant is to develop a funding and legal framework and design for stormwater improvements that span public and multiple private properties. The Southeastern Wisconsin Watersheds Trust would provide services related to:

- Project coordination in convening a project steering committee.
- Public outreach and education in developing communication materials as well as convening and coordinating community meetings.
- Private property owner direct outreach and coordination for program development and engineering design by identifying willing homeowners to participate and exploring design and financing options.
- Private property program development by researching examples from other communities and regional organizations.
- Program refinement and dissemination by developing policy documents, preparing public communication materials, and attending meetings with Village staff, homeowners, and Trustees.

The total of the agreement is for \$20,000. (The project has been identified and budgeted for in 2019.) **Approval is recommended.**

g. Discussion/action on Davis & Kuelthau Agreement for Pelham Heath Stormwater Phase II Stormwater Project.

The proposed agreement with Davis & Kuelthau is for the second phase of the Fund for Lake Michigan Grant. The second phase of the Fund for Lake Michigan Grant is to develop a funding and

legal framework and design for stormwater improvements that span public and multiple private properties. Davis & Kuelthau would provide services related to developing and drafting policy documents as well as legal and financial agreements. The total cost of the agreement is for \$12,000. Project costs are grant funded. **Approval is recommended.**

h. Discussion/update on 2018 capital projects.

- **Ravine Lane Slope Stabilization and Manhole Protection Project**

The Ravine Lane Stabilization Project will stabilize the ravine and a Village-owned manhole along West Ravine Lane. The ravine has been eroding over time, which has destabilized the manhole and put it in jeopardy. The project has been awarded to WSO Grading and Excavating. The project is currently underway with slope regrading. Depending on weather over the next several weeks, construction may carry over until 2019. Final landscape restoration will occur in 2019.

- **2018 Driveway Culvert Replacement and Street Resurfacing Project**

The driveway culvert replacement and stormwater ditch regrading has been completed. Crews replaced 41 driveway culverts and six (6) cross culverts. Road resurfacing, shouldering, landscape restoration, several patches, and punch list items have also been completed.

- **Fund for Lake Michigan Grant Stormwater Management Project**

The prototype stormwater ditch designs are nearly complete. Two bioretention features, bioswale, and a rain garden have been installed. However, the plantings for the rain garden have been postponed until 2019 due to late season rain and falling temperatures. The project experienced significant delays due to the amount of rain received in September. The final report for the project was submitted to the Fund for Lake Michigan on November 15.

Initial meetings have taken place for Phase II of the Fund for Lake Michigan project. The \$65,000 phase II project will focus on developing a funding and legal framework and design for stormwater improvements that span public and multiple private properties.

- **Ellsworth Park Diversion Project**

The Ellsworth Park Diversion project will bring stormwater from Ellsworth Park to Village Hall, as opposed to going to the 621 Brown Deer Road Pond. This stormwater improvement will ease the strain on the current system and direct water to Lake Michigan instead of Indian Creek. The project has been completed, which included:

- Removing the north parking lot at Village Hall
- Installing underground stormwater pipe connecting Ellsworth Park and Village Hall
- Completing drainage ditch improvements on the south side of Ellsworth Lane
- Restoring landscape
- Repaving Ellsworth Lane and Regent Road
- Shouldering on the south side of Ellsworth Lane

A pressure test will be completed on the new system in the final week of November.

3. Finance and Administration Committee

a. Discussion/action on the October 2018 Finance and Administrative

Services Report.

Included in your packet is the October 2018 Finance and Administrative Services Report which highlights recent initiatives of the department. Of note, 33.75% voted absentee in the Fall General Election, quarterly transportation aids were received, and request for grant fund reimbursement was submitted for the Household Hazardous Waste Clean Sweep Grant. **Acceptance is recommended.**

- b. Discussion/action on the October 2018 Financial Statement and Investment Report.**

Included in your packet is the October 2018 Financial Statement and Investment Report. **Approval is recommended.**

- c. Discussion/action on Resolution 18-____, a resolution adopting the 2019 annual budget and establishing the 2018 tax levy.**

The resolution would adopt the proposed 2019 Budget and set the tax levy to be \$4,532,947. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

- d. Discussion/action on Resolution 18-____, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.**

The resolution would adopt the proposed 2019 Sanitary Sewer Enterprise Budget and set the 2019 Residential Sewer User Fee to be \$484 and the 2019 Commercial Sewer Rate to be \$4.18 per 1,000 gallons used. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

- e. Discussion/action on Resolution 18-____, a resolution adopting the 2019 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.**

The resolution would adopt the proposed 2019 Stormwater Budget and set the 2019 Annual Stormwater Equivalent Runoff Unit fee to be \$229. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

- f. Discussion/action on Village Financial Policies.**

Included in your packet is a track changes version of the Village Financial Policies. The Village Financial Policies provide guidance for department operations. The primary change being proposed within the update would increase the general fund fund balance threshold to 25% of budgeted general fund appropriations from 20%. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

- g. Discussion/action on Resolution 18-____, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code.**

The fee schedule would be revised to reflect the proposed 2019 Sanitary Sewer User Fee rate of \$484 and Stormwater User Fee rate of \$229. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

h. Discussion/action on 2018/2019 Strategic Initiative Implementation and Plan.

The proposed 2018/2019 Strategic Initiative Implementation and Plan takes a Specific, Measurable, Actionable, Realistic, and Time-Oriented (SMART) approach in 2019 goal development and achievement. Four (4) objectives have been created to further each of the Village's Strategic Initiatives of Service Excellence, Fiscal Integrity, Civic Engagement, and Sustainability. This item was reviewed and recommended by the Finance and Administration, Department of Public Works, and Public Safety Committee at its budget workshop on November 8. **Approval is recommended.**

i. Discussion/action on Resolution 18-_____, a resolution amending the 2018 Budget to reflect changes in revenues and expenditures.

This is an end of the year housekeeping item to account for amended operational and project costs as well as grant revenues throughout the year. **Approval is recommended.**

4. Intergovernmental Cooperation Council

5. Board of Zoning Appeals

6. Plan Commission

7. Architectural Review Committee

8. Library Board

9. Community Event Committee

a. Discussion/action on the continuation of the Community Events Committee.

The current Community Events Committee is an Ad Hoc Committee for 2018. The Committee plans for community events and promotes the sponsorship program to fund the events.

10. North Shore Fire Department

11. Community Development Authority

VII. VILLAGE PRESIDENT'S REPORT

A. Committee Appointments.

VIII. VILLAGE MANAGER'S REPORT

IX. VILLAGE ATTORNEY'S REPORT

X. MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD

XI. CORRESPONDENCE

XII. ADJOURNMENT

Notice is hereby given that the Village Board will hold a Public Hearing on the Proposed 2019 Budget at the Village Hall, 9075 N Regent Road at 6:00 pm, November 20, 2018. All interested parties are invited to attend and participate in discussion. The proposed budget is available for inspection at the Village Hall, 9075 N Regent Road from 7:30am to 4:00pm Monday through Friday. The following is the proposed 2019 Budget:

Revenues	Actual 2017	Budget 2018	Amended 2018	Estimated 2018	Budget 2019	% Change 18/19
General Fund	3,614,767	3,552,709	3,537,709	3,675,325	4,270,196	20.2%
Sewer	903,144	987,298	987,298	991,980	949,050	-3.9%
Stormwater	683,399	529,887	998,846	1,081,254	527,522	-0.4%
Public Safety Communications	2,431,436	2,317,610	2,317,610	2,334,038	2,361,618	1.9%
Consolidated Services	1,039,262	1,065,369	1,065,369	1,065,398	-	-100.0%
Long Term Financial	1,298,170	1,243,369	1,243,369	1,283,100	1,085,149	-12.7%
Capital Improvements	693,546	221,276	560,723	1,570,565	624,458	182.2%
Total	\$ 10,663,725	\$ 9,917,518	\$ 10,710,924	\$ 12,001,661	\$9,817,992	

Expenditures	Actual 2017	Budget 2018	Amended 2018	Estimated 2018	Budget 2019	% Change 18/19
General Fund	3,615,880	3,552,709	3,892,156	3,600,161	4,270,196	20.2%
Sewer	772,972	987,298	1,166,043	1,191,651	1,182,930	19.8%
Stormwater	597,502	529,887	548,919	845,605	527,522	-0.4%
Public Safety Communications	2,369,160	2,383,736	2,519,858	2,314,639	2,394,003	0.4%
Consolidated Services	1,049,839	1,065,369	1,065,369	1,065,398	-	-100.0%
Long Term Financial	1,268,472	1,289,963	1,289,963	1,289,963	1,085,149	-15.9%
Capital Improvements	626,877	328,364	1,121,400	1,182,590	843,849	157.0%
Total	\$10,300,702	\$10,137,326	\$11,603,709	\$11,490,008	\$10,303,648	
Revenues - Expenditures	\$363,023	-\$219,808	-\$892,784	\$511,653	-\$485,656	

General Fund Revenues	Actual 2017	Budget 2018	Amended 2018	Estimated 2018	Budget 2019	% Change 18/19
Taxes	2,471,752	2,473,502	2,473,502	2,474,503	3,159,667	27.7%
State Aids	616,293	608,788	608,788	608,781	600,467	-1.4%
Intergovernmental	124,943	140,978	140,978	142,478	99,697	-29.3%
Inspection	77,486	70,480	70,480	61,559	54,580	-22.6%
License and Permits	25,841	16,720	16,720	25,515	16,470	-1.5%
Service Fees	164,754	155,275	155,275	172,515	166,255	7.1%
Interest/Misc	133,699	86,966	71,966	189,974	173,060	99.0%
Total	\$3,614,767	\$3,552,709	\$3,537,709	\$3,675,325	\$4,270,196	

General Fund Expenditures	Actual 2017	Budget 2018	Amended 2018	Estimated 2018	Budget 2019	% Change 18/19
General Government	443,671	446,775	446,775	427,558	425,080	-4.9%
Public Safety	1,652,122	1,930,276	1,930,276	1,698,412	1,685,879	-12.7%
Health Department					28,083	100.0%
Library					155,663	100.0%
Fire Department					832,645	100.0%
Public Works	778,131	868,297	868,297	838,241	835,697	-3.8%
Recreation and Leisure	7,712	7,848	7,848	7,848	7,848	0.0%
Building Inspections	67,317	63,650	63,650	63,650	63,650	0.0%
Insurance	119,405	175,024	155,024	144,164	174,649	-0.2%
Legal Fees	89,976	60,840	60,840	60,840	61,003	0.3%
Other Uses	457,545	-	359,447	359,447	-	0%
Total	\$3,615,880	\$3,552,709	\$3,892,156	\$3,600,161	\$4,270,196	20.2%

Tax Levy	2017	2018	2019
General Fund	2,406,591	2,419,136	3,105,289
Public Safety Communications	263,166	281,484	286,523
Health Department	27,288	27,697	
Library	166,572	174,149	
Fire Department	823,204	842,575	
Long Term Financial	681,525	737,894	761,415
Capital Improvements	112,835	20,777	379,720
Total	\$4,481,181	\$4,503,713	\$4,532,947

Assessed Valuation	2016	2017	2018
Milwaukee County	589,840,600	606,646,700	623,588,000
Ozaukee County	25,274,000	25,457,500	25,683,700
Assessed Valuation	615,114,600	632,104,200	649,271,700
Property Tax Mill Rate	\$7.29	\$7.12	\$6.98

FISCAL YEAR 2019 BUDGET EXECUTIVE SUMMARY

The fiscal year 2019 Village budget combines vision, strategic planning, and fiscal prudence. The cost of operating the Village government in 2019 is slightly lower from 2018 due to decreased capital expenditures. The implementation of the Village's 2018 Long-Term Financial Planning will allow the Village to maintain the same level of high quality of services in 2019.

The Village is compliant with State Levy Limits and the State Expenditure Restraint Program. The 2019 Village budget further adheres to the State's revised methodology for administering the Expenditure Restraint Program. It also continues to focus on the four (4) strategic values adopted by the Village Board of Trustees.

- Fiscal Integrity
- Civic Engagement
- Service Excellence
- Sustainability

In summary, the 2019 budget includes:

- Overall property tax levy is \$4,532,947, an increase of 0.649% from 2018.
 - From 2013 to 2018,
 - Overall property tax levy has increased \$130,846 or 2.99%.
 - Consumer Price Index has increased 8.32%.
 - In the last 10 years, property taxes have increased by 4.83% while the Consumer Price Index has increased by 15.2%.
- Utilizes statutory levy limit increases of:
 - Net new construction of \$12,655
 - Reduction of Personal Property Aid of \$1,738
 - Joint Fire Department levy exemption of \$18,376
- The 0.649% increase represents a commitment to maintain and enhance Village infrastructure, maintain quality services, and cover Village debt service. Sixty three percent (63%), or \$18,376, of the proposed property tax levy increase is to be utilized for cost increases associated with the North Shore Fire Department operating budget.
- The tax (mill) rate for 2019 decreases by 1.97% from \$7.12/\$1,000 to \$6.98/\$1,000.
- Overall expenditure plan of \$10,303,648 is 11.2% less than 2018.
- Of each tax dollar collected, approximately 25 cents go to the Village. The remaining 75 cents is distributed accordingly to the other seven (7) taxing jurisdictions.
- The Village continues to diversify its revenue sources as 46.17% of revenue comes from property taxes.

- The sanitary sewer user fee is \$484 in 2019, a \$0.33/month increase from 2018.
- The storm water management utility fee is \$229 in 2019, a \$0.50/month increase from 2018.
- The average home is assessed at \$361,400. That average home pays property taxes of \$2,522.57 per year for Village-provided services. Monthly, that equates to \$210.21, compared to \$210.56 in 2018.
- Overall, the 2019 budget includes:
 - Maintaining existing Village services and events,
 - Implementation of the 2018 Village Long Term Financial Plan,
 - Reallocation of consolidated/shared service funds into the General Fund for the purpose of State Expenditure Restraint Program calculations,
 - Transition the administration and operation of Municipal Court services.
 - Accounts for increased contractual costs for commodities such as winter salt and operational expenses such as new Police Department cloud-based in-squad technology,
 - Implementation of the recently approved, seven (7) community Public Safety Communications Agreement for dispatch, information technology, and records management services,
 - Accounting for year two of transitioning Village employees to State of Wisconsin Local Government Group Health Insurance Plan, inclusive of initial enrollment surcharge,
 - Resurfacing two (2) Village streets, Meadowlark Lane and Tennyson Drive,
 - Enhanced implementation of the Emerald Ash Borer Management plan due to continued and enhanced impacts of the tree disease,
 - Stormwater ditch maintenance and culvert replacements,
 - Investment in capital equipment and projects for the Police Department (squad replacement), North Shore Fire Rescue (vehicle replacement), Sanitary Sewer Equipment (main-line lining & repairs), Stormwater management (infrastructure lining & replacement) and Information Technology (network infrastructure).
- The largest service expenditure area is the Bayside Communications Center, which services the seven north shore communities and North Shore Fire Rescue. Expenditures are anticipated to be \$2,394,003. Approximately \$2.07 million of this budget is funded by the other contracted communities.

2019 BUDGET SUMMARY

	2017 Actual	2018 Budget	2018 Amended	2018 Estimated	2019 Budget	Change
Revenues						
General Fund	3,614,767	3,552,709	3,537,709	3,675,325	4,270,196	20.2%
Sewer	903,144	987,298	987,298	991,980	949,050	-3.9%
Stormwater	683,399	529,887	998,846	1,081,254	527,522	-0.4%
Public Safety Communications	2,431,436	2,317,610	2,317,610	2,334,038	2,361,618	1.9%
Consolidated Services	1,039,262	1,065,369	1,065,369	1,065,398	-	-100.0%
Long Term Financial	1,298,170	1,243,369	1,243,369	1,283,100	1,085,149	-12.7%
Capital Improvements	693,546	221,276	560,723	1,570,565	624,458	182.2%
Total	\$10,663,725	\$ 9,917,518	\$10,710,924	\$12,001,661	\$9,817,992	
Expenditures						
General Fund	3,615,880	3,552,709	3,892,156	3,600,161	4,270,196	20.2%
Sewer	772,972	987,298	1,166,043	1,191,651	1,182,930	19.8%
Stormwater	597,502	529,887	548,919	845,605	527,522	-0.4%
Public Safety Communications	2,369,160	2,383,736	2,519,858	2,314,639	2,394,003	0.4%
Consolidated Services	1,049,839	1,065,369	1,065,369	1,065,398	-	-100.0%
Long Term Financial	1,268,472	1,289,963	1,289,963	1,289,963	1,085,149	-15.9%
Capital Improvements	626,877	328,364	1,121,400	1,182,591	843,849	157.0%
Total	\$10,300,702	\$10,137,326	\$11,603,709	\$11,490,008	\$10,303,648	
Revenues - Expenditures	\$363,023	-\$219,808	-\$892,784	\$511,653	-\$485,656	

2019 BUDGET SUMMARY

	2017 Actual	2018 Budget	2018 Amended	2018 Estimated	2019 Budget	Change
General Fund Revenues						
Taxes	2,471,752	2,473,502	2,473,502	2,474,503	3,159,667	27.7%
State Aids	616,293	608,788	608,788	608,781	600,467	-1.4%
Intergovernmental	124,943	140,978	140,978	142,478	99,697	-29.3%
Inspection	77,486	70,480	70,480	61,559	54,580	-22.6%
License and Permits	25,841	16,720	16,720	25,515	16,470	-1.5%
Service Fees	164,754	155,275	155,275	172,515	166,255	7.1%
Interest/Misc.	133,699	86,966	71,966	189,974	173,060	99.0%
Total	\$3,614,767	\$3,552,709	\$3,537,709	\$3,675,325	\$4,270,196	
General Fund Expenditures						
General Government	443,671	446,775	446,775	427,558	425,080	-4.9%
Public Safety	1,652,122	1,930,276	1,930,276	1,698,412	1,685,879	-12.7%
Health Department					28,083	100.0%
Library					155,663	100.0%
Fire Department					832,645	100.0%
Public Works	778,131	868,297	868,297	838,241	835,697	-3.8%
Recreation and Leisure	7,712	7,848	7,848	7,848	7,848	0.0%
Building Inspections	67,317	63,650	63,650	63,650	63,650	0.0%
Insurance	119,405	175,024	155,024	144,164	174,649	-0.2%
Legal Fees	89,976	60,840	60,840	60,840	61,003	0.3%
Other Uses	457,545	-	359,447	359,447	-	0%
Total	\$3,615,880	\$3,552,709	\$3,892,156	\$3,600,161	\$4,270,196	20.2%
Tax Levy						
	2017	2018	2019			
General Fund	2,406,591	2,419,136	3,105,289			
Public Safety Communications	263,166	281,484	286,523			
Health Department	27,288	27,697				
Library	166,572	174,149				
Fire Department	823,204	842,575				
Long Term Financial	681,525	737,894	761,415			
Capital Improvements	112,835	20,777	379,720			
Total	\$4,481,181	\$4,503,713	\$4,532,947			
Assessed Valuation						
	2016	2017	2018			
Milwaukee County	589,840,600	606,646,700	623,588,000			
Ozaukee County	25,274,000	25,457,500	25,683,700			
Assessed Valuation	615,114,600	632,104,200	649,271,700			
Property Tax Mill Rate	\$7.29	\$7.12	\$6.98			
Levy Adjustments						
Percentage Increase	0.411%	0.232%	0.281%			
Increase allowed	\$18,418	\$10,331	\$12,655			
Less Personal Property Aid			-\$1,738			
NSFD Joint Fire Dept Adjustment	N/A	\$19,371	\$18,376			
Debt Service Allowable	\$28,666	\$20,942	\$20,942			



I. CALL TO ORDER AND ROLL CALL

President Dickman called the meeting to order at 6:00 pm

ROLL CALL

President: Sam Dickman
Trustees: Michael Barth Daniel Muchin
Robb DeGraff Dan Rosenfeld
Eido Walny-excused Margaret Zitzer

Also Present: Village Manager Andy Pederson
Police Chief Doug Larsson
Director of Communications Liane Scharnott
Director of Finance and Administration Lynn Galyardt
Assistant Village Manager Jake Meshke
Village Attorney Chris Jaekels
There were fourteen people in the audience

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

A. Approval of:

1. Board of Trustee meeting minutes, September 13, 2018.
2. Summary of Claims for September 5, 2018 through October 5, 2018 in the amount of \$516,424.97.

B. Action on:

1. Application for issuance of operator's license request for Luke Miller, Otto's Bayside, Cody King, Sendiks Bayside, Jeffrey West, Sendiks Bayside and Tammy Atwater, Sendiks Bayside.

Motion by Trustee Muchin, seconded by Trustee Barth, to approve the Board of Trustee meeting minutes, September 13, 2018; Summary of Claims for September 5, 2018 through October 5, 2018 in the amount of \$516,424.97; Acceptance on an Application for issuance of operator's license request for Luke Miller, Otto's Bayside, Cody King, Sendiks Bayside, Jeffrey West, Sendiks Bayside and Tammy Atwater, Sendiks Bayside.

IV. CITIZENS AND DELEGATIONS

None.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

a. Presentation of proclamation to Ms. Altivas S. Jackson for her life-saving action.

President Dickman presented Ms. Altivas Jackson, a caregiver at Bayside Manor (9010 N Port Washington Road), with a proclamation for her life-saving efforts of applying the Heimlich maneuver to a choking victim on October 4, 2018.

b. Presentation of proclamation to Lieutenant Eric Miller for his 20 years of service.

President Dickman presented a proclamation to Lieutenant Eric Miller for his 20 years of service with the Village, which began on October 19, 1998.

c. Discussion/action on the September 2018 Police Department Report.

Chief Larsson provided an overview of the September 2018 Police Department Report stating there were 376 calls for service, Cory Fuller and Paul Picciolo were promoted to Lieutenant, and Randy Santarelli began as a Police Officer.

Motion by Trustee Rosenfeld, seconded by Trustee Barth, on acceptance of the September 2018 Police Department Report. Motion carried unanimously.

d. Discussion/action on the September 2018 Communication Center Report.

Director Scharnott provided an overview of the September 2018 Communication Center Report stating new hire Brenda Meneese started, initial work was being completed on CAD to CAD integration, and the average time to dispatch a vehicle was 31 seconds.

Motion by Trustee DeGraff, seconded by Trustee Barth, on acceptance of the September 2018 Communication Center Report. Motion carried unanimously.

2. Finance and Administration Committee

a. Presentation of the Wisconsin Healthy Community's Designation, Bronze Level.

Ann Christiansen, Director of the North Shore Health Department, presented the Wisconsin Health Community's Designation. Director Christiansen stated the Village was one of 31 communities across the state recognized as a healthy community. The Village received recognition based on health behaviors, social and economic factors, and the physical environment. The Village's recognition runs from 2019 through 2021.

b. Discussion/action on the September 2018 Finance and Administrative Services Report.

Director Galyardt provided an overview of the September 2018 Finance and Administrative Services Report stating there will be a 5.56% reduction in state expenditure restraint funds for 2019, the required pre-test of the election equipment was completed, and revenues and expenditures were on track for the time of year.

Motion by Trustee DeGraff, seconded by Trustee Zitzer, on acceptance of the September 2018 Finance and Administrative Report. Motion carried unanimously.

c. Discussion/action on the September 2018 Financial Statement and

Investment Report.

Trustee Barth stated that expenses were on track for the time of year.

Motion by Trustee DeGraff, seconded by Trustee Rosenfeld, on acceptance of the September 2018 Financial Statement and Investment Report. Motion carried unanimously.

3. Public Works Committee

a. Discussion/action on the September 2018 Department of Public Works Report.

Manager Pederson provided an overview of the September 2018 Department of Public Works Report stating 258 participated in the 2018 Bayside 5k Run/2 Mile Walk, crews collected 770 piles of yard waste, and a shared grant application through the U.S. Forest Service's Great Lakes Restoration Initiative was successful for tree planting funds.

Motion by Trustee Barth, seconded by Trustee DeGraff, on acceptance of the September 2018 Department of Public Works Report. Motion carried unanimously.

b. Discussion/action on Milwaukee Metropolitan Sewerage District Green Solutions Funding Agreement G98005P15.

Manager Pederson stated that the Milwaukee Metropolitan Sewer District Green Funding Agreement was for \$43,386 to be used to offset the costs of expanding the Village Hall pond as part of the Ellsworth Park Stormwater Diversion Project. The expanded pond can hold approximately 1.5 million gallons of stormwater.

Motion by Trustee Barth, seconded by President Dickman, on acceptance on the Milwaukee Metropolitan Sewerage District Green Solutions Funding Agreement G98005P15. Motion carried unanimously.

c. Discussion/action on Urban Wildlife Damage Abatement and Control (UWDAC) Grant Application.

Manager Pederson stated that the City of Mequon and Villages of River Hills and Fox Point had deer management programs, but discontinued due to cuts in funding and effectiveness. The Village program has netted an average of three (3) deer per year. Village staff spends between 30 – 50 hours on the deer management program annually. Manager Pederson that the Schlitz Audubon Nature Center had re-established their program and achieved greater results in their program.

Motion by Trustee Barth, seconded by Trustee Zitzer, to discontinue the Urban Wildlife Damage Abatement and Control (UWDAC) Grant Application and wildlife management program. Motion carried unanimously.

d. Discussion/update on 2018 capital projects.

- **Ravine Lane Slope Stabilization and Manhole Protection Project**

Manager Pederson stated the Ravine Lane Stabilization Project would stabilize the ravine and a Village-owned manhole along West Ravine Lane. The ravine has been eroded over time, which has destabilized the manhole and put it in jeopardy. The project has been awarded to WSO Grading and Excavating. The project does not have a set start date and may need to be postponed to 2019, due to the continued fall rain.

- **2018 Driveway Culvert Replacement and Street Resurfacing Project**

Manager Pederson stated the driveway culvert replacement and stormwater ditch regrading was completed. Crews replaced 41 driveway culverts and six (6) cross culverts. Road resurfacing, shouldering, and landscape restoration has also been completed. The contractor also completed patches in several locations in the Village. Staff and the Village Engineer were finalizing punch list items.

- **Fund for Lake Michigan Grant Stormwater Management Project**

Manager Pederson stated the prototype stormwater ditch designs were nearly complete. Two bioretention features, bioswale, and a rain garden were installed. The plantings for the rain garden may need to wait until 2019 depending on weather. The project experienced significant delays due to the amount of rain received. Final invoices and costs were being accumulated. The final report for the project is due to the Fund for Lake Michigan on November 15.

Manager Pederson stated Initial meetings took place for Phase II of the Fund for Lake Michigan project. The \$65,000 phase II project would develop a process to implement the prototype stormwater designs and other green infrastructure solutions on private property, particularly in the Pelham-Heath neighborhood.

- **Ellsworth Park Diversion Project**

Manager Pederson stated the Ellsworth Park Diversion project would allow for the possibility to bring stormwater from Ellsworth Park to the pond north of Village Hall, as opposed to going to the 621 Brown Deer Road Pond. The stormwater improvement would ease the strain on the current system and direct water to Lake Michigan instead of Indian Creek. The north parking lot at Village Hall was removed, underground stormwater pipe connecting Ellsworth Park and Village Hall was installed, drainage ditch improvements were made on the south side of Ellsworth Lane, landscape restored, Ellsworth Lane and Regent Road were repaved, and the shouldering on the south side of Ellsworth Lane was completed. The remaining steps in the project include enlarging the stormwater pond north of Village Hall and completing final testing of the new system. It was anticipated that the work would be completed by November 1, 2018, weather-dependent.

4. **Intergovernmental Cooperation Council**-No report.
5. **Board of Zoning Appeals**-No report.
6. **Plan Commission**-No report.
7. **Architectural Review Committee**
 - a. **Discussion/action on variance for a temporary sign at 501 W Brown Deer Road.**

Trustee Barth stated that the proposed variance was for Open Pantry to advertise a free cup of coffee during remodeling construction. The sign was 4 feet by 8 feet and posted through construction. The Architectural Review Committee recommended to approve the sign at the September 17 meeting.

Motion by Trustee DeGraff, seconded by President Dickman, on acceptance on variance for a temporary sign at 501 W Brown Deer Road. Motion carried unanimously.

8. Library Board

a. Presentation/discussion on North Shore Library capital improvement program and facility recommendations.

North Shore Library Director Susan Draeger-Anderson presented a proposed capital improvement program and facility recommendations to the Board of Trustees. Director Draeger-Anderson stated the capital improvement plan design would provide a refreshed space, reduced staffing and operational costs, more notable entry, outdoor space and improved landscaping, adult living room for reading and conversation, flexible, open community meeting room, and larger children's room

Director Draeger-Anderson stated the 2019 cost to Bayside for architectural, design and construction bidding would be \$51,000. The estimated 2020 construction cost to Bayside would be approximately \$656,000, which results in a total Bayside project cost of approximately \$707,000. The projected total project cost for all member communities is \$4.1 million, of which Bayside's portion is 16.91%. The Library would have to bid the project to determine actual costs.

Trustee DeGraff inquired about previous commitments to fundraise from the Library Foundation. Director Draeger-Anderson stated that the Library Foundation had not yet set a fundraising goal and that the Library Foundation did not believe it was in the bylaws for fundraising efforts to finance construction. Director Draeger-Anderson stated the capital improvement presentation would be made to Glendale on November 12, the only remaining community awaiting the presentation. No action was taken.

9. Community Event Committee-No report.

10. North Shore Fire Department

a. Discussion/action on Resolution 18-____, a Resolution to approve the single or multi-year capital budget to purchase a water tender and two ambulances for 2019, 2020, and 2021 and agreement to pay its share of the single or multi-year capital budget for 2019, 2020, and 2021.

Manager Pederson stated that prior to 2013, the North Shore Fire Department did not have a dedicated capital funding source. In 2013, the North Shore Fire Department approved a three-year funding resolution and reapproved the resolution in 2015. Manager Pederson stated the resolution before the Board of Trustees was to continue providing resources for large pieces of apparatus for the North Shore Fire Department.

Motion by Trustee Muchin, seconded by Trustee Zitzer, on acceptance on Resolution 18-26, a Resolution to approve the single or multi-year capital budget to purchase a water tender and two ambulances for 2019, 2020, and 2021 and agreement to pay its share of the single or multi-year capital budget for 2019, 2020, and 2021. Motion carried unanimously.

b. Discussion/action on Resolution 18-____, a Resolution to approve the 2019 North Shore Fire Department Fees for Service Schedule.

President Dickman stated that the fee schedule was included in the Board of Trustee meeting packet and that there were a couple of increases. The schedule was previously approved by the Library Board.

Motion by Trustee DeGraff, seconded by Trustee Barth, on acceptance on Resolution 18-27 a Resolution to approve the 2019 North Shore Fire Department Fees for Service Schedule. Motion carried unanimously.

c. Discussion/action on Resolution 18-____, a Resolution to approve exception to the levy limits for charges for the North Shore Fire Department Pursuant to 2005 Wisconsin Act 484.

Manager Pederson stated State Statutes allow for an exemption to levy limits for community expenditures related to a joint fire department. In order for any of the seven North Shore communities to use the exemption, all seven communities must pass the proposed resolution, annually. Manager Pederson stated the majority of North Shore communities utilized the tax levy exemption for 2018 and plan to again for 2019 as North Shore Fire Department expenses outpace allowable increases in the overall property tax levy.

Motion by Trustee Muchin, seconded by Trustee Rosenfeld, on acceptance on Resolution 18-28, a Resolution to approve exception to the levy limits for charges for the North Shore Fire Department Pursuant to 2005 Wisconsin Act 484. Motion carried unanimously.

11. Community Development Authority-No report.

VI. VILLAGE PRESIDENT'S REPORT-No report.

VII. VILLAGE MANAGER'S REPORT-No report.

VIII. VILLAGE ATTORNEY'S REPORT-No report.

IX. MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD

President Dickman stated several follow-up points regarding the Community Development Authority (CDA) meeting on September 27, 2018, noting the proposed site is ideal for development as it is underutilized, assessed value is declining, the developer is experienced and controls most parcel, and the site is isolated from most of the Village.

President Dickman stated the Tax Incremental District (TID) and Tax Incremental Financing (TIF) were a startling point. The TID would define the area and TIF would provide Board of Trustees and CDA tools to negotiate with the developer. President Dickman noted there were no plans to hold another CDA meeting unless the developer provides a modified proposal.

X. CORRESPONDENCE
None.

XI. ADJOURNMENT

Motion by Trustee Rosenfeld, seconded by Trustee Muchin, to adjourn the meeting at 6:40pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration | | November 16, 2018



Village of Bayside
9075 N Regent Road
Finance and Administration, Public Works & Public Safety
Committee Meeting
November 8, 2018
Village Board Room, 5:00pm

I. CALL TO ORDER

President Dickman called the meeting to order at 5:00pm.

II. ROLL CALL

Trustees: President Dickman
Michael Barth
Robb DeGraff
Daniel Muchin-arrived at 5:10pm
Dan Rosenfeld
Eido Walny-excused
Margaret Zitzer

Committee Citizen Members:

Mort Swerdlow-excused
JoAnn Lutz-excused

Also Present: Village Manager Andy Pederson
Police Chief Doug Larsson
Director of Communications Liane Scharnott
Director of Finance and Administration Lynn Galyardt
Assistant Village Manager Jake Meshke
There was no one in the audience.

III. BUSINESS

- A. Discussion/recommendation on the 2019 proposed budget.**
1. **General Fund**
 2. **Sanitary Sewer Enterprise Fund**
 3. **Stormwater Utility Fund**
 4. **Public Safety Communications Fund**
 5. **Long Term Financial Services Fund**
 6. **Public Safety Capital Fund**
 7. **Public Works Capital Fund**
 8. **Administrative Capital Fund**
 9. **Public Safety Communications Capital Fund**

Manager Pederson provided an overview of the 2019 Budget document, reviewing the 2018 accomplishments, 2019 goals, performance measurement program and fiscal analysis. The proposed 2019 Budget is in compliance with expenditure restraint restrictions and levy limits. Manager Pederson stated that the overall property tax levy was proposed to increase by .649%, or \$29,234. Of the proposed increase, 63%, or \$18,376, would be utilized for cost increases

associated with North Shore Fire/Rescue. The proposed 2019 tax levy is \$4,532,947 The mill rate was proposed to decrease by 1.97% from \$7.12/\$1,000 to \$6.98/\$1,000. The overall expenditure plan was proposed to be 11.2% less than in 2018, at \$10,303,648.

Manager Pederson stated that the Strategic Initiative Implementation and Plan are included in the budget document and that there would be a Specific, Measurable, Actionable, Realistic, and Time-Oriented (SMART) approach taken in 2019 goal development and implementation.

Manager Pederson stated that the Village Financial Policies are included in the budget document and provide policy guidance for department operations. Manager Pederson stated that the proposed 2019 Financial Policies would increase general fund fund balance threshold to 25% of budgeted general fund appropriations from 20%. In determining the acceptable range of general fund balance, consideration was given to the historical stability of Village's revenues, expenditures and mill rate; timing of revenue collections in relation to payments made for operational expenditures; and, anticipated growth in the Village's valuation and/or services to be provided to Village residents.

Manager Pederson stated that the fee schedule was recommended to be revised to update the Sanitary Sewer User Fee to the 2019 rate of \$484 and Stormwater User Fee to \$229. The Commercial Sewer User Fee rate per 1,000 gallons was proposed to be \$4.18. The Proposed 2019 Budget maintains the same level of services and events as in the past year.

Motion by Trustee DeGraff, seconded by Trustee Rosenfeld, to recommend approval to the Village Board of Trustees on the 2019 proposed budget: General Fund, Sanitary Sewer Enterprise Fund, Stormwater Utility Fund, Public Safety Communications Fund, Long Term Financial Services Fund, Public Safety Capital Fund, Public Work Capital Fund, Administrative Capital Fund, Public Safety Communications Capital Fund. Motion carried unanimous.

B. Discussion/recommendation of 2018/2019 Strategic Initiative Implementation and Plan.

Motion by Trustee Rosenfeld, seconded by Trustee Muchin, to recommend approval to the Village Board of Trustees on the 2018/2019 Strategic Initiative implementation and Plan. Motion carried unanimous.

C. Discussion/recommendation of Village Financial Policies.

Motion by Trustee DeGraff, seconded by Trustee Muchin, to recommend approval to the Village Board of Trustees on Village Financial Policies. Motion carried unanimous.

D. Discussion/recommendation on Resolution 18-_____, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Motion by Trustee Muchin, seconded by Trustee Zitser, to recommend approval to the Village Board of Trustees on Resolution 18-_____, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimous.

E. Discussion/recommendation on Resolution 18-_____, a resolution adopting the 2019 annual budget and establishing the 2018 tax levy.

Motion by Trustee Muchin, seconded by Trustee DeGraff, to recommend approval to the Village

Board of Trustees on Resolution 18-_____, a resolution adopting the 2019 annual budget and establishing the 2018 tax levy. Motion carried unanimous.

F. Discussion/recommendation on Resolution 18-_____, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.

Motion by Trustee Muchin, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on Resolution 18-_____, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates. Motion carried unanimous.

G. Discussion/recommendation on Resolution 18-_____, a resolution adopting the 2019 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.

Motion by Trustee Barth, seconded by Trustee Muchin, to recommend approval to the Village Board of Trustees on Resolution 18-_____, a resolution adopting the 2019 Stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate. Motion carried unanimous.

IV. ANY OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE COMMITTEE

None.

V. ADJOURNMENT

Motion by Trustee Muchin, seconded by Trustee DeGraff, to adjourn the meeting at 6:15pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt
Director of Finance and Admin/Clerk/Treasurer
November 16, 2018

SUMMARY OF CLAIMS

October 6, 2018 through November 12, 2018

October 11, 2018	\$	44,021.00
October 19, 2018	\$	318,036.92
October 31, 2018	\$	83,110.14
November 2, 2018	\$	21,746.45

TOTAL \$466,914.51

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
10/11/2018	34545	Falk Group	5,137.00
10/11/2018	34546	VON BRIESEN & ROPER	27,400.00
10/11/2018	34547	VON BRIESEN & ROPER	11,484.00
Grand Totals:			<u>44,021.00</u>

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
10/19/2018	34549	BEER CAPITOL DISTRIBUTING	1,113.90
10/19/2018	34550	DIVERSIFIED BENEFIT SERVICES	130.00
10/19/2018	34551	HUMPHREY SERVICE PARTS INC	258.52
10/19/2018	34552	Level (3)	1,744.86
10/19/2018	34553	LINCOLN CONTRACTORS SUPPLY	36,426.75
10/19/2018	34554	MICHELS CORPORATION	35,370.00
10/19/2018	34555	MILW COUNTY TREAS-MUNIC COUR	353.80
10/19/2018	34556	ONYX COMMUNICATIONS	2,435.00
10/19/2018	34557	ROSENFELD, DANIEL	35.00
10/19/2018	34558	SAFEBUILT IIc	2,516.25
10/19/2018	34559	STATE OF WISCONSIN COURT	1,105.24
10/19/2018	34560	USINGER'S	649.20
10/19/2018	34561	WEST SAFETY SOLUTIONS, CORP	5,504.50
10/19/2018	34562	WESTERN CULVERT & SUPPLY	87.00
10/19/2018	34563	AT&T	179.40
10/19/2018	34564	CHILDREN'S HOSPITAL OF WI FOUN	530.27
10/19/2018	34565	CITY OF MEQUON	1,011.38
10/19/2018	34566	CIVICPLUS	5,512.50
10/19/2018	34567	CONVERGED TECHNOLOGY PROFE	2,258.59
10/19/2018	34568	FRANK GILLITZER ELECTRIC CO	539.86
10/19/2018	34569	HENRICKSEN	9,333.17
10/19/2018	34570	HERBST OIL	5,431.98
10/19/2018	34571	MADACC	2,467.89
10/19/2018	34572	MILWAUKEE COUNTY OFFICE OF TH	85.66
10/19/2018	34573	OZAUKEE COUNTY CLERK	34.23
10/19/2018	34574	SECURIAN FINANCIAL GROUP	787.26
10/19/2018	34575	SECURX	53.00
10/19/2018	34576	UNITED WAY OF GREATER MILWAUK	58.20
10/19/2018	34577	VILLAGE OF FOX POINT	20,139.29
10/19/2018	34578	WE ENERGIES	5,811.67
10/19/2018	34579	WSO Grading & Excavating	176,072.55
Grand Totals:			<u>318,036.92</u>

Report Criteria:
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
10/31/2018	999996345	ADOBE	189.95
10/31/2018	999996346	Aramark	540.51
10/31/2018	999996347	AT&T-5080	1,306.65
10/31/2018	999996348	BATTERIES PLUS BULBS	5.95
10/31/2018	999996349	BATZNER PEST CONTROL	75.00
10/31/2018	999996350	Bobcat Plus	11.48
10/31/2018	999996351	CDW GOVERNMENT	150.19
10/31/2018	999996352	CERTIFIED LABORATORIES	580.84
10/31/2018	999996353	CONCENTRA	118.00
10/31/2018	999996354	EMERGENCY MEDICAL PRODUCTS	164.21
10/31/2018	999996355	GALLS	23.01
10/31/2018	999996356	GoDaddy	489.96
10/31/2018	999996357	HANSCOMK.COM	206.23
10/31/2018	999996358	IAFCI	190.00
10/31/2018	999996359	JX Enterprises	2,801.90
10/31/2018	999996360	KUJAWA ENTERPRISES INC	7,301.76
10/31/2018	999996361	LEMKE STONE INC	33.62
10/31/2018	999996362	ONLINE CONSULTING INC	495.00
10/31/2018	999996363	P&R CARPET CLEANING	3,272.26
10/31/2018	999996364	PEOPLE KEYS	309.40
10/31/2018	999996365	PROFESSIONAL ID CARDS INC.	82.50
10/31/2018	999996366	QUILL	63.45
10/31/2018	999996367	RED THE UNIFORM TAILOR	223.36
10/31/2018	999996368	SECLICKFIX INC	3,200.00
10/31/2018	999996369	SHORETEL	611.63
10/31/2018	999996370	SPECTRUM BUSINESS	5,949.58
10/31/2018	999996371	STREICHER'S	3,490.16
10/31/2018	999996372	THOMSON REUTERS - WEST	147.74
10/31/2018	999996373	TKK Electronics LLC	45,122.00
10/31/2018	999996374	US BANK	794.03
10/31/2018	999996375	VERIZON WIRELESS	253.44
10/31/2018	999996376	VISTAPRINT.COM	28.49
10/31/2018	999996377	WASTE MANAGEMENT OF WI ORCH	4,510.80
10/31/2018	999996378	WELD SPECIALTY SUPPLY CORP.	94.28
10/31/2018	999996379	WISCONSIN DOCUMENT IMAGING	272.76
Grand Totals:			<u>83,110.14</u>

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
11/02/2018	34588	ARLINGTON COMPUTER PRODUCTS	6,563.00
11/02/2018	34589	BORTH-WILSON INC	15.00
11/02/2018	34590	DAVIS & KUELTHAU S.C.	5,259.00
11/02/2018	34591	DIVERSIFIED BENEFIT SERVICES	225.00
11/02/2018	34592	KAPUR & ASSOCIATES	1,005.00
11/02/2018	34593	Level (3)	1,755.20
11/02/2018	34594	NORTH SHORE HEALTH DEPARTMEN	6,924.25
Grand Totals:			<u>21,746.45</u>

Village of Brown Deer Proposal



Future North Shore Library – in the Village of Brown Deer

November 1st, 2018

Village of Brown Deer Proposal

The Village of Brown Deer has purchased a building for library services located at 4301 West Brown Deer Road. The Village of Brown Deer believes it would be of mutual benefit for the Village of Brown Deer to join the current North Shore Library which includes (Bayside, Fox Point, Glendale, and River Hills). We further propose that the other communities move the North Shore Library to the recently purchased location at 4301 West Brown Deer Road. If this joint consolidation makes sense to the other communities then the Village of Brown Deer would propose becoming the fiscal agent for the North Shore Library, form a new library board with all communities participating, and form a new friends of the library group. Here are the reasons why this would benefit the communities.

- **Fiscal benefits**
 - Each community will save money - **See Attachment A**
 - New library Budget – **See Attachment B**
 - Proposed staff makeup and hours of operation at new location– **See Attachment C**
 - Proposed staff titles and annual salary – **See Attachment D**
 - Mixed use building to help with revenues (Armed Forces \$100,000 annually) – potential for leasing more space in the building in the lower level.
 - Capital costs of current North Shore building start at \$4.2 million dollars not including the cost of relocation during the remodeling. This cost will be eliminated by moving the location to the newly purchased Brown Deer building.
 - Current Village of Brown Deer library circulation numbers – **Available upon request**
 - Current Village of Brown Deer library programming numbers – **Available upon request**
- **Building benefits**
 - Size (31,912 square feet) Currently the Armed Forces are occupying 7,000 square feet for \$100,000 a year. If the new library takes 16,000 square feet that will leave 8,912 square feet for possible lease opportunities. These are only estimates at this point.
 - Community space will be built for recreation programing along with community members to rent.
 - Parking spaces – 92 spaces
 - New design (Communities can help design the new library layout) The Village of Brown Deer will look to the Friends of the Library in all communities, citizen donations, and grants before borrowing the remaining amount. Estimated costs to renovate will be \$100 per square foot.
 - Drive Thru window for picking up and dropping off books. There is only one library with this feature in the Milwaukee Federated Library System currently.
 - Newer building built in 2000. The building has been well maintained.
 - Conceptual layout of new library (Not the final design. This is simply a look at what could happen). We will hire an architect to work with the communities to design the new space. – **See Attachment E**
- **Location benefits**
 - Inside the Original Village near unique shops – **See Attachment F**
 - In walking distance of the Oak Leaf Trail
 - Across the street from Bus Line #276. 1 block from route #12
 - New traffic light to be installed, along with pedestrian crossing, as part of the DOT project in 2022 at North Deerbrook Trail and Brown Deer Road
 - Joint business opportunities in the surrounding area to partner with the library.
 - Walkability – Ability of patrons of the library to enjoy the amenities in the Original Village.
 - Visibility – Located on Brown Deer Road and near Green Bay Road. Easy access for all communities.
 - In walking distance of the Brown Deer Pond, Village Park, and the Farmers Market
- **Actions**
 - Amend Current Agreement to include the Village of Brown Deer, change the location from 6800 N. Port Washington road to 4301 W. Brown Deer Road, and change the fiscal agent to the Village of Brown Deer.
 - Create a new Library Board representing each municipality to begin the renovation design.

Attachment A

Current North Shore Library				Future North Shore Library				
Municipality	Population	% Share	Current Budget	Population	% Share	New Budget	1st Year Savings	2% COLA each year
Brown Deer	0	0%	\$ 385,346	12,340	33%	\$ 346,240	\$ 39,106	\$ 62,227
Glendale	12,604	50%	\$ 466,896	12,604	34%	\$ 353,648	\$ 113,249	\$ 796,621
Bayside	4,253	17%	\$ 155,663	4,253	11%	\$ 119,332	\$ 36,331	\$ 249,974
River Hills	1,577	6%	\$ 55,416	1,577	4%	\$ 44,248	\$ 11,168	\$ 69,660
Fox Point	6,648	27%	\$ 242,562	6,648	18%	\$ 186,532	\$ 56,030	\$ 383,142
	25,082	100%	\$ 920,537	37,422	100%	\$ 1,050,000	\$ 255,883	\$ 1,561,623

Current North Shore Library Capital Costs					5-year cost	
Municipality	2019	2020	2021	2022	2023	
Glendale	\$ 153,579	\$ 1,966,540	\$ 6,695	\$ 5,681	\$ 6,695	\$ 2,139,190
Bayside	\$ 51,203	\$ 655,643	\$ 2,232	\$ 1,894	\$ 2,232	\$ 713,204
River Hills	\$ 18,228	\$ 233,410	\$ 795	\$ 674	\$ 795	\$ 253,902
Fox Point	\$ 79,787	\$ 1,021,655	\$ 3,478	\$ 2,951	\$ 3,478	\$ 1,111,349
	\$ 304,816	\$ 3,879,268	\$ 15,221	\$ 13,222	\$ 15,223	\$ 4,217,645

Future Capital North Shore Library				Savings if you include capital savings			
Municipality	% Share	Yearly amount	10- year amount	Municipality	1st year	10 years	
Brown Deer	33%	\$ 32,975	\$ 329,753	Brown Deer	\$ 6,131	\$ (267,526)	
Glendale	34%	\$ 33,681	\$ 336,807	Glendale	\$ 79,568	\$ 2,599,004	
Bayside	11%	\$ 11,365	\$ 113,650	Bayside	\$ 24,966	\$ 1,173,018	
River Hills	4%	\$ 4,214	\$ 42,141	River Hills	\$ 6,954	\$ 713,716	
Fox Point	18%	\$ 17,765	\$ 177,650	Fox Point	\$ 38,265	\$ 1,571,163	
	100%	\$ 100,000	\$ 1,000,000		\$ 155,883	\$ 5,789,375	
Goal: \$1,000,000 in ten years							

The loss to The Village of Brown Deer over the 10 years would be offset by leasing the remaining space of the library. Example: The Armed Forces lease payment per year is \$100,000.

VILLAGE OF BROWN DEER
LIBRARY

Attachment B

GL NUMBER	DESCRIPTION	2016	2017	2018	2019	2019
		ACTIVITY	ACTIVITY	Projection	MANGER'S	NEW LIBRARY
		BUDGET		BUDGET		BUDGET
ESTIMATED REVENUES						
151-000-11-4-00-10	General Property Taxes	385,346	385,346	385,346	385,346	346,240
151-000-67-4-10-10	Photocopies	9,984	8,570	8,000	8,000	0
151-000-67-4-10-20	Library-Fines	18,470	10,823	10,000	10,000	0
151-000-67-4-10-30	Sale of Materials	1,526	1,230	1,500	1,500	0
151-000-67-4-10-40	Lost Material Charges	2,046	1,356	1,250	1,250	0
151-000-67-4-10-90	Miscellaneous Charges	4,326	2,639	1,750	1,750	703,760
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	87,166	87,778	88,648	84,988	0
151-000-81-4-00-10	Investment Interest	568	1,438	0	0	0
151-000-82-4-00-10	Rent Income	37,077	37,246	33,000	100,000	100,000
151-000-85-4-50-10	Donations - Library	11,393	10,245	9,000	9,000	0
TOTAL ESTIMATED REVENUES		557,902	546,671	538,494	601,834	1,150,000
APPROPRIATIONS						
151-510-51-5-10-10	Salaries/Wages	308,913	295,939	290,000	311,110	653,754
151-510-51-5-15-10	WI Retirement	17,349	14,980	12,522	18,640	29,538
151-510-51-5-15-15	FICA	23,016	22,288	20,656	23,798	50,014
151-510-51-5-15-20	Group Insurance	61,921	40,091	25,502	31,452	125,146
151-510-51-5-15-25	Workers Comp Insurance	774	298	800	800	1,500
151-510-51-5-20-35	Technical Services	2,934	3,111	5,000	3,200	3,200
151-510-51-5-20-40	Printing Services	6,084	5,176	3,000	6,000	6,000
151-510-51-5-24-10	Equipment Maintenance Services	16,073	19,482	19,400	19,400	19,400
151-510-51-5-30-10	Office Supplies, Equip & Exp	5,476	3,431	3,750	3,000	3,000

151-510-51-5-30-15	Postage & Mailing	297	266	150	300	500
151-510-51-5-30-20	Communications	2,595	1,140	2,000	2,000	4,000
151-510-51-5-45-10	Professional Memberships	533	314	200	500	500
151-510-51-5-45-30	Professional Training	0	819	25	0	0
151-510-51-5-45-40	Mileage Reimbursement	450	139	200	250	250
151-510-51-5-80-10	New/Replace Equipment	0	0	13,637	0	0
151-511-51-5-35-40	Collect Repair/Maint/Suppl	4,664	6,842	5,000	5,000	5,000
151-511-51-5-38-10	Periodicals	2,823	6,525	6,900	6,900	6,900
151-511-51-5-38-15	Books	37,474	44,096	35,000	38,000	45,000
151-511-51-5-38-20	Audio/Visual	13,797	13,163	11,600	11,600	11,600
151-511-51-5-38-30	Donation Expenditures	8,405	4,952	2,500	4,000	4,000
151-511-51-5-38-40	Library Programming	815	2,815	1,500	4,000	4,000
151-512-51-5-22-10	Natural Gas/Electric Service	19,025	19,809	20,000	60,000	55,000
151-512-51-5-22-20	Sewer/Water Services	798	803	800	850	2,000
151-512-51-5-23-10	Cleaning Services	14,400	14,400	13,500	12,000	0
151-512-51-5-23-15	Building Maint/Repair Services	17,977	14,029	8,000	4,000	4,000
151-512-51-5-35-10	Building Supplies	2,219	1,535	1,500	1,500	7,000
TOTAL APPROPRIATIONS		568,812	536,443	503,143	568,300	1,041,302

NET OF REVENUES/APPROPRIATIONS - FUND 151	(10,910)	10,228	35,351	33,534	108,698
BEGINNING FUND BALANCE	84,125	73,215	83,443	118,794	118,794
ENDING FUND BALANCE	73,215	83,443	118,794	152,328	227,492

Attachment C

Staff break down for the New North Shore Library:

- (1) Full Time Library Director - filled with BD staff member
- (1) Full Time Assistant to the Director/Circulation Supervisor - filled with BD staff member
- (1) Full Time Head Library Assistant - filled with BD staff member

- (1) Full Time Library Assistant - filled with BD staff member
- (2) 28 hour/week Library Assistants - 1 position filled with BD staff member
- (3) 18 hour/week Library Assistants - 1 position filled with BD staff member
- (1) 8 hour/week Library Assistant - filled with BD staff member

- (1) 15 hours/week Head Page - filled with BD staff member
- (4) 15 hours/week Pages - 1 position filled with BD staff member

- (1) Full Time Head of Adult Services - not filled
- (1) Full Time Head of Children's Services - filled with BD staff member
- (1) 28 hours/week Adult Reference Librarian - filled with BD staff member
- (3) 18 hours/week Adult Reference Librarians - 2 positions filled with BD staff members
- (1) 28 hours/week Children's Librarian - not filled
- (2) 18 hours/week Children's Librarians - not filled

- (1) Full Time Cleaner/maintenance - not filled

Reference Librarian Intern - as needed

Hours:

Monday 9:00-8:00PM
Tuesday 9:00-8:00PM
Wednesday 9:00-8:00PM
Thursday 9:00-8:00PM
Friday 9:00-5:00PM
Saturday 10:00-4:00PM
Sunday 12:00-4:00PM

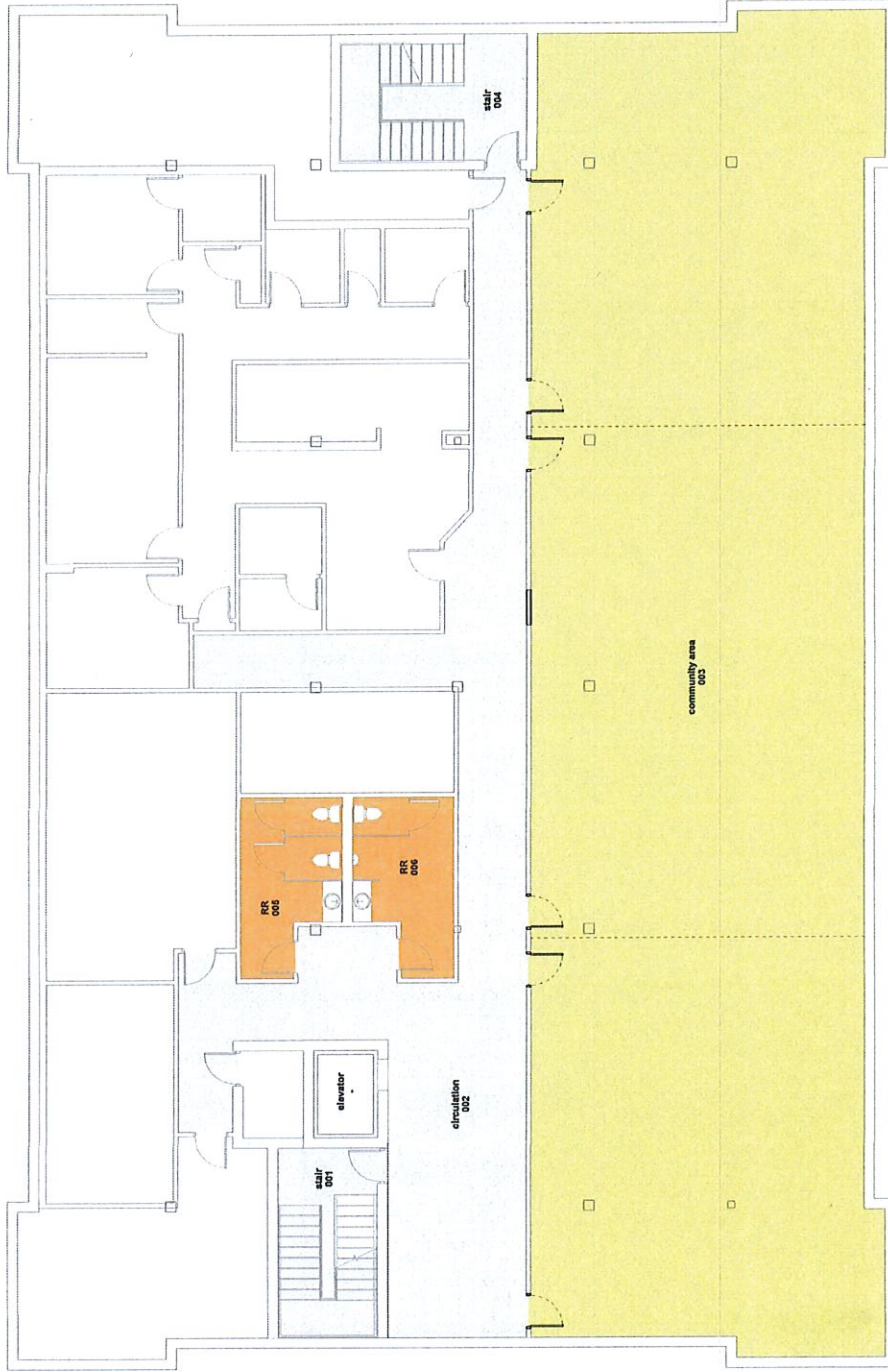
= 62 total open hours for new North Shore Library - (currently Brown Deer library is 42 hours)

Attachment D

The future North Shore Library – positions and annual salary

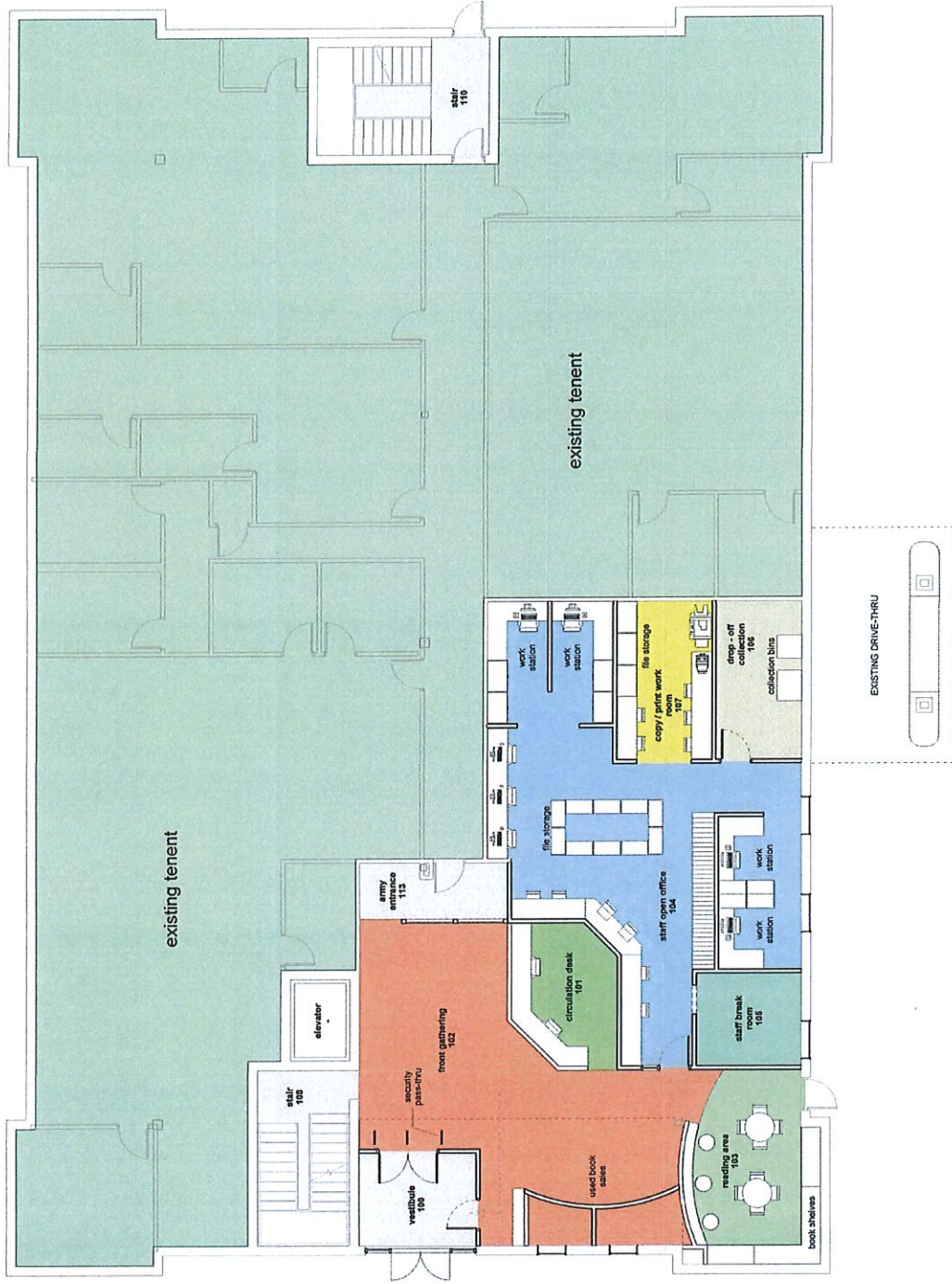
FTE's per worked	Title	Annual Wage
1.00	Library Director	68,557
1.00	Asst Director/Circulation Superior	56,243
1.00	Head Library Asst/Asst Circulation Supervisor	43,638
1.00	Library Assistants - FT	29,858
0.70	Library Assistants - PT 28 hr/wk	20,901
0.70	Library Assistants - PT 28 hr/wk	20,901
0.45	Library Assistants - PT 18 hr/wk	13,436
0.45	Library Assistants - PT 18 hr/wk	13,436
0.45	Library Assistants - PT 18 hr/wk	13,436
0.20	Library Assistants - PT 8 hr/wk	5,772
0.38	Head Page - PT 15 hr/wk	7,078
0.38	Library Pages - PT 15 hr/wk	6,979
0.38	Library Pages - PT 15 hr/wk	6,979
0.38	Library Pages - PT 15 hr/wk	6,979
0.38	Library Pages - PT 15 hr/wk	6,979
1.00	Head Adult Services/Adult Reference Librarian	53,092
1.00	Head Children's Services/Children's Reference Librarian	47,330
0.70	Adult Reference Librarian - PT 28 hr/wk	33,634
0.45	Adult Reference Librarian - PT 18 hr/wk	21,622
0.45	Adult Reference Librarian - PT 18 hr/wk	21,622
0.45	Adult Reference Librarian - PT 18 hr/wk	21,622
0.70	Children's Reference Librarian - PT 28 hr/wk	33,131
0.45	Children's Reference Librarian - PT 18 hr/wk	21,299
0.45	Children's Reference Librarian - PT 18 hr/wk	21,299
1.00	Maintenance/Custodian	43,680
0.45	Reference Librarian Intern	14,251

A200



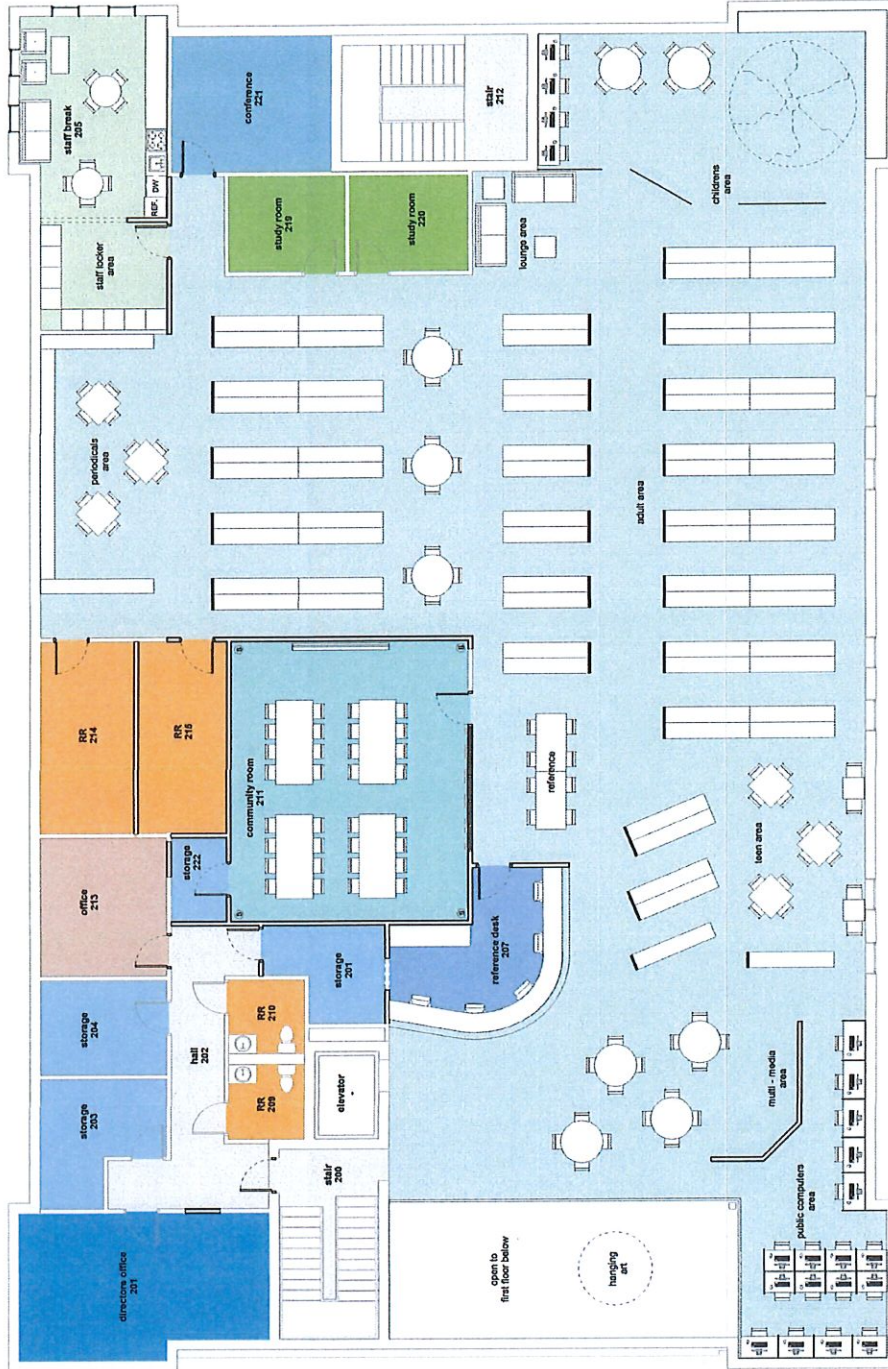
Existing Basement Plan 3/16" = 1'-0"

A201



First Floor Plan 3/16" = 1'-0"

A203



Second Floor Plan 3/16" = 1'-0"

Attachment F



**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

**A Proclamation Recognizing Officers Jason Blochowicz
and Ryan Bowe For Their Life-Saving Action**

WHEREAS, on October 31, 2018, Police Officers Jason Blochowicz and Ryan Bowe rendered medical aid to an opioid overdose victim who was near death; and

WHEREAS, Officers Jason Blochowicz and Ryan Bowe immediately recognized the symptoms of a drug overdose in a car driver who was unconscious in his vehicle while stopped at a traffic signal; and

WHEREAS, both officers are recognized as experienced and well trained, and worked together as a team; and

WHEREAS, the victim was revived by Officers Blochowicz and Bowe when they administered the medication Naloxone, also known as Narcan, while awaiting the response of paramedics; and

WHEREAS, both officers' quick training, thinking, prompt and immediate action saved the life of the victim and in doing so has set an example for all those to follow;

THEREFORE, BE IT RESOVED, that, Samuel Dickman, Village President and the Village Board of Trustees do hereby recognize Officers Jason Blochowicz and Ryan Bowe for their life-saving action.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

Attest

Lynn A. Galyardt, Director of Finance and
Administration, Village Clerk/Treasurer

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

**A Proclamation Recognizing the Retirement of Police Officer Jason Blochowicz on
December 31, 2018, after 28 Years of Service to the Village**

WHEREAS, Jason Blochowicz is retiring from service with the Village on December 31, 2018; and

WHEREAS, Jason Blochowicz has nobly and faithfully served the Police Department with the Village of Bayside for over 28 years; and

WHEREAS, Jason Blochowicz began his career with the Village of Bayside as a Police Officer on January 8, 1990; and

WHEREAS, Jason Blochowicz's tenure of service has taken place through five presidential administrations, in three distinct decades, in the 20th and 21st Centuries, and in two distinct millenniums; and

WHEREAS, Jason Blochowicz is a well-respected and liked member of the Police Department and the Village of Bayside as a whole; and

THEREFORE, BE IT RESOLVED, that, Samuel Dickman, Village President and the Village Board of Trustees wishes to express their deep appreciation to Jason Blochowicz for his 28 years of service to the Village and wishes him all the best in his retirement.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this ____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

Attest

Lynn A. Galyardt, Village Clerk/Treasurer

Police Department October 2018 Report

Activity by the Numbers

- 377 Calls for Service
- 116 Business Checks were conducted
- 27 Crime Prevention Notices issued
- 1 Code Violation noted
- 43 Assists to Fire Department
- 15 Assists to Agencies
- 13 Criminal arrests
- 3 Accident / Crash Investigated
- 73 Reports written
- 8817 patrol miles; 48 miles / officer / shift
- 243 Traffic Stops
- 115 Traffic violations:
 - 87 Citations,
 - 28 warnings issued
- Court Activity (not aggregated)
 - 109 hearings conducted
 - 96 citations
 - 13 parking tickets
 - Fines levied \$9,060.10
 - Fines paid \$1,424.20
 - Outstanding \$7,635.90

Highlights / Accomplishments

- Drug Take Back Program: 127 pounds destroyed
- Children’s Birthday Party at the Police Station
- Coffee with a Cop was a big success
- Bank Robbery response in Fox Point
- Bayside Middle School “Ped n Pedal” program
- Safety and Violence Prevention discussions at SANC
- Badgerland Marathon traffic and safety assists
- Team Building Program (understanding relationships)

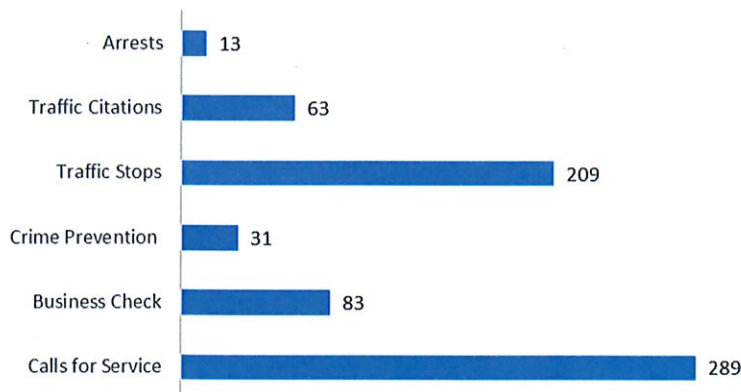


*Officer Phil Nawrocki and
Customer at Coffee with a Cop*

Month Ahead

- Team Building Program (Conflict, Values, and Dysfunctions)
- Hiring replacement for Officer Blochowicz
- 2019 Selections: Shift Selection, Squad Selection, Sector Patrol Selection, Vacation Selection

October Officer Activity



*Dad and Daughter Crossing Brown
Deer Road on “Ped n Pedal” Day*

Communications Center October 2018 Report

Highlights/Accomplishments:

- RMS Administrator Louise Lusty attended the Pro Phoenix national user group in Florida the last week of October. Louise works with the North Shore agencies to oversee the CAD/RMS functionality, and this conference provides useful insight.
- BCC is currently recruiting to fill supervisor vacancies. Applications will be accepted through November 10th.
- Center staff completed shift picks and are currently working on vacation picks
- BCC welcomed new hire Stacy Perez and Gurpreet Singh to the dispatch center. Gurpreet is currently attending college at UW-Milwaukee and is in the Army National Guard. Stacy has a background in customer service and training in the food and hospitality industry.
- Call of the month came from Glendale Pick N Save, where a caller reported a female subject concealing meat, who left in a vehicle. The vehicle was located and following a short pursuit, the female subject was taken into custody.

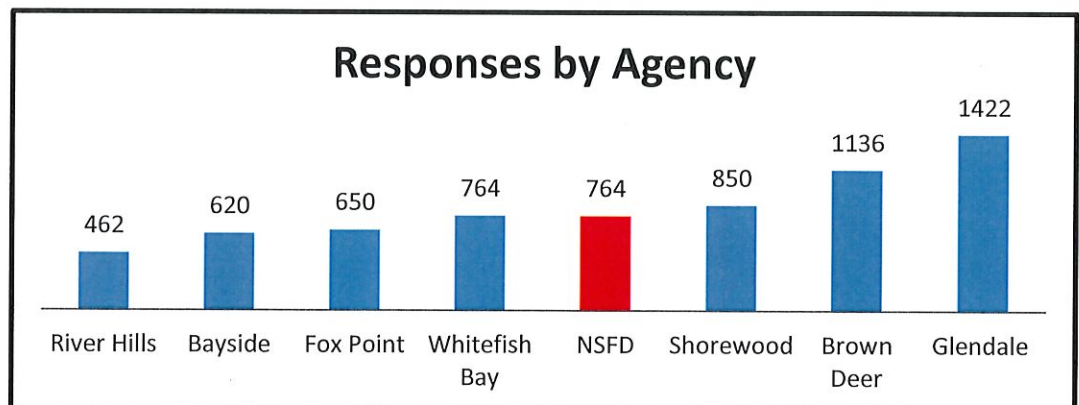
Metrics:

Metric	Measurement	Actual
Dispatch Time	Time to Dispatch Vehicle	28 seconds
Dispatch Call Review	Call Reviews	Pending
Department Accreditation	Departments	In Progress

Call Type	Month	2018 YTD	2017 YTD	YTD Change
911	2,002	21,481	21,187	+1.39%
Non-Emergency	6,935	70,006	73,020	-4.13%
Total	8,937	91,547	94,207	-2.82%

Top 5 Response Types:

1. Traffic Stop
2. Vacation/Business Check
3. Suspicious Activity
4. 911 hang up
5. Advanced Life Support



Priorities for Next Month:

- Interviews will begin for the supervisor positions in the center
- 3Si GPS tracker training will take place in November. This allows dispatch to use a GPS system to plot money taking in bank robberies on a map and advise officers of the location.
- BCC is continuing to work with Tellus on the Cad2Cad portal which will allow Milwaukee Fire to share status and call information between the two Cad systems.



New Telecommunicator Stacy Perez

Department of Public Works October 2018 Report

Activity by the Numbers

- 266 cars participated in the Fall Clean-Up Day with approximately 35,000 pounds of items collected. Donations collected at the Clean-Up Day included:
 - 756 pounds of food for Hunger Task Force
 - \$645.17 for Children's Hospital of Wisconsin
- 36 service requests were received through Access Bayside.
 - 14 special pick-ups
 - 5 facility maintenance
 - 4 village-owned property
 - 2 leaf collection questions

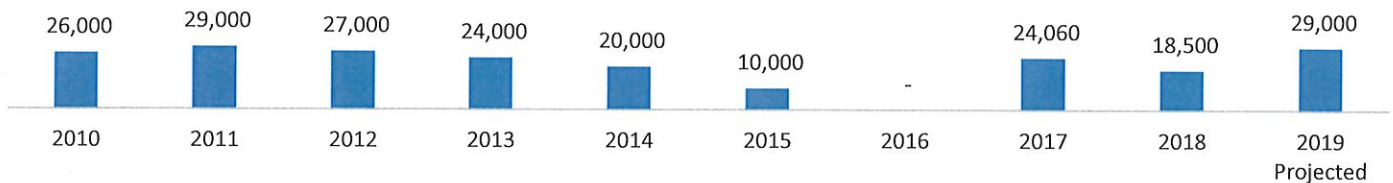
Highlights/Accomplishments

- Crews completed crack sealing on Village streets in the Apple Orchards, North Shore East, and center part of the Village. Crack sealing fills cracks in the roadway to promote longevity and prevent deterioration.
- A water level monitoring probe was installed at the North Lake Drive lift station to replace the current float system. The monitoring system alerts staff when sanitary sewer levels are outside of pre-set parameters.
- A satellite tipper was demoed as an alternative means for up-the-drive collections. The satellite tipper collects cans on-site as opposed to cans needing to be brought curbside for collection by the automated garbage truck.
- Staff assisted with set-up and preparation for the Ped 'n' Pedal safety event for Bayside Middle School.
- Department storage of vehicle maintenance records, operating documents, and other files were moved to SharePoint, a cloud-based file storage solution.

Stat of the Month

The Village typically completes sanitary sewer jetting, or cleaning, in the winter months when the crew has a break from summer projects and collections. Sanitary sewer jetting keeps main lines clear to avoid blockages and back-ups. A goal of 26,200 feet of jetting was established to clean the entire system once every five (5) years.

Sanitary Sewer Jetting (Feet)



Month Ahead

- Finish preparing equipment for winter operations.
- Host November Drop-Off Day.
- Close down Ellsworth Park for the season.
- Clear existing vegetation from North Shore East cul-de-sacs for new plantings in spring.
- Complete regular yard waste collection and loose-leaf collections.

Picture of the Month



Loose-Leaf Collection



**CONTRACT BETWEEN
VILLAGE OF BAYSIDE
AND
KAPUR & ASSOCIATES, INC.
FOR
2019 CLOSED CIRCUIT TELEVISION
CCTV INSPECTION OF SANITARY AND STORM SEWER**

We are pleased that the Village has selected Kapur & Associates, Inc. to perform the professional engineering services for the referenced project.

The scope of work includes time for collection of data and closed circuit televising (CCTV) work as follows:

- Preparation of CCTV location map (determine the size and length for each televised sanitary and storm sewer segment) and field coordination with TV contractor and residents.
- Televising of approximately 29,000 L.F. of sanitary and storm sewer pipes;
- Review DVD's and determine the physical condition of sanitary sewer main;
- Preparation of summary report;
- Recommendation for rehab and construction cost estimate.

Total fees for this service is a time and materials not to exceed amount of \$23,792.00
Our fees are detailed in the attached Fee Schedule.

Receipt of a signed copy of this document will constitute an executed agreement.

For Kapur & Associates, Inc.,

By: _____

Yuriy Amelyan
Yuriy Amelyan
Associate

Date: _____

10-26-2018

For the Village of Bayside,

By: _____

Andrew K. Pederson,
Village Manager

Date: _____

**COST NOT TO EXCEED
BAYSIDE 2019 SANITARY AND STORM SEWER CLOSED CIRCUIT TELEVISIONING**

TASK	Project Manager	Project Engineer	Cad Technician	Total Task Hours	Total Task Cost
	\$145.00	\$108.00			
Review as-builts of sanitary sewer system and preparation of proposed CCTV location map	4		2	6	\$736.00
Televising of sanitary and sewer main pipes	29,000 Feet @ \$0.45				\$13,050.00
Field coordination with TV contractor and residents		16		16	\$1,728.00
Review DVD's and determine physical condition of sanitary sewer main	8	24		32	\$3,752.00
Preparation of summary report, recommendation for rehab and cost estimate	8	24	8	40	\$4,376.00
Reimbursable Expenses					\$150.00
TOTAL	20	64	10	94	\$23,792.00



**ENGINEERING AGREEMENT BETWEEN
VILLAGE OF BAYSIDE, WISCONSIN
AND
KAPUR & ASSOCIATES, INC.
FOR
2019 STREET IMPROVEMENT PROGRAM
DESIGN AND CONSTRUCTION MANAGEMENT**

We are pleased that the Village of Bayside has contacted Kapur & Associates, Inc. to submit this proposal to perform the professional engineering services (design and construction management) for the referenced project:

- Meadowlark Lane (from Hermitage to Fairy Chasm) - approximately 1,200 feet long and 19 feet wide
- Tennyson Drive (from Hermitage to Fairy Chasm) - approximately 1,220 feet long and 19 feet wide
- Ellsworth Parking Lot resurfacing - approximately 1,860 square yards
- Driveway approaches repair (approximately 50).

Particularly: asphalt mill, removal of approximately 4" of milled material, grading and proof roll, soil stabilization as required, new 4" asphalt paving (2.5" of binder course and 1.5" surface course), and 3" asphalt payment for the driveway approaches, construction of new shoulders and landscaping restoration.

The following is the scope of work for the design:

- Field measurement, data collection, quantities calculation
- Preparation of bidding and contract documents, specs, engineering cost estimate
- Publishing, bid opening and award recommendation to the low bidder.

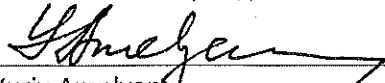
The following is the scope of work for construction management / inspection:

- Set-up, arrange pre-construction conference and set timeline of construction and project completion;
- Submittals review and approval;
- Construction inspection (part time);
- Progress meeting;
- Finalized quantities and payment recommendations;
- Punch list items and project close out activities;
- As-Built

Our design and construction management fee for the Base Bid is \$18,826.00 and detailed in the attached Fee Schedule.

Receipt of a signed copy of this document will constitute an executed agreement.

For Kapur & Associates, Inc.,

By: 
Yuriy Amelyan
Associate

For the Village of Bayside,

By: _____
Andrew K. Pederson,
Village Manager

Date: 10-01-2018

Date: _____

COST NOT TO EXCEED

**2019 STREET IMPROVEMENT PROGRAM
VILLAGE OF BAYSIDE**

DESIGN AND CONSTRUCTION MANAGEMENT FEE

TASK	Project Manager	Project Engineer	Construction Inspector	Cad Technician	Total Task Hours	Total Task Cost
	\$145.00	\$108.00	\$84.00	\$78.00		
Design: field measurements, quantities calculation, preparation of bid form, specification, typical cross sections, driveway approaches repair after culverts replacement.	2	24		8	34	\$ 3,506.00
Bidding/Contract documents, publishing, bid opening, finalized bid tab and award recommendation to low bidder.	4	16		4	24	\$ 2,620.00
Construction Management: precon and progress meetings, submittals review, construction inspection and coordination with residents, utility coordination, payment recommendation, as-builts, punch list items and project close-out activities.	4	16	120	4	144	\$12,700.00
TOTAL	10	56	120	16	202	\$18,826.00



**CONTRACT BETWEEN
VILLAGE OF BAYSIDE
AND
KAPUR & ASSOCIATES, INC.**

**DESIGN AND CONSTRUCTION MANAGEMENT FOR 2019 SANITARY AND STORM SEWER
REHABILITATION**

We are pleased that the Village has requested Kapur & Associates, Inc. perform professional engineering services for the above referenced project. The 2019 Sanitary and Storm Sewer Rehabilitation project includes rehabilitation of the sanitary and storm sewers in Basins #2, #4, #5 and #6.

Base Bid will include design for rehabilitation 10,244 L.F. of sanitary sewer main line:

- Basins #2 and #4- Approximately 1,910 L.F. of 8-inch sanitary sewer pipe by installation of CIPP lining and one open cut spot repair
- Basin #5 - Approximately 2,450 L.F. of 8-inch and 10-inch sanitary sewer pipe by installation of CIPP lining
- Basin #6 - Approximately 5,884 L.F. of 8-inch, 10-inch and 15-inch sanitary sewer pipe by installation of CIPP lining
- Vicinity of 1005 Bay Point Road – approximately 45 L.F. of 24-inch cross culvert CIPP lining
- Vicinity of 935 W. Jonathan Lane – approximately 300 L.F. of 15-inch storm sewer CIPP lining.

The Alternate Bid will include design for rehabilitation of storm sewer pipe:

- Vicinity of 845 Glenbrook Road - Approximately 255 L.F. of 10-inch storm sewer pipe bursting

The following are scope of work for design:

- Meetings with the Village Staff
- Preliminary and final design, including verification of design data from the existing CCTV inspection/video
- Prepare Bidding/Contract document, engineering cost estimate
- Publishing, bid opening, finalizing the bid tab upon review of the bids received, award recommendation to the low bidder
- Prepare copies of CCTV video for the prospective bidders

Our design fee is detailed in the attached fee schedule. The not to exceed fee for design is \$11,498.00

The following are scope of work for construction management/inspection:

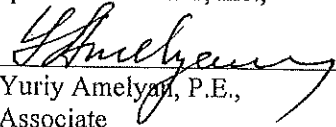
- Pre-Construction Conference;
- Submittals Review and Approval;
- Construction Inspection (part time 165 hours)
- Review final video after installation of CIPP lining
- Payment Recommendation;
- GIS As-Built;

Our construction management fee is detailed in the attached fee schedule. The not to exceed fee for construction management is \$19,848.00

Receipt of a signed copy of this document will constitute an executed agreement.

For Kapur & Associates, Inc.,

For the Village of Bayside,

By: 
Yuriy Amelyan, P.E.,
Associate

By: _____
Andrew K. Pederson,
Village Manager

Date: 11-14-2018

Date: _____

ENGINEERING COST NOT TO EXCEED
2019 SANITARY AND STORM SEWER REHABILITATION DESIGN AND CONSTRUCTION MANAGEMENT
VILLAGE OF BAYSIDE

TASK	Project Manager	Project Engineer	Cad Technician	Total Task Hours	Total Task Cost
	\$145.00	\$108.00	\$78.00		
DESIGN					
Meetings with Village Staff	2			2	\$290.00
Design for rehabilitation of sanitary and storm sewer (at the locations indicated in the engineering agreement)	8	40	16	64	\$6,728.00
Bidding/Contract Document, engineering cost estimate	4	18	4	26	\$2,836.00
Publishing, bid opening, finalizing the bid tab and award recommendation to the low bidder	4	8		12	\$1,444.00
Estimated Reimbursable Expenses					\$200.00
DESIGN TOTAL:					\$11,498.00

TASK	Project Manager	Construction Project Engineer/Inspector	Cad Technician	Total Task Hours	Total Task Cost
	\$145.00	\$84.00	\$78.00		
CONSTRUCTION MANAGEMENT					
Pre-Construction Conference, Preparation and Distribution of Letter of Affected Residents	2			2	\$290.00
Shop Drawings/Submittals Review/Notice to Proceed	4			4	\$580.00
Construction Inspection, Coordination between Contractor and Residents	2	170		172	\$14,570.00
Review Final Video After Installation of CIPP Lining Installation and Recommendation for Payment	18			18	\$2,610.00
GIS As-Built	2	10	6	18	\$1,598.00
Reimbursable Expenses					\$200.00
CONSTRUCTION MANAGEMENT TOTAL:					\$19,848.00





AGREEMENT

This agreement is made by and between Birchline Planning LLC, a Vermont Limited Liability Corporation ("Birchline"), and the Village of Bayside, Wisconsin ("Village"), and is dated this _____ day of November, 2018.

PURPOSE

The purpose of this Agreement is to provide research, program development, and communications support to the Village as part of the "Pelham Heath Phase II" project funded by the Fund for Lake Michigan. Through the project, the Village and its contractors including Birchline, will research, develop, and recommend to the Village Board of Trustees various policies, financial options, and public communications aimed at assisting private property owners and the Village with implementing stormwater, green infrastructure and flood management measures on private properties and in the Village right-of-way.

SCOPE of SERVICES

Birchline will perform the following tasks at the direction of the Village Manager and Director of Public Works.

1. Private Property Program Development. Birchline will work with Village staff, Southeastern Wisconsin Watersheds Trust staff, and Village counsel to outline options for a private property program, including legal, financial, and operational aspects. Examples will be researched and parallels drawn from MMSD programs, available funding and charging mechanisms under Wisconsin municipal law, and the successful Downers Grove, Illinois Local Problem Drainage Area (LPDA) cost-share program. Birchline will coordinate as directed by the Village with other potential resources, such as the Wisconsin League of Municipalities, to introduce the issues to a wider audience and gain other insights and options.
2. Pilot Project Identification, Communication/Facilitation, and Design: Birchline will work with Village staff and project team members to identify willing homeowners or homeowner groups to explore design and financing options for implementing multi-property improvements. Birchline will support the outreach efforts with presentation materials, meeting or call attendance, and site visits, as directed by the Village Manager and Director of Public Works. As directed by the Village, Birchline will coordinate with engineering consultants regarding project cost estimating, phasing



and design.

3. Program Refinement and Dissemination. Birchline will work with Village staff, SWWT staff and the Village Attorney to develop policy documents such as implementing ordinances; prepare public communications materials; and meet with the Village Board of Trustees, MMSD, and other potential implementation partners.

TERM

The term of this agreement shall be from the date of execution of this Agreement through October 31, 2019.

COMPENSATION

The total compensation for Birchline's services outlined above shall be \$7,600.00 (Seven Thousand Six Hundred Dollars), including direct expenses, based on Birchline's Principal billing rate of \$150.00 (One Hundred Fifty Dollars) per hour. All direct expenses shall be billed at cost. Costs shall be full compensation for services performed and for all direct expenses necessary to complete the services. All other expenditures shall be the responsibility of Birchline. All taxes applicable to the payments made to Birchline hereunder shall be the sole responsibility, obligation and liability of Birchline Planning LLC.

Additional services, or changes to the services and/or fees outlined in this Agreement, may be agreed to by both parties and acknowledged in a written amendment signed by both parties.

PAYMENTS

Invoicing shall be based on actual hours worked and expenses incurred in carrying out the scope of services. Birchline shall submit invoices to the Director of Public Works on a monthly basis. The Director of Public Works shall have ten (10) days from receipt of Birchline's invoice to request corrections or clarifications. Payment shall be remitted to Birchline within thirty (30) days of receipt of a corrected invoice; if no corrections or clarifications are requested, payment shall be remitted to Birchline within thirty (30) days of the date of the original invoice.

INSURANCE

Birchline shall furnish the Village with current Certificates of Insurance for professional and general liability. Birchline shall maintain professional and general liability coverage consistent with or higher than the present limits for the duration of



*Village of Bayside - Pelham Heath Phase II
Agreement for Consultant Services*

this Agreement and a period of two (2) years thereafter.

NOTICES

All notices to Birchline shall be sent to:

Juli Beth Hinds, AICP
Birchline Planning LLC
55 South Main Street, Suite 1
Waterbury, Vermont 05676
birchlineplanningllc@gmail.com

ADDITIONAL TERMS and CONDITIONS

RELATIONSHIP of PARTIES: Birchline Planning LLC at all times during the term hereof shall be an independent contractor of the Village, and not an employee.

STANDARD of CARE. Birchline represents that it will perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same locality. To the extent Birchline's services do not meet this standard of care; Birchline shall re-perform its work at no cost to the Village.

CONFIDENTIALITY. Birchline shall diligently protect the confidentiality of any information, documentation or communication received from the Village that contains personal, financial or other information of a confidential nature, and shall not disclose said information to any other persons, organizations or entities without the expressed written approval of the Village.

ASSIGNMENT of AGREEMENT. Birchline shall not subcontract, assign or transfer any part of this work to any other parties without the express written agreement of the Village.

OWNERSHIP of DOCUMENTS. All documents prepared by Birchline or any party pursuant to this Agreement shall become the property of the Village of Bayside on completion and acceptance of any of the Birchline's work, or upon termination of the Agreement, and shall be delivered to the Village of Bayside upon request.

TERMINATION: Either party may terminate this Agreement without cause at any time upon ten (10) days prior written notice to the other party. Termination shall not affect liability for time and expenses accrued through the date of termination. The results of the work by Birchline shall be turned over to the Village of Bayside upon termination, as a condition of final payment.



*Village of Bayside - Pelham Heath Phase II
Agreement for Consultant Services*

APPLICABLE LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

LEGAL REVIEW: The Village shall be responsible for all necessary or desirable legal review of any services or products provided by Birchline Planning LLC.

HOLD HARMLESS. Birchline Planning LLC shall agree to indemnify and hold harmless the Village of Bayside against accidental injuries to Birchline Planning LLC and related tort liability arising from all activities undertaken by Birchline Planning LLC as part of this agreement within the corporate limits of the Village.

VALIDITY. If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

ENTIRE AGREEMENT. This Agreement sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter thereof. This Agreement Supersedes all prior agreements, negotiations, correspondence, undertakings, promises, arrangements, communications, representations and warranties, whether oral or written of the parties to this Agreement and no party to this Agreement may rely or shall be deemed to have relied upon any thereof. This Agreement may not be amended except by a writing executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the last date signed below.

BIRCHLINE PLANNING LLC

VILLAGE OF BAYSIDE

*By: Juli Beth Hinds, AICP
Principal*

Date

Date



sweet water
SOUTHEASTERN WISCONSIN WATERSHEDS TRUST, INC.

Contract

This agreement is entered into between

VILLAGE OF BAYSIDE, WISCONSIN (“BAYSIDE”)
9075 N Regent Road
Bayside, WI 53217

and

SOUTHEASTERN WISCONSIN WATERSHEDS TRUST, INC. (“SWWT”)
600 East Greenfield Avenue
Milwaukee, WI 53204

Contact Persons:

Andy Pederson, Village Manager
Village of Bayside / 9075 N Regent Road / Bayside, WI 53217
(414) 206-3925
apederson@bayside-wi.gov

and

Janet Pritchard / Director of Programs
SWWT/600 East Greenfield Avenue/Milwaukee, WI 53204
(414) 382-1766
pritchard@swwtwater.org

Project name: “Village of Bayside, Pelham Heath Stormwater Project Phase II”

Purpose

The purpose of this Agreement is to provide research, program development, and communications support to the Village as part of the “Pelham Heath Phase II” project funded by the Fund for Lake Michigan. Through the project, the Village and its contractors, including SWWT, will research, develop, and recommend to the Village Board of Trustees various policies, financial options, and public communications aimed at assisting private property owners and the Village with implementing stormwater, green infrastructure and flood management measures on private properties and in the Village right-of-way. This will include working with regional and State agencies, principally MMSD and Wisconsin DNR, to structure the program in ways that enable the use of available public funding and/or financial guarantees that increase the reach and financial sustainability of the program.



Scope of services:

SWWT will perform the following tasks at the direction of the Village Manager and Director of Public Works.

1. **Project Coordination.** SWWT will convene a Project Steering Committee (PSC) comprised of Village staff, SWWT, Birchline, Village engineering consultants, and the Village Attorney. In coordination with Village staff, SWWT will also identify 2-4 village residents and at least one member of the Village Board of Trustees to serve on the PSC. SWWT will convene meetings of the PSC (or an appropriate sub-set of PSC members, depending upon the needs to be addressed at each meeting), generally on a monthly basis. SWWT will also ensure that meeting agendas, notes, other relevant documents, and general progress is regularly communicated with the PSC throughout the project term.
2. **Public Outreach and Education.** Building on the education and community understanding developed during the Pelham Health Stormwater Flow Path Modeling Project ('Phase I Project'), SWWT will coordinate public outreach and education efforts to Pelham Health residents for Phase II, in coordination with Village staff. This will include the development of education and other communications materials, convening and coordinating community meetings, and utilization of other communication channels as appropriate.
3. **Private Property Owner Direct Outreach and Coordination for Program Development and Engineering Design.** SWWT will work with Village staff, Birchline, and other team members to identify willing homeowners or homeowner groups to explore design and financing options for implementing multi-property improvements. This may include the development of presentation materials and other outreach efforts, meetings and site visits. SWWT will also coordinate with Birchline and engineering consultants regarding project cost estimating, phasing, and design, particularly with regard to communicating and gathering relevant information from village residents.
4. **Private Property Program Development.** SWWT will work with Village staff, Birchline, and Village counsel to provide inputs to the development of options for a private property program, including legal, financial, and operational aspects. Examples will be researched and parallels drawn from MMSD programs, available funding and charging mechanisms under Wisconsin municipal law, and successful cost-share programs from other regions. SWWT will also work with staff from MMSD and Wisconsin DNR to ensure program and financial compatibility, and to ensure that the program is structured in a manner that enables the use of available public funding.
5. **Program Refinement and Dissemination.** SWWT will work with Village staff, Birchline, and the Village Attorney to develop policy documents such as implementing ordinances, prepare public communications materials, and meet with the Village Board of Trustees, MMSD, and other potential implementation partners.



SWWT will provide community outreach and education services, project support, and meeting attendance in conjunction with the FFLM-funded project with the Village of Bayside, as described in the attached Scope of Work.

Terms of contract:

This agreement will become effective immediately when executed in full by the authorized representatives of Bayside and SWWT through October 31, 2019.

Compensation and terms of payment:

1. Cost of Services: Compensation shall be on a time and expense basis, and the total compensation for the project shall not exceed Twenty Thousand Dollars (\$20,000.00) inclusive of labor and expenses.
 - a. SWWT labor shall be billed on an hourly basis at the rate of One Hundred Dollars (\$100) per hour, or half-hour increment thereof.
 - b. Direct expenses shall be billed at cost.
- b. Terms of payment: Payment is due within 30 days of invoice for services and shall be sent to SWWT's payment address: 600 E Greenfield Avenue, Milwaukee, WI 53204.
- c. SWWT shall include in each invoice a list of hours worked by individual and report on the progress of the project including identification of deliverables prepared and submitted
- d. Reports: All reports and studies performed under the terms of this contract shall become the property of SWWT and the Fund for Lake Michigan.

3. Termination

- a. Bayside and SWWT each shall have the right to terminate this contract at any time for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.
- b. In the event of the termination of this Agreement prior to normal completion, all finished or unfinished documents, data, studies, surveys, drawings, maps, photographs, and reports prepared by SWWT in carrying out the work tasks hereunder shall be delivered to Bayside subject to the terms and conditions of Section 7 of this Agreement.

Liabilities and indemnification



sweet water

SOUTHEASTERN WISCONSIN WATERSHEDS TRUST, INC.

- a. SWWT represents that the services to be provided under this Agreement are reasonable in scope and that SWWT and OPD have the experience and ability to provide the services.
- b. Without waiving and statutory or common law immunities, SWWT shall indemnify, defend, and hold harmless Bayside and its officers, directors, employees and agents from and against any and all claims, loss, injuries, and expenses (including attorney's fees and damages for death, personal injury and property damage) which Bayside may incur as a result of any act or omission by SWWT in providing services under this Agreement.
- c. Without waiving and statutory or common law immunities, Bayside shall indemnify, defend and hold harmless SWWT and its officers, director, employees and agents from and against any and all claims, damages, loss, injuries, and expenses (including attorney's fees and damages for death, personal injury and property damage) which SWWT may incur as a result of any act or omission by Bayside in providing services under this Agreement.

4. Relationship of parties

SWWT will provide services as an independent contractor under this Agreement. An employee or partner of SWWT shall not be considered an employee of Bayside for any purpose, and neither shall SWWT be eligible for any compensation or benefits that Bayside may provide to its employees from time to time. SWWT shall be solely responsible for all employment and other taxes applicable to providing service hereunder, and Bayside will not withhold any taxes or contributions from the compensation payable to SWWT under this Agreement.

5. Governing law

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

In witness whereof the parties have set their hands and each warrants that he is empowered to execute this agreement and accept the Terms and Conditions as described herein and attached.

Signed:

Andy Pederson, Village Manager

Village of Bayside, Wisconsin

David Libert, Interim Executive Director

Southeastern Wisconsin Watersheds Trust, Inc.

Date:



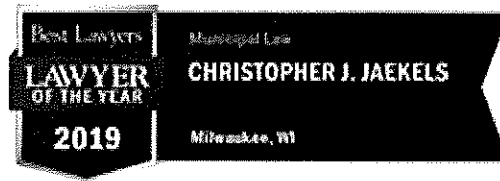
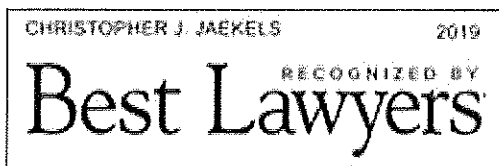
sweet water
SOUTHEASTERN WISCONSIN WATERSHEDS TRUST, INC.

November __, 2018

Jake Meshke

From: Jaekels, Christopher J. <CJaekels@dkattorneys.com>
Sent: Friday, November 16, 2018 12:56 PM
To: Jake Meshke
Cc: Andy Pederson
Subject: Pelham Heath Fund For Lake Michigan Grant Project Proposal

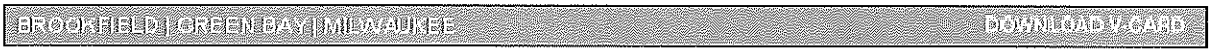
Jake,
For this project I would bill the work under the existing Stormwater Utility file at the standard rate from that file of \$295.00. This file and rate have been agreed to and in place for several years. We do not propose anything different from the existing arrangement in terms of billing procedures and rates..
While it is very difficult to project how much work will be needed we will agree to a fee cap of \$12,000 on this project. The Sweetwater and Birchline proposals, as approved by the Village Board, outline the scope of work for this engagement
Thanks,
Chris



Christopher J. Jaekels
Attorney

T: 414.225.1409
F: 414.278.3609
cjaekels@dkattorneys.com

111 E. Kilbourn Avenue, Suite 1400
Milwaukee, WI 53202-6613
www.dkattorneys.com



This is a transmission from the law firm of Davis and Kuelthau, s.c. and may contain information which is privileged, confidential, and protected by the attorney-client or attorney work product privileges. If you are not the addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this transmission in error, please destroy it and notify us immediately at our telephone number 1-866-596-0497.

Finance and Administration October 2018 Report

Activity by the Numbers

- There were 1,145 absentee voter applications processed for the 2018 Fall General Election with 1,100 ballots being returned. That equates to a 33.75% voter turnout prior to the opening of the polls on election day. The total voter turnout at the end of Election Day was 82.51%.
- The request for grant fund reimbursement for the Household Hazardous Waste Clean Sweep Grant was submitted. The Village is eligible for up to \$4,683.75 in grant reimbursement however the event costs were lower than anticipated. It is estimated the Village will be reimbursed approximately \$4,000.
- Below are the tax levy changes for the 2018 tax bill. The Village has not yet received the tax certification from Maple Dale/Indian Hills School District.

				% Increase/decrease from Previous year
<u>MATC</u>				
2017 Ozaukee County Tax Levy	\$ 33,579.00			
2018 Ozaukee County Tax Levy	\$ 32,515.36	\$ (1,063.64)		-3.17%
2017 Milwaukee County Tax Levy	\$ 789,247.77			
2018 Milwaukee County Tax Levy	\$ 778,938.71	\$ (10,309.06)		-1.31%
<u>Fox Point-Bayside School</u>				
2017 Ozaukee County Tax Levy	\$ 209,135.00			
2018 Ozaukee County Tax Levy	\$ 214,345.00	\$ 5,210.00		2.49%
2017 Milwaukee County Tax Levy	\$ 2,525,704.00			
2018 Milwaukee County Tax Levy	\$ 2,646,188.00	\$ 120,484.00		4.77%
<u>Nicolet</u>				
2017 Ozaukee County Tax Levy	\$ 126,564.00			
2018 Ozaukee County Tax Levy	\$ 124,672.23	\$ (1,891.77)		-1.49%
2017 Milwaukee County Tax Levy	\$ 2,974,779.00			
2018 Milwaukee County Tax Levy	\$ 2,986,651.08	\$ 11,872.08		0.40%
<u>MMSD</u>				
2017 Tax Levy	\$ 1,129,221.44			
2018 Tax Levy	\$ 1,122,189.59	\$ (7,031.85)		-0.62%

Finance and Administration Highlights

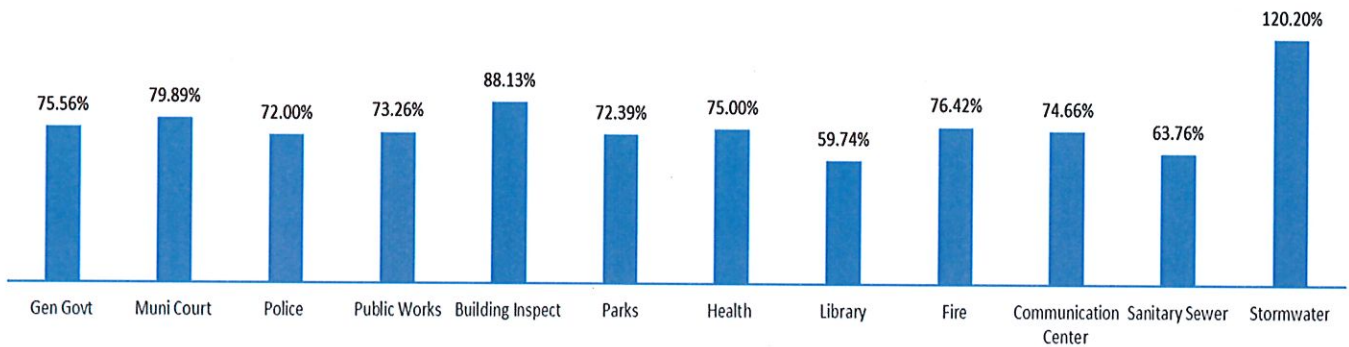
- The Village received the draft 2018 Actuarial Study. The liability is significantly lower than the liability from the prior valuation. The primary reason for the decrease is the method that was used to calculate the liability. The previous valuation used the alternative measurement method, which uses assumptions that are based on combined experience data. The current valuation method used assumptions which are more specific the group being valued. The report will be presented to the Village Board of Trustees in December.
- The Village received the Quarterly General Transportation Aids in the amount of \$115,815.75 and the Quarterly Connecting Highway Aids in the amount of \$4,241.34.

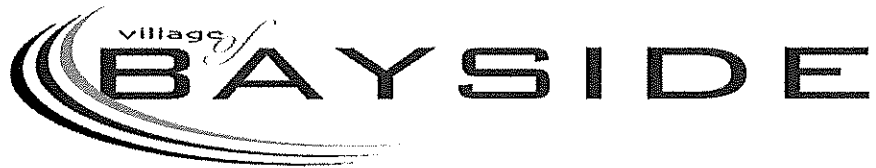
Month Ahead

- Complete the require Election Reporting Forms for the 2018 Fall General Election.
- Calculate and mail out the 2018 tax bills.

Revenues						
	<u>2018 YTD</u>	<u>2017 YTD</u>		<u>2018 vs. 2017</u>	<u>2018 Budget</u>	<u>Trending</u>
General Fund	\$3,584,025.75	\$3,534,346.69		1.4%	\$3,552,709	101%
Sanitary Sewer	\$881,907.38	\$872,287.39		1.1%	\$987,298	89%
Stormwater	\$1,015,770.78	\$491,297.65		106.8%	\$998,846	102%
Consolidated Dispatch	\$2,333,785.70	\$2,377,351.82		-1.8%	\$2,317,610	101%
Expenditures						
	<u>2018 YTD</u>	<u>2017 YTD</u>		<u>2018 vs. 2017</u>	<u>2018 Budget</u>	<u>Trending</u>
General Fund	\$2,957,701.47	\$2,735,731.73		8.1%	\$3,892,156	76%
Sanitary Sewer	\$743,449.17	\$469,605.53		58.3%	\$1,166,043	64%
Stormwater	\$659,802.53	\$539,732.92		22.2%	\$548,919	120%
Consolidated Dispatch	\$1,881,448.87	\$1,919,321.65		-2.0%	\$2,519,858	75%

Percentage of 2018 Budget Spent

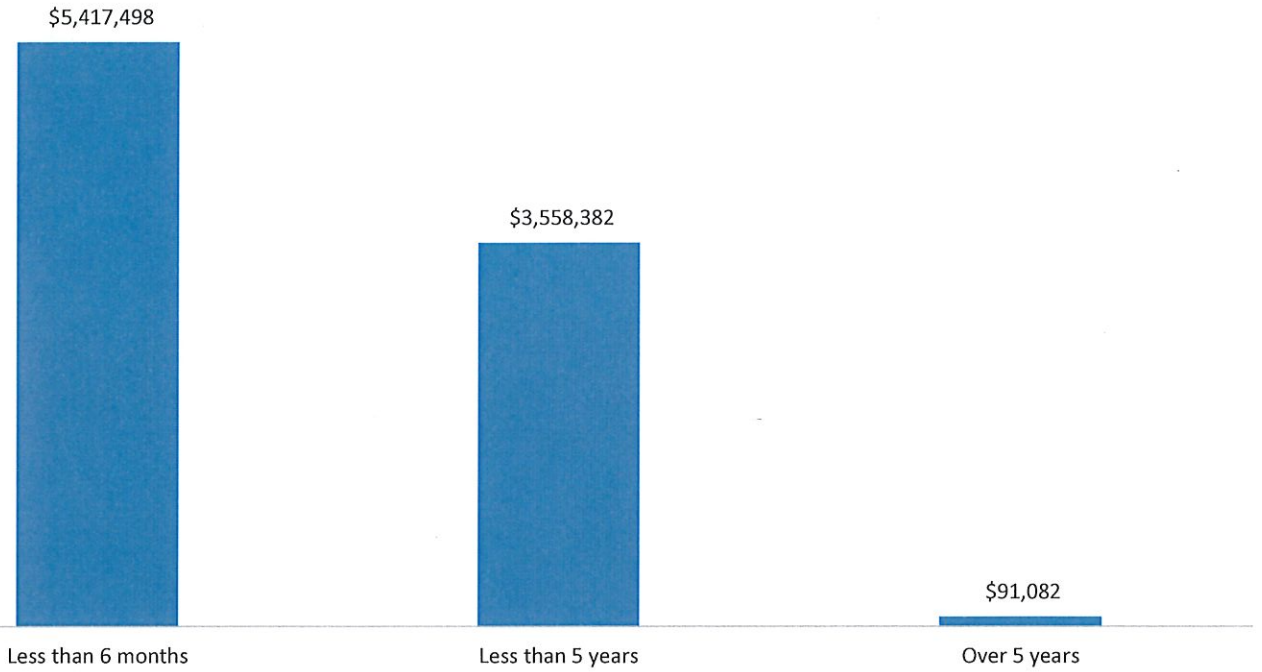




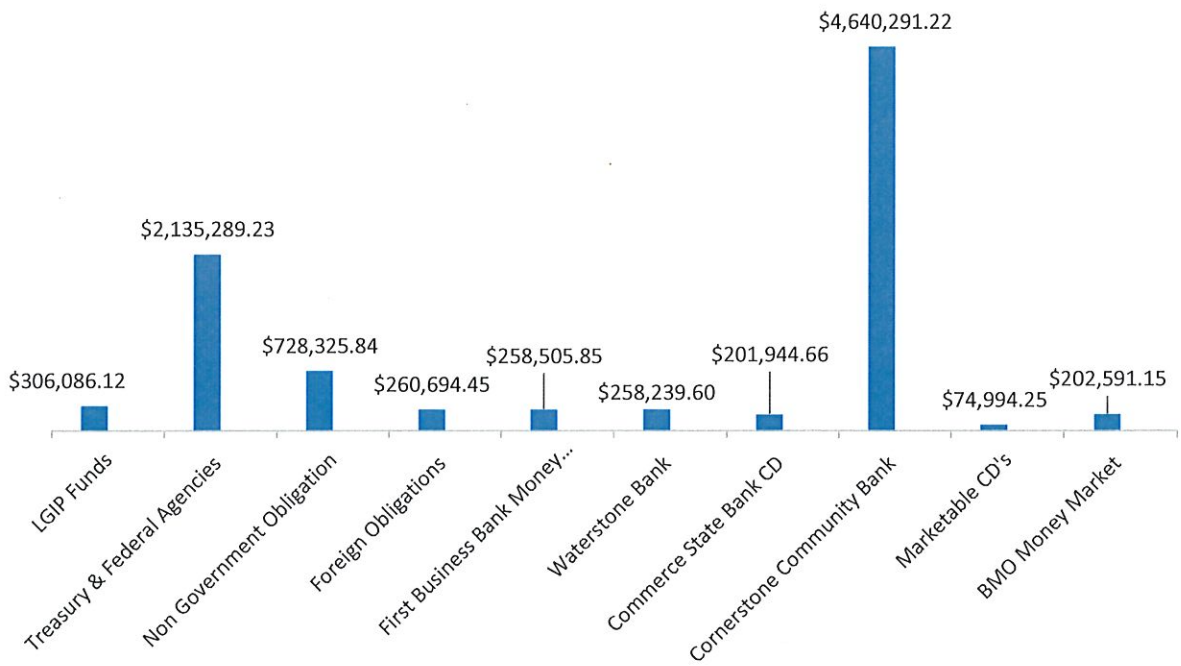
OCTOBER 2018

**FINANCIAL STATEMENT
and
INVESTMENT REPORT**

Investment Portfolio by Maturity Date



Summary of Investment Types



Village of Bayside
Monthly Investment returns

2018

Investment	January EOM Balance	Interest Income	Interest Rate	February EOM Balance	Interest Income	Interest Rate	March EOM Balance	Interest Income	Interest Rate
Cornestone Community Bank	712,172.55	-	0.00%	289,551.35	-	0.00%	425,889.68	-	0.00%
CWFL Reserve	73,450.19	16.60	0.25%	73,464.28	14.09	0.25%	73,479.38	15.10	0.25%
Money Market	128,950.15	46.62	0.40%	128,989.72	39.57	0.40%	129,040.26	50.54	0.40%
Fees	-	-	-	-	-	-	-	-	-
First Business Bank	257,190.75	118.11	0.45%	257,190.75	118.11	0.45%	257,423.75	120.54	0.45%
Fees	-	-	-	-	-	-	-	-	-
Waterstone Bank	135,557.81	11.85	0.00%	135,732.19	10.41	0.00%	145,653.36	11.84	0.00%
Fees	-	(3.00)	-	-	(3.00)	-	-	(3.00)	-
Money Market	10,016.01	0.85	0.10%	10,016.78	0.77	0.10%	10,017.63	0.85	0.10%
CD-23 month	244,663.09	257.40	1.24%	244,920.76	257.67	1.24%	245,153.73	232.97	1.24%
Commerce State Bank CD	200,000.00	-	1.30%	200,000.00	-	1.30%	201,944.66	-	1.30%
LGIP General	301,882.00	266.86	1.35%	302,206.55	324.55	1.40%	302,604.31	397.76	1.55%
LGIP Sewer	4.23	-	1.35%	4.23	-	1.40%	4.24	0.01	1.55%
LGIP Road Reserve	9.76	0.01	1.35%	9.76	0.01	1.40%	9.81	0.01	1.55%
Trust Investment	10,449,177.99	2,766.94	1.28%	7,594,990.35	10,174.67	1.40%	7,877,136.55	9,574.77	1.40%
Fees	-	(426.90)	-	-	(424.07)	-	-	(426.17)	-
Non Cash Asset Transaction fee	-	(294.02)	-	-	(425.65)	-	-	(170.63)	-
Total Investment Portfolio	\$ 12,513,074.53	\$ 2,761.32	0.76%	\$ 9,237,076.72	\$ 10,087.13	0.78%	\$ 9,668,357.36	\$ 9,804.59	0.82%
Investment	March EOM Balance	Interest Income	Interest Rate	April EOM Balance	Interest Income	Interest Rate	May EOM Balance	Interest Income	Interest Rate
Cornestone Community Bank	425,889.68	-	0.00%	350,887.10	-	0.00%	440,866.48	-	0.00%
CWFL Reserve	73,479.38	15.10	0.25%	73,530.21	50.83	0.25%	73,628.92	98.71	0.25%
Money Market	129,040.26	50.54	0.40%	129,144.55	104.29	0.40%	129,317.92	173.37	0.40%
Investment Portfolio	-	-	-	-	-	-	5,739,490.28	7,324.81	1.75%
Fees	-	-	-	-	-	-	-	-	-
First Business Bank	257,423.75	120.54	0.45%	257,523.69	99.94	0.45%	257,593.68	69.99	0.45%
Fees	-	-	-	-	-	-	-	-	-
Waterstone Bank	145,653.36	11.84	0.00%	148,780.68	12.22	0.00%	157,797.46	12.65	0.00%
Fees	-	(3.00)	-	-	(3.00)	-	-	(3.00)	-
Money Market	10,017.63	0.85	0.10%	10,018.45	0.82	0.10%	10,019.30	0.85	0.10%
CD-23 month	245,153.73	232.97	1.24%	245,153.73	258.19	1.24%	245,662.04	250.12	1.24%
Commerce State Bank CD	201,944.66	-	1.30%	201,944.66	-	1.30%	201,944.66	-	1.30%
LGIP General	302,604.31	397.76	1.55%	303,035.71	431.40	1.73%	303,500.48	464.77	1.80%
LGIP Sewer	4.24	0.01	1.55%	4.25	0.01	1.73%	4.26	0.01	1.80%
LGIP Road Reserve	9.81	0.01	1.55%	9.82	0.01	1.73%	9.84	0.02	1.80%
Trust Investment	7,877,136.55	9,574.77	1.63%	6,574,517.18	11,062.15	1.66%	3,385,243.25	4,957.52	1.82%
Fees	-	(426.17)	-	-	(439.40)	-	-	(419.21)	-
Non Cash Asset Transaction fee	-	(170.63)	-	-	(288.17)	-	-	(525.55)	-
Total Investment Portfolio	\$ 9,668,357.36	\$ 9,804.59	0.84%	\$ 8,294,550.03	\$ 11,289.29	0.88%	\$ 10,945,078.57	\$ 12,405.06	0.98%
Investment	June EOM Balance	Interest Income	Interest Rate	July EOM Balance	Interest Income	Interest Rate	August EOM Balance	Interest Income	Interest Rate
Cornestone Community Bank	440,866.48	-	0.00%	535,365.56	-	0.00%	140,967.25	-	0.00%
CWFL Reserve	31,541.10	79.19	2.00%	31,596.40	55.30	2.00%	31,650.07	53.67	2.00%
Money Market	129,502.15	184.23	2.00%	129,729.22	227.07	2.00%	129,949.58	220.36	2.00%
Investment Portfolio	4,824,138.04	8,036.50	2.00%	6,614,088.33	9,047.79	2.00%	5,287,027.24	10,153.70	2.00%
Fees	-	-	-	-	-	-	-	-	-
First Business Bank	257,725.51	131.8	0.77%	257,899.50	173.99	0.77%	258,068.16	168.66	0.77%
Fees	-	-	-	-	-	-	-	-	-
Waterstone Bank	157,807.43	12.97	0.10%	660.06	3.89	0.10%	657.06	-	0.10%
Fees	-	(3.00)	-	-	(3.00)	-	-	(3.00)	-
Money Market	10,020.12	0.82	0.10%	10,020.97	0.85	0.10%	10,021.83	0.86	0.10%
CD-23 month	245,662.04	515.35	2.25%	246,677.17	499.78	2.25%	247,194.65	517.48	2.25%
Commerce State Bank CD	201,944.66	-	1.30%	201,944.66	-	1.30%	201,944.66	-	1.30%
LGIP General	303,968.78	468.30	1.88%	303,968.78	503.00	1.88%	304,987.96	516.18	1.88%
LGIP Sewer	4.26	0.01	1.88%	4.27	0.01	1.88%	4.28	0.01	1.88%
LGIP Road Reserve	9.86	0.02	1.88%	9.88	0.02	1.88%	9.90	0.02	1.88%
Trust Investment	3,386,294.74	5,101.65	1.86%	3,389,607.75	5,425.59	1.84%	3,399,894.82	5,311.49	1.84%
Fees	-	(373.03)	-	-	(375.12)	-	-	(386.12)	-
Non Cash Asset Transaction fee	-	(763.82)	-	-	(228.25)	-	-	(430.13)	-
Total Investment Portfolio	\$ 9,989,485.17	\$ 13,259.19	1.39%	\$ 11,721,572.55	\$ 15,330.92	1.36%	\$ 10,012,377.46	\$ 16,123.18	1.88%
Investment	September EOM Balance	Interest Income	Interest Rate	Investment	October EOM Balance	Interest Income	Interest Rate	Annualized Return Average	
Cornestone Community Bank	298,358.34	-	0.00%	Cornestone Community Bank	346,365.18	-	0.00%	0.00%	
CWFL Reserve	31,698.63	48.56	2.00%	CWFL Reserve	31,762.68	64.05	2.25%	1.07%	
Money Market	130,148.95	199.37	2.00%	Money Market	130,411.92	262.97	2.25%	1.15%	
Investment Portfolio	4,985,130.53	8,453.29	2.00%	Investment Portfolio	4,131,751.44	9,319.24	2.25%	2.00%	
Fees	-	-	-	Fees	-	-	-	-	
First Business Bank	258,242.65	174.49	0.88%	First Business Bank	258,505.85	263.20	1.13%	0.64%	
Fees	-	-	-	Fees	-	-	-	-	
Waterstone Bank	1,659.06	-	0.10%	Waterstone Bank	661.06	-	0.10%	0.04%	
Fees	-	(3.00)	-	Fees	-	-	-	-	
Money Market	10,022.65	0.82	0.10%	Money Market	10,023.50	0.85	0.10%	0.10%	
CD-23 month	247,713.21	518.56	2.25%	CD-23 month	248,216.10	502.89	2.25%	1.70%	
Commerce State Bank CD	201,944.66	-	2.11%	Commerce State Bank CD	201,944.66	-	2.11%	1.45%	
LGIP General	305,502.34	514.38	2.05%	LGIP General	306,071.87	569.53	2.20%	1.75%	
LGIP Sewer	4.30	0.01	2.05%	LGIP Sewer	4.31	0.01	2.20%	1.75%	
LGIP Road Reserve	9.90	0.02	2.05%	LGIP Road Reserve	9.94	0.02	2.20%	1.75%	
Trust Investment	3,398,295.38	2,403.47	1.91%	Trust Investment	3,401,894.92	3,599.54	2.00%	1.69%	
Fees	-	(395.53)	-	Fees	-	(412.62)	-	-	
Non Cash Asset Transaction fee	-	(150.99)	-	Non Cash Asset Transaction fee	-	(535.29)	-	-	
Total Investment Portfolio	\$ 9,868,730.60	\$ 11,763.45	1.68%	Total Investment Portfolio	\$ 9,067,623.43	\$ 13,634.39	1.88%	1.16%	

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>TAXES</u>					
10-41100 PROPERTY TAXES	.00	2,419,136.75	2,419,136.00	.75-	100.0
10-41300 INTEREST - DELINQUENT TAXES	.00	13,001.28	12,000.00	1,001.28-	108.3
10-41500 PILOT PAYMENT	.00	31,837.56	42,366.00	10,528.44	75.2
TOTAL TAXES	.00	2,463,975.59	2,473,502.00	9,526.41	99.6
<u>INTERGOVERNMENTAL</u>					
10-43210 CDBG	.00	5,518.00	5,598.00	80.00	98.6
10-43220 COURT REVENUE	.00	42,945.00	42,945.00	.00	100.0
10-43225 PUBLIC SAFETY COMMUNICATION	.00	92,435.00	92,435.00	.00	100.0
10-43410 STATE SHARED REVENUES	.00	9,044.86	60,324.00	51,279.14	15.0
10-43510 RECYCLING GRANT	.00	25,633.94	25,645.00	11.06	100.0
10-43530 EXEMPT COMPUTER AID	.00	14,801.43	14,801.00	.43-	100.0
10-43540 STATE TRANSPORTATION AIDS	115,815.75	398,822.94	402,837.00	4,014.06	99.0
10-43545 ST 32 HIGHWAY AIDS	4,241.34	16,872.36	16,873.00	.64	100.0
10-43555 INTERGOVERNMENTAL GRANT	.00	1,500.00	.00	1,500.00-	.0
10-43600 EXPENDITURE RESTRAINT	.00	88,312.04	88,308.00	4.04-	100.0
TOTAL INTERGOVERNMENTAL	120,057.09	695,885.57	749,766.00	53,880.43	92.8
<u>LICENSES & PERMITS</u>					
10-44100 OPERATORS LICENSE	55.00	1,210.00	1,300.00	90.00	93.1
10-44120 LIQUOR LICENSE	.00	3,000.00	2,400.00	600.00-	125.0
10-44140 CIGARETTE LICENSE	.00	300.00	300.00	.00	100.0
10-44220 ANIMAL LICENSES	7.07	1,344.83	1,500.00	155.17	89.7
10-44300 CABLE FRANCHISE FEES	.00	57,169.77	72,000.00	14,830.23	79.4
10-44415 ARC APPLICATION FEES	180.00	2,340.00	2,580.00	240.00	90.7
10-44420 OCCUPANCY PERMITS	.00	240.00	.00	240.00-	.0
10-44425 ADMINISTRATIVE FEE	.00	5,479.25	19,400.00	13,920.75	28.2
10-44435 TRANSIENT MERCHANT PERMIT	.00	170.00	300.00	130.00	56.7
10-44460 BUILDING PERMITS	5,027.00	62,668.91	48,500.00	14,168.91-	129.2
10-44480 VACANT PROPERTY FEE	.00	500.00	.00	500.00-	.0
10-44495 EXCAVATION PERMIT	600.00	16,350.00	8,500.00	7,850.00-	192.4
10-44525 FILL PERMIT	.00	670.00	.00	670.00-	.0
10-44530 RUMMAGE SALE PERMITS	.00	150.00	220.00	70.00	68.2
10-44535 UNENCLOSED STORAGE	.00	60.00	.00	60.00-	.0
10-44540 SIGN PERMITS	35.00	555.00	700.00	145.00	79.3
10-44550 CONDITIONAL USE APPLICATION	.00	600.00	300.00	300.00-	200.0
10-44555 BOARD OF ZONING APPEALS FEES	.00	2,560.00	.00	2,560.00-	.0
10-44560 TREE PROGRAM	.00	3,700.00	.00	3,700.00-	.0
10-44570 SPECIAL EVENT PERMIT REVENUE	150.00	450.00	1,200.00	750.00	37.5
TOTAL LICENSES & PERMITS	6,054.07	159,517.76	159,200.00	317.76-	100.2

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>FINES & FORFEITURES</u>					
10-45100 FINES & FORFEITURES	5,644.66	43,386.57	60,000.00	16,613.43	72.3
10-45120 COURT SERVICE FEE	25.00	325.00	625.00	300.00	52.0
10-45125 DOCUMENTATION SERVICE FEE	26.00	1,050.75	650.00	400.75-	161.7
10-45600 COURT CASE RE-OPENING FEES	.00	75.00	75.00	.00	100.0
TOTAL FINES & FORFEITURES	5,695.66	44,837.32	61,350.00	16,512.68	73.1
<u>PUBLIC CHARGES FOR SERVICES</u>					
10-46110 PROPERTY STATUS REVENUE	480.00	4,560.00	2,000.00	2,560.00-	228.0
10-46120 PUBLICATION FEES	.00	175.00	175.00	.00	100.0
10-46130 DATA SALES	35.50	321.00	500.00	179.00	64.2
10-46135 POLICE UNIFORM	.00	7.00	100.00	93.00	7.0
10-46310 SPECIAL PICK-UPS	1,245.00	8,162.00	8,000.00	162.00-	102.0
10-46315 MULCH DELIVERY	40.00	5,585.50	5,500.00	85.50-	101.6
10-46320 GARBAGE CONTAINER & FEES	105.00	2,214.40	2,500.00	285.60	88.6
10-46330 WELL PERMIT/ABANDONMENT FEES	.00	50.00	250.00	200.00	20.0
10-46400 EQUIPMENT RENTAL SEWER FUND	.00	15,000.00	15,000.00	.00	100.0
10-46415 EQUIPMENT RENTAL STORMWATER	.00	10,000.00	10,000.00	.00	100.0
10-46710 FACILITIES RENTAL	{ 145.00}	1,076.00	700.00	376.00-	153.7
10-46715 DPW SERVICES REVENUE	{ 150.00}	448.00	500.00	52.00	89.6
TOTAL PUBLIC CHARGES FOR SERVI	1,610.50	47,598.90	45,225.00	2,373.90-	105.3
<u>MISCELLANEOUS REVENUE</u>					
10-48100 INTEREST	14,689.49	137,267.42	48,466.00	88,801.42-	283.2
10-48110 UNREALIZED GAIN/LOSS	{ 535.29}	{ 35,484.99}	.00	35,484.99	.0
10-48120 REALIZED GAIN/LOSS	143.53	8,741.00	.00	8,741.00-	.0
10-48200 MISCELLANEOUS REVENUE	{ 1,195.00}	2,799.46	500.00	2,299.46-	559.9
10-48210 COPIES	182.50	1,008.74	500.00	508.74-	201.8
10-48220 FALSE ALARM FEES	700.00	2,050.00	1,200.00	850.00-	170.8
10-48230 RECYCLING PROCEEDS	35.32	1,939.34	2,000.00	60.66	97.0
10-48260 INSURANCE AWARDS/DIVIDENDS	1,439.28	49,960.08	.00	49,960.08-	.0
10-48310 EQUIPMENT SALE PROCEEDS	.00	3,929.56	11,000.00	7,070.44	35.7
TOTAL MISCELLANEOUS REVENUE	15,459.83	172,210.61	63,666.00	108,544.61-	270.5
TOTAL FUND REVENUE	148,877.15	3,584,025.75	3,552,709.00	31,316.75-	100.9

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL GOVERNMENT</u>					
10-51000-109 SALARIES	19,627.29	187,578.27	232,514.00	44,935.73	80.7
10-51000-112 SALARIES PT	1,302.68	10,403.60	4,000.00	-6,403.60	260.1
10-51000-117 HEALTH INS BUYOUT	245.84	1,604.23	900.00	-704.23	178.3
10-51000-119 DENTAL INS BUYOUT	24.32	145.88	118.00	-27.88	123.6
10-51000-120 TRUSTEE SALARIES	700.00	7,000.00	8,400.00	1,400.00	83.3
10-51000-125 ELECTION SALARIES	.00	4,029.90	5,400.00	1,370.10	74.6
10-51000-130 ELECTIONS	34.23	2,986.86	4,803.00	1,816.14	62.2
10-51000-150 WRS EMPLOYER	1,239.75	13,285.74	18,191.00	4,905.26	73.0
10-51000-151 SOCIAL SECURITY	1,543.18	16,295.39	21,492.00	5,196.61	75.8
10-51000-152 LIFE INSURANCE	94.21	903.85	922.00	18.15	98.0
10-51000-153 HEALTH INSURANCE	1,638.86	18,581.49	43,860.00	25,278.51	42.4
10-51000-154 DENTAL INSURANCE	26.86	223.32	1,019.00	795.68	21.9
10-51000-180 RECRUITMENT	59.00	247.85	.00	-247.85	.0
10-51000-208 LEGAL SERVICES-MISC	.00	1,607.00	2,000.00	393.00	80.4
10-51000-210 CONTRACT SERVICES	1,001.83	5,236.52	12,625.00	7,388.48	41.5
10-51000-211 LEGAL SERVICES	.00	39,539.10	57,840.00	18,300.90	68.4
10-51000-213 LEGAL - LABOR NEGOTIATIONS	.00	.00	1,000.00	1,000.00	.0
10-51000-214 AUDIT SERVICES	.00	15,237.00	18,063.00	2,826.00	84.4
10-51000-219 ASSESSOR	.00	32,000.00	32,000.00	.00	100.0
10-51000-221 COMMUNICATIONS EXPENSE	200.12	1,289.64	3,340.00	2,050.36	38.6
10-51000-223 VHALL COMPUTER SUPPORT	.00	.00	1,000.00	1,000.00	.0
10-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	1,301.77	1,360.00	58.23	95.7
10-51000-229 FINANCIAL SERVICES	410.62	7,922.17	8,000.00	77.83	99.0
10-51000-230 MATERIALS & SUPPLIES	204.92	1,573.63	2,000.00	426.37	78.7
10-51000-300 ADMINISTRATIVE	.00	.00	800.00	800.00	.0
10-51000-310 OFFICE SUPPLIES	44.68	2,752.23	4,000.00	1,247.77	68.8
10-51000-311 POSTAGE	.00	2,632.98	2,700.00	67.02	97.5
10-51000-321 DUES & SUBSCRIPTIONS	.00	2,619.28	3,918.00	1,298.72	66.9
10-51000-322 TRAINING, SAFETY & CERTS	.00	9,172.66	6,000.00	-3,172.66	152.9
10-51000-323 WELLNESS AND RECOGNITION	75.00	487.00	1,000.00	513.00	48.7
10-51000-324 PUBLICATIONS/PRINTING	.00	53.14	100.00	46.86	53.1
10-51000-350 EQUIPMENT REPLACEMENT	.00	2,465.00	.00	-2,465.00	.0
10-51000-500 CONTINGENCY	.00	.00	30,000.00	30,000.00	.0
10-51000-509 POLLUTION LIABILITY INSURANCE	.00	.00	904.00	904.00	.0
10-51000-510 GENERAL LIABILITY	.00	18,932.18	20,370.00	1,437.82	92.9
10-51000-511 AUTO LIABILITY	.00	16,505.06	19,096.00	2,590.94	86.4
10-51000-512 BOILER INSURANCE	.00	669.00	779.00	110.00	85.9
10-51000-513 WORKERS COMPENSATION	.00	50,439.00	59,859.00	9,420.00	84.3
10-51000-515 COMMERCIAL CRIME POLICY	.00	1,467.46	1,865.00	397.54	78.7
10-51000-516 PROPERTY INSURANCE	.00	6,780.81	7,817.00	1,036.19	86.7
10-51000-517 MISC PUBLIC OFFICIALS	.00	12,489.09	14,334.00	1,844.91	87.1
10-51000-591 MUNICIPAL CODE	.00	4,205.44	8,250.00	4,044.56	51.0
TOTAL GENERAL GOVERNMENT	28,473.39	500,663.54	662,639.00	161,975.46	75.6

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>MUNICIPAL COURT</u>					
10-51200-110 SALARIES FT	3,966.41	41,647.22	51,555.00	9,907.78	80.8
10-51200-113 JUDGE FEES	.00	2,700.00	3,600.00	900.00	75.0
10-51200-150 WRS EMPLOYER	265.75	2,790.29	3,454.00	663.71	80.8
10-51200-151 SOCIAL SECURITY	259.32	2,959.45	3,944.00	984.55	75.0
10-51200-152 LIFE INSURANCE	5.09	51.51	72.00	20.49	71.5
10-51200-153 HEALTH INSURANCE	2,192.42	24,116.62	26,309.00	2,192.38	91.7
10-51200-154 DENTAL INSURANCE	36.30	399.30	436.00	36.70	91.6
10-51200-208 SPECIAL PROSECUTORIAL SERVICES	.00	2,491.00	5,000.00	2,509.00	49.8
10-51200-210 CONTRACT SERVICES	.00	5,679.29	5,679.00	-.29	100.0
10-51200-211 LEGAL SERVICES	1,933.19	15,465.52	22,989.00	7,523.48	67.3
10-51200-310 OFFICE SUPPLIES	.00	110.93	441.00	330.07	25.2
10-51200-311 POSTAGE	.00	500.00	500.00	.00	100.0
10-51200-321 DUES & SUBSCRIPTIONS	.00	362.14	200.00	-162.14	181.1
10-51200-322 TRAINING, SAFETY & CERTS	.00	109.87	230.00	120.13	47.8
10-51200-325 JUDICIAL EDUCATION	.00	700.00	899.00	199.00	77.9
10-51200-513 WORKERS COMP	.00	120.00	120.00	.00	100.0
 TOTAL MUNICIPAL COURT	 8,658.48	 100,203.14	 125,428.00	 25,224.86	 79.9

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>POLICE</u>					
10-52100-110 SALARIES FT	73,799.70	739,638.24	941,932.00	202,293.76	78.5
10-52100-111 OVERTIME	.00	60,827.01	100,000.00	39,172.99	60.8
10-52100-116 HOLIDAY PAY	.00	2,338.56	36,807.00	34,468.44	6.4
10-52100-117 HEALTH INS BUYOUT	.00	4,366.67	3,000.00	-1,366.67	145.6
10-52100-118 SHIFT DIFFERENTIAL PAY	.00	2,278.75	7,000.00	4,721.25	32.6
10-52100-119 DENTAL INS BUYOUT	.00	.00	87.00	87.00	.0
10-52100-131 OVERTIME - COURT	88.38	835.55	.00	-835.55	.0
10-52100-132 OVERTIME - HELD OVER	824.18	1,236.26	.00	-1,236.26	.0
10-52100-133 OVERTIME - INCIDENT	157.24	2,146.83	.00	-2,146.83	.0
10-52100-134 OVERTIME - ROTATIONAL	.00	36.50	.00	-36.50	.0
10-52100-135 OVERTIME - SHIFT SHORTAGE	3,857.45	23,550.63	.00	-23,550.63	.0
10-52100-136 OVERTIME-SPECIAL DETAIL/ASSIGN	156.51	368.25	.00	-368.25	.0
10-52100-138 OVERTIME-TRAINING OFF DUTY	119.68	724.07	.00	-724.07	.0
10-52100-150 WRS EMPLOYER	7,559.23	81,094.88	121,680.00	40,585.12	66.7
10-52100-151 SOCIAL SECURITY	5,856.37	61,025.49	85,898.00	24,872.51	71.0
10-52100-152 LIFE INSURANCE	83.74	1,152.83	2,267.00	1,114.17	50.9
10-52100-153 HEALTH INSURANCE	14,478.06	137,758.92	255,480.00	117,721.08	53.9
10-52100-154 DENTAL INSURANCE	175.25	1,959.47	3,871.00	1,911.53	50.6
10-52100-180 RECRUITMENT	.00	21,762.23	16,478.00	-5,284.23	132.1
10-52100-209 HOC FEES	85.66	798.53	1,000.00	201.47	79.9
10-52100-210 CONTRACT SERVICES	9,883.64	33,129.30	26,406.00	-6,723.30	125.5
10-52100-213 LEGAL - LABOR NEGOTIATIONS	.00	6,892.00	6,522.00	-370.00	105.7
10-52100-215 MADACC	283.44	1,133.76	1,160.00	26.24	97.7
10-52100-221 COMMUNICATIONS EXPENSE	428.41	3,557.11	5,845.00	2,287.89	60.9
10-52100-225 POLICE COMPUTER SUPPORT	1,773.19	3,443.19	5,000.00	1,556.81	68.9
10-52100-230 MATERIALS & SUPPLIES	202.18	7,890.32	8,150.00	259.68	96.8
10-52100-231 VEHICLE MAINTENANCE	437.63	6,202.14	8,000.00	1,797.86	77.5
10-52100-310 OFFICE SUPPLIES	31.73	892.93	1,500.00	607.07	59.5
10-52100-311 POSTAGE	.00	499.65	500.00	.35	99.9
10-52100-321 DUES & SUBSCRIPTIONS	.00	892.14	1,352.00	459.86	66.0
10-52100-322 TRAINING, SAFETY & CERTS	267.35	3,058.78	4,375.00	1,316.22	69.9
10-52100-323 AMMUNITION	.00	689.98	1,500.00	810.02	46.0
10-52100-330 CLOTHING/EMPLOYEE EXPENSES	2,263.52	9,484.86	10,050.00	565.14	94.4
10-52100-333 MEDICAL SUPPLIES	164.21	318.41	1,000.00	681.59	31.8
10-52100-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	17,246.27	25,000.00	7,753.73	69.0
10-52100-350 EQUIPMENT REPLACEMENT	31,878.00	46,534.15	104,100.00	57,565.85	44.7
10-52100-518 POLICE PROFESSIONAL LIABILITY	.00	13,709.82	15,862.00	2,152.18	86.4
10-52100-519 GASB 45 OBLIGATIONS	.00	25.00	25.00	.00	100.0
10-52100-521 GASB-OPEB STUDY	.00	.00	3,000.00	3,000.00	.0
TOTAL POLICE	154,854.75	1,299,499.48	1,804,847.00	505,347.52	72.0
<u>BUILDING INSPECTION</u>					
10-52400-110 SALARIES FT	.00	20,000.00	20,000.00	.00	100.0
10-52400-250 BUILDING INSPECTIONS	11,713.83	36,095.84	43,650.00	7,554.16	82.7
TOTAL BUILDING INSPECTION	11,713.83	56,095.84	63,650.00	7,554.16	88.1

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT OF PUBLIC WORKS</u>					
10-53000-110 SALARIES FT	25,544.93	284,021.27	344,450.00	60,428.73	82.5
10-53000-111 OVERTIME	42.09	2,171.89	5,006.00	2,834.11	43.4
10-53000-112 SALARIES PT	1,283.64	2,854.06	888.00	-1,966.06	321.4
10-53000-117 HEALTH INSURANCE BUYOUT	.00	.00	1,450.00	1,450.00	.0
10-53000-119 DENTAL INS BUYOUT	18.15	163.35	158.00	-5.35	103.4
10-53000-150 WRS EMPLOYER	1,791.61	17,101.60	21,304.00	4,202.40	80.3
10-53000-151 SOCIAL SECURITY	1,945.25	20,329.24	25,727.00	5,397.76	79.0
10-53000-152 LIFE INSURANCE	59.11	738.64	593.00	-145.64	124.6
10-53000-153 HEALTH INSURANCE	8,277.38	82,546.69	108,947.00	26,400.31	75.8
10-53000-154 DENTAL INSURANCE	137.00	1,243.00	1,803.00	560.00	68.9
10-53000-200 FACILITY MAINTENANCE/SUPPLIES	4,456.67	18,918.03	20,000.00	1,081.97	94.6
10-53000-201 CLEANING SERVICES	3,056.39	10,546.09	11,500.00	953.91	91.7
10-53000-202 HVAC MAINTENANCE	.00	2,425.32	4,200.00	1,774.68	57.8
10-53000-210 CONTRACT SERVICES	8,292.50	29,211.73	32,304.00	3,092.27	90.4
10-53000-220 UTILITY EXPENSES	3,445.97	34,934.71	62,000.00	27,065.29	56.4
10-53000-221 COMMUNICATIONS EXPENSE	189.32	2,452.58	3,252.00	799.42	75.4
10-53000-230 MATERIALS & SUPPLIES	310.93	5,020.01	5,150.00	129.99	97.5
10-53000-231 VEHICLE MAINTENANCE	4,028.30	22,452.30	35,600.00	13,147.70	63.1
10-53000-233 TOOLS	.00	2,007.31	2,500.00	492.69	80.3
10-53000-310 OFFICE SUPPLIES	.00	127.15	150.00	22.85	84.8
10-53000-321 DUES & SUBSCRIPTIONS	.00	736.14	1,035.00	298.86	71.1
10-53000-322 TRAINING, SAFETY & CERTS	1,201.85	3,671.51	4,000.00	328.49	91.8
10-53000-330 CLOTHING/EMPLOYEE EXPENSES	15.92	2,050.95	2,000.00	-50.95	102.6
10-53000-334 SALT/SAND/ICE REMOVAL	.00	16,136.05	30,780.00	14,643.95	52.4
10-53000-340 FUEL MAINTENANCE/MOTOR/LUBE	10,507.36	20,158.10	27,000.00	6,841.90	74.7
10-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	2,756.00	3,600.00	844.00	76.6
10-53000-370 TIPPING FEES	4,510.80	42,633.33	65,000.00	22,366.67	65.6
10-53000-377 YARD WASTE	.00	.00	7,000.00	7,000.00	.0
10-53000-400 ASPHALT MAINTENANCE & REPAIRS	.00	532.46	1,700.00	1,167.54	31.3
10-53000-401 CRACK SEALING & STRIPING	.00	1,875.00	6,000.00	4,125.00	31.3
10-53000-450 SIGNAGE & TRAFFIC SAFETY	.00	340.28	2,000.00	1,659.72	17.0
10-53000-460 FORESTRY/LANDSCAPE MAINTENAN	33.62	1,666.73	5,000.00	3,333.27	33.3
10-53000-465 TREE DISEASE MITIGATION	.00	4,290.00	25,000.00	20,710.00	17.2
10-53000-590 ANIMAL MANAGEMENT PROGRAM	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT OF PUBLIC WO	79,148.79	636,111.52	868,297.00	232,185.48	73.3
<u>PARKS</u>					
10-55200-110 SALARIES FT	400.00	3,800.00	5,200.00	1,400.00	73.1
10-55200-151 SOCIAL SECURITY	30.60	290.70	398.00	107.30	73.0
10-55200-230 MATERIALS & SUPPLIES	.00	941.33	2,000.00	1,058.67	47.1
10-55200-235 COMMUNITY EVENTS	649.20	649.20	.00	-649.20	.0
10-55200-435 BASEBALL FIELD	.00	.00	250.00	250.00	.0
TOTAL PARKS	1,079.80	5,681.23	7,848.00	2,166.77	72.4

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT 59223</u>					
10-59223-900 TRANSFER OUT	.00	20,000.00	20,000.00	.00	100.0
TOTAL DEPARTMENT 59223	.00	20,000.00	20,000.00	.00	100.0
<u>DEPARTMENT 59242</u>					
10-59242-900 TRANSFER OUT	.00	339,446.72	339,446.72	.00	100.0
TOTAL DEPARTMENT 59242	.00	339,446.72	339,446.72	.00	100.0
TOTAL FUND EXPENDITURES	283,929.04	2,957,701.47	3,892,155.72	934,454.25	76.0
NET REVENUE OVER EXPENDITURES	135,051.89-	626,324.28	339,446.72-	-965,771.00	184.5

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

SANITARY SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PUBLIC CHARGES FOR SERVICES</u>					
20-46210 INTERGOVERNMENTAL GRANTS	.00	.00	75,000.00	75,000.00	.0
20-46410 RESIDENTIAL SEWER	.00	767,520.00	770,880.00	3,360.00	99.6
20-46420 COMMERCIAL SEWER	18,400.18	106,044.99	141,418.00	35,373.01	75.0
20-46430 SEWER CONNECTION FEE	.00	7,500.00	.00	-7,500.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	18,400.18	881,064.99	987,298.00	106,233.01	89.2
<u>MISCELLANEOUS REVENUE</u>					
20-48100 INTEREST	127.63	842.39	.00	-842.39	.0
TOTAL MISCELLANEOUS REVENUE	127.63	842.39	.00	-842.39	.0
TOTAL FUND REVENUE	18,527.81	881,907.38	987,298.00	105,390.62	89.3

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

SANITARY SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL SEWER</u>					
20-51000-110 SALARIES FT	6,343.68	102,819.05	136,884.00	34,064.95	75.1
20-51000-111 OVERTIME	.00	399.86	400.00	.14	100.0
20-51000-117 HEALTH INS BUYOUT	.00	350.00	350.00	.00	100.0
20-51000-119 DENTAL INS BUYOUT	.00	40.00	40.00	.00	100.0
20-51000-150 WRS EMPLOYER	421.65	5,526.35	9,232.00	3,705.65	59.9
20-51000-151 SOCIAL SECURITY	470.65	6,145.90	10,571.00	4,425.10	58.1
20-51000-152 LIFE INSURANCE	15.09	194.77	248.00	53.23	78.5
20-51000-153 HEALTH INSURANCE	993.81	14,751.62	31,046.00	16,294.38	47.5
20-51000-154 DENTAL INSURANCE	16.36	243.18	587.00	343.82	41.4
20-51000-210 MMSD USAGE CHARGES	.00	197,364.40	241,534.00	44,169.60	81.7
20-51000-212 CONTRACT SERVICES	742.39	3,860.98	5,846.00	1,985.02	66.0
20-51000-214 AUDIT SERVICES	.00	3,500.00	3,500.00	.00	100.0
20-51000-216 ENGINEERING	.00	40,772.05	33,465.00	-7,307.05	121.8
20-51000-220 UTILITY EXPENSES	646.53	4,452.85	7,000.00	2,547.15	63.6
20-51000-221 COMMUNICATIONS EXPENSE	22.22	227.15	750.00	522.85	30.3
20-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	185.43	170.00	-15.43	109.1
20-51000-230 MATERIALS & SUPPLIES	14.14	6,462.31	4,348.00	-2,114.31	148.6
20-51000-232 LIFT STATION MAINTENANCE	.00	16,354.16	14,550.00	-1,804.16	112.4
20-51000-233 TOOLS	.00	.00	3,500.00	3,500.00	.0
20-51000-234 DIGGERS	.00	.00	2,130.00	2,130.00	.0
20-51000-311 POSTAGE	.00	400.00	400.00	.00	100.0
20-51000-322 TRAINING, SAFETY & CERTS	87.35	828.68	3,000.00	2,171.32	27.6
20-51000-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	3,200.00	3,200.00	.00	100.0
20-51000-350 EQUIPMENT REPLACEMENT	18,213.38	65,630.82	67,803.00	2,172.18	96.8
20-51000-360 EQUIPMENT RENTAL - GEN FUND	.00	15,000.00	15,000.00	.00	100.0
20-51000-510 GENERAL LIABILITY	.00	2,896.07	3,351.00	454.93	86.4
20-51000-513 WORKERS COMPENSATION	.00	1,916.00	1,916.00	.00	100.0
20-51000-515 COMMERCIAL CRIME POLICY	.00	108.87	144.00	35.13	75.6
20-51000-516 PROPERTY INSURANCE	.00	2,744.39	3,071.00	326.61	89.4
20-51000-813 INFRASTRUCTURE & REPAIRS	35,370.00	48,901.65	62,424.00	13,522.35	78.3
TOTAL GENERAL SEWER	63,357.25	545,276.54	666,460.00	121,183.46	81.8
<u>DEPRECIATION</u>					
20-53000-700 DEPRECIATION	.00	.00	5,341.00	5,341.00	.0
TOTAL DEPRECIATION	.00	.00	5,341.00	5,341.00	.0
<u>DEBT</u>					
20-58100-617 PRINCIPAL REDEMPTION - CWFL	.00	.00	75,334.00	75,334.00	.0
20-58100-618 PRINCIPAL REDEMPTION - BOND	.00	.00	213,686.00	213,686.00	.0
20-58100-621 INTEREST - BOND	4,821.37	27,211.96	34,262.00	7,050.04	79.4
20-58100-626 INTEREST-CLEAN WATER FUND LOA	5,805.20	12,501.21	12,501.00	-.21	100.0
TOTAL DEBT	10,626.57	39,713.17	335,783.00	296,069.83	11.8

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

SANITARY SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>AMORTIZATION OF DEBT</u>						
20-58291-226	BOND ISSUANCE FEES	.00	27,001.46	27,001.00	-.46	100.0
	TOTAL AMORTIZATION OF DEBT	.00	27,001.46	27,001.00	-.46	100.0
<u>DEPARTMENT 59240</u>						
20-59240-900	TRANSFER OUT	.00	131,458.00	131,458.00	.00	100.0
	TOTAL DEPARTMENT 59240	.00	131,458.00	131,458.00	.00	100.0
	TOTAL FUND EXPENDITURES	73,983.82	743,449.17	1,166,043.00	422,593.83	63.8
	NET REVENUE OVER EXPENDITURES	55,456.01-	138,458.21	178,745.00-	-317,203.21	77.5

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<hr/>					
22-43210 INTERGOVERNMENTAL GRANTS	.00	80,000.00	25,000.00	-55,000.00	320.0
TOTAL SOURCE 43	.00	80,000.00	25,000.00	-55,000.00	320.0
<hr/>					
PUBLIC CHARGES FOR SERVICES					
<hr/>					
22-46405 RESIDENTIAL STORMWATER	.00	353,789.00	353,567.00	-222.00	100.1
22-46425 COMMERCIAL STORMWATER	16,429.61	102,045.08	139,442.00	37,396.92	73.2
22-46430 RIGHT-OF-WAY MANAGEMENT	100.00	22,580.00	23,480.00	900.00	96.2
TOTAL PUBLIC CHARGES FOR SERVI	16,529.61	478,414.08	516,489.00	38,074.92	92.6
<hr/>					
OTHER FINANCING SOURCES					
<hr/>					
22-49100 PROCEEDS OF LONG-TERM DEBT	.00	455,000.00	455,000.00	.00	100.0
22-49120 PROCEEDS OF PREMIUM	.00	2,356.70	2,357.00	.30	100.0
TOTAL OTHER FINANCING SOURCES	.00	457,356.70	457,357.00	.30	100.0
<hr/>					
TOTAL FUND REVENUE	16,529.61	1,015,770.78	998,846.00	-16,924.78	101.7

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
22-53000-110 SALARIES FT	2,126.11	43,484.24	61,168.00	17,683.76	71.1
22-53000-111 OVERTIME	84.18	84.18	750.00	665.82	11.2
22-53000-112 SALARIES PT	371.58	8,684.67	2,000.00	-6,684.67	434.2
22-53000-117 HEALTH INS BUYOUT	.00	300.00	300.00	.00	100.0
22-53000-119 DENTAL INS BUYOUT	.00	33.00	33.00	.00	100.0
22-53000-150 WRS EMPLOYER	170.52	2,512.30	4,293.00	1,780.70	58.5
22-53000-151 SOCIAL SECURITY	189.54	3,254.00	4,927.00	1,673.00	66.0
22-53000-152 LIFE INSURANCE	2.31	107.27	125.00	17.73	85.8
22-53000-153 HEALTH INSURANCE	215.93	8,188.47	22,981.00	14,792.53	35.6
22-53000-154 DENTAL INSURANCE	3.55	135.33	380.00	244.67	35.6
22-53000-210 CONTRACT SERVICES	729.89	1,133.11	365.00	-768.11	310.4
22-53000-214 AUDIT SERVICES	.00	1,594.00	1,594.00	.00	100.0
22-53000-216 ENGINEERING	.00	22,295.80	35,100.00	12,804.20	63.5
22-53000-220 UTILITY EXPENSES	189.62	1,498.67	2,400.00	901.33	62.4
22-53000-221 COMMUNICATIONS EXPENSE	22.22	295.61	500.00	204.39	59.1
22-53000-226 BOND ISSUANCE FEES	.00	12,230.19	12,215.00	-15.19	100.1
22-53000-230 MATERIALS & SUPPLIES	.00	3,309.21	2,827.00	-482.21	117.1
22-53000-327 CULVERT MATERIALS	87.00	16,319.56	14,602.00	-1,717.56	111.8
22-53000-328 LANDSCAPING MATERIALS	580.84	3,625.05	28,000.00	24,374.95	13.0
22-53000-329 DITCH MAINTENANCE	.00	1,493.36	20,392.00	18,898.64	7.3
22-53000-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	2,500.00	2,500.00	.00	100.0
22-53000-342 CONSTRUCTION MATERIALS	4,641.62	38,027.71	43,173.00	5,145.29	88.1
22-53000-350 EQUIPMENT REPLACEMENT	18,213.37	18,726.87	28,230.00	9,503.13	66.3
22-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	10,000.00	10,000.00	.00	100.0
22-53000-801 CAPITAL PROJECTS	209,905.93	209,905.93	.00	-209,905.93	.0
TOTAL DEPARTMENT 53000	237,534.21	409,738.53	298,855.00	-110,883.53	137.1
TRANSFER TO OTHER FUND					
22-59200-900 TRANSFER OUT	.00	250,064.00	250,064.00	.00	100.0
TOTAL TRANSFER TO OTHER FUND	.00	250,064.00	250,064.00	.00	100.0
TOTAL FUND EXPENDITURES	237,534.21	659,802.53	548,919.00	-110,883.53	120.2
NET REVENUE OVER EXPENDITURES	221,004.60-	355,968.25	449,927.00	93,958.75	79.1

VILLAGE OF BAYSIDE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

COMM DEVELOPMENT AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
23-48200 MISCELLANEOUS REVENUE	.00	25,000.00	25,000.00	.00	100.0
23-48210 PROJECT FEES	.00	25,000.00	.00	-25,000.00	.0
TOTAL SOURCE 48	.00	50,000.00	25,000.00	-25,000.00	200.0
 SOURCE 49					
23-49210 TRANSFER FROM GENERAL FUND	.00	20,000.00	20,000.00	.00	100.0
TOTAL SOURCE 49	.00	20,000.00	20,000.00	.00	100.0
 TOTAL FUND REVENUE	 .00	 70,000.00	 45,000.00	 -25,000.00	 155.6

VILLAGE OF BAYSIDE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

COMM DEVELOPMENT AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
23-51000-230 PROFESSIONAL SERVICES	46,042.25	63,947.00	45,000.00	-18,947.00	142.1
TOTAL DEPARTMENT 51000	46,042.25	63,947.00	45,000.00	-18,947.00	142.1
TOTAL FUND EXPENDITURES	46,042.25	63,947.00	45,000.00	-18,947.00	142.1
NET REVENUE OVER EXPENDITURES	46,042.25-	6,053.00	.00	-6,053.00	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

PUBLIC SAFETY COMMUNICATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
26-41100 PROPERTY TAXES	.00	281,484.00	281,484.00	.00	100.0
TOTAL TAXES	.00	281,484.00	281,484.00	.00	100.0
<u>INTERGOVERNMENT REVENUE</u>					
26-47130 DISPATCH OPERATIONAL REVENUE	35,689.93	1,985,195.80	1,970,149.00	-15,046.80	100.8
26-47135 RMS ADMINISTRATOR	.00	16,428.12	.00	-16,428.12	.0
TOTAL INTERGOVERNMENT REVENUE	35,689.93	2,001,623.92	1,970,149.00	-31,474.92	101.6
<u>MISCELLANEOUS REVENUE</u>					
26-48100 CONSOLIDATED SERVICE BILLINGS	.00	50,677.78	65,977.00	15,299.22	76.8
TOTAL MISCELLANEOUS REVENUE	.00	50,677.78	65,977.00	15,299.22	76.8
TOTAL FUND REVENUE	35,689.93	2,333,785.70	2,317,610.00	-16,175.70	100.7

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

PUBLIC SAFETY COMMUNICATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PUBLIC SAFETY COMMUNICATIONS</u>					
26-51000-110 SALARIES	80,718.24	875,647.73	1,193,642.00	317,994.27	73.4
26-51000-111 OVERTIME	.00	48,025.39	95,277.00	47,251.61	50.4
26-51000-116 HOLIDAY PAY	2,329.65	7,285.60	29,816.00	22,530.40	24.4
26-51000-117 HEALTH INS BUYOUT	541.66	6,249.95	12,000.00	5,750.05	52.1
26-51000-119 DENTAL INS BUYOUT	21.78	461.01	1,394.00	932.99	33.1
26-51000-132 OVERTIME - HELD OVER	68.70	251.87	.00	-251.87	.0
26-51000-134 OVERTIME - ROTATIONAL	771.72	3,070.22	.00	-3,070.22	.0
26-51000-135 OVERTIME - SHIFT SHORTAGE	6,016.96	31,828.97	.00	-31,828.97	.0
26-51000-150 WRS EMPLOYER	5,666.04	61,406.85	88,436.00	27,029.15	69.4
26-51000-151 SOCIAL SECURITY	6,680.18	71,490.81	101,999.00	30,508.19	70.1
26-51000-152 LIFE INSURANCE	129.64	1,425.24	1,896.00	470.76	75.2
26-51000-153 HEALTH INSURANCE	18,267.94	218,026.13	271,735.00	53,708.87	80.2
26-51000-154 DENTAL INSURANCE	290.40	3,113.40	3,877.00	763.60	80.3
26-51000-180 RECRUITMENT	59.00	1,931.29	752.00	-1,179.29	256.8
26-51000-200 BUILDING MAINTENANCE/SUPPLIES	720.16	8,454.42	7,505.00	-949.42	112.7
26-51000-201 CLEANING SERVICES	1,582.67	6,070.67	7,754.00	1,683.33	78.3
26-51000-210 CONTRACT SERVICES	62.95	23,176.24	21,572.00	-1,604.24	107.4
26-51000-213 LABOR LEGAL SERVICES	.00	1,445.50	1,446.00	.50	100.0
26-51000-214 AUDIT SERVICES	.00	1,594.00	1,594.00	.00	100.0
26-51000-216 LICENSING & MAINTENANCE	4,062.52	120,230.41	134,421.00	14,190.59	89.4
26-51000-220 UTILITIES	2,203.81	18,822.61	28,000.00	9,177.39	67.2
26-51000-221 COMMUNICATIONS EXPENSE	9,531.48	85,398.31	114,388.00	28,989.69	74.7
26-51000-225 COMPUTER SERVICES	1,229.00	26,662.75	61,543.00	34,880.25	43.3
26-51000-226 BENEFIT ADMINISTRATIVE FEES	225.00	657.65	1,700.00	1,042.35	38.7
26-51000-230 MATERIALS & SUPPLIES	615.44	5,305.90	5,600.00	294.10	94.8
26-51000-310 OFFICE SUPPLIES	97.34	404.04	1,800.00	1,395.96	22.5
26-51000-311 POSTAGE	.00	406.70	500.00	93.30	81.3
26-51000-321 DUES & SUBSCRIPTIONS	.00	57.15	500.00	442.85	11.4
26-51000-322 TRAINING, SAFETY & CERTS	.00	4,771.95	5,000.00	228.05	95.4
26-51000-350 EQUIPMENT REPLACEMENT	.00	4,408.50	.00	-4,408.50	.0
26-51000-351 EQUIPMENT MAINTENANCE	14,026.76	138,599.61	213,425.00	74,825.39	64.9
26-51000-500 CONTINGENCY	.00	.00	5,000.00	5,000.00	.0
26-51000-510 GENERAL LIABILITY	.00	5,432.53	7,285.00	1,852.47	74.6
26-51000-513 WORKERS COMPENSATION	.00	2,896.00	2,896.00	.00	100.0
26-51000-515 COMMERCIAL CRIME POLICY	.00	791.67	1,049.00	257.33	75.5
26-51000-516 PROPERTY INSURANCE	.00	3,212.80	3,621.00	408.20	88.7
TOTAL PUBLIC SAFETY COMMUNIC	155,919.04	1,789,013.87	2,427,423.00	638,409.13	73.7
<u>TRANSFER TO OTHER FUND</u>					
26-59217-900 ADMINISTRATIVE (DISPATCH)	.00	92,435.00	92,435.00	.00	100.0
TOTAL TRANSFER TO OTHER FUND	.00	92,435.00	92,435.00	.00	100.0
TOTAL FUND EXPENDITURES	155,919.04	1,881,448.87	2,519,858.00	638,409.13	74.7
NET REVENUE OVER EXPENDITURES	120,229.11-	452,336.83	202,248.00-	-654,584.83	223.7

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

CONSOLIDATED SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%	
<u>TAXES</u>						
28-41110	PROPERTY TAX NORTH SHORE HLTH	.00	27,697.00	27,697.00	.00	100.0
28-41120	PROPERTY TAX NORTH SHORE LIBRA	.00	174,149.00	174,149.00	.00	100.0
28-41130	PROPERTY TAX NORTH SHORE FIRE	.00	842,575.00	842,575.00	.00	100.0
	TOTAL TAXES	.00	1,044,421.00	1,044,421.00	.00	100.0
<u>INTERGOVERNMENTAL</u>						
28-43520	STATE FIRE INSURANCE	.00	20,977.46	20,948.00	-29.46	100.1
	TOTAL INTERGOVERNMENTAL	.00	20,977.46	20,948.00	-29.46	100.1
	TOTAL FUND REVENUE	.00	1,065,398.46	1,065,369.00	-29.46	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

CONSOLIDATED SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>HEALTH DEPARTMENT</u>					
28-51000-217 PUBLIC HEALTH SERVICES	.00	20,772.75	27,697.00	6,924.25	75.0
TOTAL HEALTH DEPARTMENT	.00	20,772.75	27,697.00	6,924.25	75.0
<u>NORTH SHORE FIRE & RESCUE</u>					
28-52200-224 NORTH SHORE FIRE DEPT	.00	804,796.00	804,794.00	-2.00	100.0
28-52200-228 NORTH SHORE FIRE CAPITAL	.00	37,782.00	37,781.00	-1.00	100.0
28-52200-376 FIRE INSURANCE DUES	.00	20,977.46	20,948.00	-29.46	100.1
TOTAL NORTH SHORE FIRE & RESCU	.00	863,555.46	863,523.00	-32.46	100.0
<u>LIBRARY</u>					
28-55100-225 CAPITAL	8,223.02	8,223.02	20,787.00	12,563.98	39.6
28-55100-227 NORTH SHORE LIBRARY	11,916.27	127,750.74	153,362.00	25,611.26	83.3
TOTAL LIBRARY	20,139.29	135,973.76	174,149.00	38,175.24	78.1
TOTAL FUND EXPENDITURES	20,139.29	1,020,301.97	1,065,369.00	45,067.03	95.8
NET REVENUE OVER EXPENDITURES	20,139.29-	45,096.49	.00	-45,096.49	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%	
<u>TAXES</u>						
30-41100	PROPERTY TAXES	.00	737,894.00	737,894.00	.00	100.0
	TOTAL TAXES	.00	737,894.00	737,894.00	.00	100.0
<u>LICENSES & PERMITS</u>						
30-44350	CELL TOWER FEES	1,919.24	19,109.32	21,716.00	2,606.68	88.0
	TOTAL LICENSES & PERMITS	1,919.24	19,109.32	21,716.00	2,606.68	88.0
<u>INTERGOVERNMENT REVENUE</u>						
30-47100	RIVER HILLS REVENUE-DISPATCH	3,126.25	3,126.25	21,253.00	18,126.75	14.7
30-47111	FOX POINT REVENUE	.00	2,727.50	15,455.00	12,727.50	17.7
30-47115	B SERIES ADMIN FEE	.00	18,792.00	18,792.00	.00	100.0
	TOTAL INTERGOVERNMENT REVENUE	3,126.25	24,645.75	55,500.00	30,854.25	44.4
<u>MISCELLANEOUS REVENUE</u>						
30-48300	NSFD	.00	178,195.00	178,195.00	.00	100.0
	TOTAL MISCELLANEOUS REVENUE	.00	178,195.00	178,195.00	.00	100.0
<u>OTHER FINANCING SOURCES</u>						
30-49120	PROCEEDS OF PREMIUM	.00	36,580.47	.00	-36,580.47	.0
30-49250	TRANSFER FROM STORMWATER FUN	.00	250,064.00	250,064.00	.00	100.0
	TOTAL OTHER FINANCING SOURCES	.00	286,644.47	250,064.00	-36,580.47	114.6
	TOTAL FUND REVENUE	5,045.49	1,246,488.54	1,243,369.00	-3,119.54	100.3

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEBT</u>					
30-58100-215 MADACC	2,182.60	2,583.18	2,583.00	-.18	100.0
30-58100-226 BENEFIT ADMINISTRATIVE FEES	400.00	1,100.00	700.00	-400.00	157.1
30-58100-611 NSFD STATION #5	.00	160,000.00	160,000.00	.00	100.0
30-58100-612 FOX POINT/RIVER HILLS DISPATCH	.00	5,853.75	36,708.00	30,854.25	16.0
30-58100-614 UNFUNDED LIABILITY PRINCIPAL	.00	20,000.00	20,000.00	.00	100.0
30-58100-618 PRINCIPAL- 2014 BOND	52,650.00	156,314.00	856,314.00	700,000.00	18.3
30-58100-621 INTEREST - BOND	20,554.26	143,279.31	205,832.00	62,552.69	69.6
30-58100-623 UNFUNDED LIABILITY INTEREST	.00	7,825.55	7,826.00	.45	100.0
TOTAL DEBT	<u>75,786.86</u>	<u>496,955.79</u>	<u>1,289,963.00</u>	<u>793,007.21</u>	<u>38.5</u>
TOTAL FUND EXPENDITURES	<u>75,786.86</u>	<u>496,955.79</u>	<u>1,289,963.00</u>	<u>793,007.21</u>	<u>38.5</u>
NET REVENUE OVER EXPENDITURES	<u><u>70,741.37-</u></u>	<u><u>749,532.75</u></u>	<u><u>46,594.00-</u></u>	<u><u>-796,126.75</u></u>	<u><u>1608.7</u></u>

VILLAGE OF BAYSIDE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

POLICE CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>INTERGOVERNMENTAL</u>					
40-43210 INTERGOVERNMENTAL GRANTS	.00	377.50	.00	-377.50	.0
40-43215 POLICE REVENUE	.00	5,000.00	.00	-5,000.00	.0
TOTAL INTERGOVERNMENTAL	.00	5,377.50	.00	-5,377.50	.0
<u>OTHER FINANCING SOURCES</u>					
40-49220 TRANSFER FROM SEWER FUND	.00	131,458.00	131,458.00	.00	100.0
TOTAL OTHER FINANCING SOURCES	.00	131,458.00	131,458.00	.00	100.0
TOTAL FUND REVENUE	.00	136,835.50	131,458.00	-5,377.50	104.1

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

POLICE CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
40-91000-804 DPS - CAPITAL EQUIPMENT	60,287.50	65,922.50	165,242.00	99,319.50	39.9
TOTAL CAPITAL PROJECTS	60,287.50	65,922.50	165,242.00	99,319.50	39.9
TOTAL FUND EXPENDITURES	60,287.50	65,922.50	165,242.00	99,319.50	39.9
NET REVENUE OVER EXPENDITURES	60,287.50-	70,913.00	33,784.00-	-104,697.00	209.9

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
41-41100	.00	2,780.00	2,780.00	.00	100.0
	.00	2,780.00	2,780.00	.00	100.0
<u>INTERGOVERNMENTAL</u>					
41-43540	.00	64,440.00	64,440.00	.00	100.0
41-43545	.00	93.00	93.00	.00	100.0
	.00	64,533.00	64,533.00	.00	100.0
<u>PUBLIC CHARGES FOR SERVICES</u>					
41-46320	25.00	575.00	.00	-575.00	.0
	25.00	575.00	.00	-575.00	.0
<u>MISCELLANEOUS REVENUE</u>					
41-48100	.00	.14	.00	-.14	.0
41-48260	.00	22,365.00	.00	-22,365.00	.0
	.00	22,365.14	.00	-22,365.14	.0
<u>OTHER FINANCING SOURCES</u>					
41-49100	.00	965,000.00	965,000.00	.00	100.0
41-49120	.00	2,028.75	2,029.00	.25	100.0
	.00	967,028.75	967,029.00	.25	100.0
	25.00	1,057,281.89	1,034,342.00	-22,939.89	102.2

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
41-91000-226 BENEFIT ADMINISTRATIVE FEES	.00	25,545.51	25,546.00	.49	100.0
41-91000-803 DPW - CAPITAL EQUIPMENT	.00	36,371.05	330,117.00	293,745.95	11.0
41-91000-813 ROAD CONSTRUCTION/PAVING	.00	4,460.26	310,615.00	306,154.74	1.4
TOTAL CAPITAL PROJECTS	.00	66,376.82	666,278.00	599,901.18	10.0
TOTAL FUND EXPENDITURES	.00	66,376.82	666,278.00	599,901.18	10.0
NET REVENUE OVER EXPENDITURES	25.00	990,905.07	368,064.00	-622,841.07	269.2

VILLAGE OF BAYSIDE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 46</u>					
42-46740 COMMUNITY EVENT DONATIONS	.00	23,994.00	10,000.00	-13,994.00	239.9
TOTAL SOURCE 46	.00	23,994.00	10,000.00	-13,994.00	239.9
<u>OTHER FINANCING SOURCES</u>					
42-49210 TRANSFER FROM GENERAL FUND	.00	339,446.72	339,446.72	.00	100.0
TOTAL OTHER FINANCING SOURCES	.00	339,446.72	339,446.72	.00	100.0
TOTAL FUND REVENUE	.00	363,440.72	349,446.72	-13,994.00	104.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
42-91000-235 COMMUNITY EVENTS	7,377.30	21,137.52	10,000.00	-11,137.52	211.4
42-91000-519 GASB 45 OBLIGATIONS	11,038.33	99,798.04	66,180.00	-33,618.04	150.8
42-91000-824 CAPITAL EQUIPMENT	.00	.00	8,200.00	8,200.00	.0
TOTAL CAPITAL PROJECTS	<u>18,415.63</u>	<u>120,935.56</u>	<u>84,380.00</u>	<u>-36,555.56</u>	<u>143.3</u>
TOTAL FUND EXPENDITURES	<u>18,415.63</u>	<u>120,935.56</u>	<u>84,380.00</u>	<u>-36,555.56</u>	<u>143.3</u>
NET REVENUE OVER EXPENDITURES	<u><u>18,415.63-</u></u>	<u><u>242,505.16</u></u>	<u><u>265,066.72</u></u>	<u><u>22,561.56</u></u>	<u><u>91.5</u></u>

VILLAGE OF BAYSIDE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 41</u>					
46-41100 PROPERTY TAXES	.00	17,997.00	17,997.00	.00	100.0
TOTAL SOURCE 41	.00	17,997.00	17,997.00	.00	100.0
<u>INTERGOVERNMENTAL REVENUE</u>					
46-47110 DISPATCH CAPITAL REVENUE	.00	125,965.51	125,966.00	.49	100.0
TOTAL INTERGOVERNMENTAL REVE	.00	125,965.51	125,966.00	.49	100.0
TOTAL FUND REVENUE	.00	143,962.51	143,963.00	.49	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT 91000</u>					
46-91000-815 DISPATCH CAPITAL TECHNOLOGY	5,744.48	2,438.45	205,500.00	203,061.55	1.2
TOTAL DEPARTMENT 91000	5,744.48	2,438.45	205,500.00	203,061.55	1.2
TOTAL FUND EXPENDITURES	5,744.48	2,438.45	205,500.00	203,061.55	1.2
NET REVENUE OVER EXPENDITURES	5,744.48-	141,524.06	61,537.00-	-203,061.06	230.0

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO 18-____

A resolution adopting the 2019 annual budget and establishing the 2018 tax levy

WHEREAS, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

WHEREAS, the Village Board of Trustees have duly considered and discussed a budget for 2018 as proposed by the Village Manager and recommended by the Finance and Administration Committee, Public Works Committee, and Public Safety Committee; and

WHEREAS, the Village Board of Trustees held a public hearing on the 2019 Annual Budget on November 20, 2018 as required; and

WHEREAS, the 2019 budget requires a tax levy to partially finance the appropriations.

NOW, THEREFORE BE IT RESOLVED by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2019 for the General Fund, Special Revenue Funds-Public Safety Communications, Long Term Financial Services Fund, Public Safety Capital Fund, Public Works Capital Fund, Administrative Services Capital Fund, and Public Safety Communications Capital Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

BE IF FURTHER RESOLVED that the property tax levy required to finance the 2019 Budget is \$4,532,947.

PASSED AND ADOPTED by the Village Board on this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel Dickman
Village President

Attest:

Lynn A. Galyardt
Village Director of Finance and
Admin/Clerk/Treasurer

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO 18-_____

**A resolution adopting the 2019 sanitary sewer enterprise budget and
establishing the Residential and Commercial Sewer User Fee rates**

WHEREAS, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

WHEREAS, the Finance and Administration Committee, Public Works Committee have duly considered and discussed a budget for the Sewer Fund on November 8, 2018 as proposed; and

WHEREAS, the Village Board of Trustees held a public hearing on the 2019 Annual Sewer Budget on November 20, 2018 as required; and

WHEREAS, the 2019 Residential Sewer User fee is set at \$484.00 and the 2019 Commercial Sewer rate per 1,000 gallons used is \$4.18; and

NOW, THEREFORE BE IT RESOLVED by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2019 for the Sewer Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

PASSED AND ADOPTED by the Village Board on this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel Dickman
Village President

Attest:

Lynn A. Galyardt
Village Director of Finance &
Admin/Clerk/Treasurer

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO. 18-_____

**A resolution adopting the 2019 stormwater revenue fund budget and
establishing the Equivalent Runoff Unit rate**

WHEREAS, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

WHEREAS, the Finance and Administration Committee and Public Works Committee have duly considered and discussed a budget for the Stormwater Fund in on November 8, 2018 as proposed; and

WHEREAS, the Village Board of Trustees held a public hearing on the 2019 Annual Stormwater Budget on November 20, 2018 as required; and

WHEREAS, the 2019 Annual Stormwater Equivalent Runoff Unit fee is set at \$229.00; and,

NOW, THEREFORE BE IT RESOLVED by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2019 for the Stormwater Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

PASSED AND ADOPTED by the Village Board on this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel Dickman
Village President

Attest:

Lynn A. Galyardt
Village Director of Finance &
Admin/Clerk/Treasurer

VILLAGE FINANCIAL, MONETARY, AND BUDGETARY POLICIES

GENERAL OPERATIONS POLICY

The establishment of general operations policy statements is an important component of the Village's financial management policy and planning efforts.

A. Accounting

- The Village will establish and maintain the accounting systems according to GAAP and the State of Wisconsin Uniform Chart of Accounts.
- An annual audit will be performed by an independent public accounting firm which will issue an official opinion on the annual financial statements. In addition, full disclosure will be provided in the financial statements and bond representations.
- Financial systems will be maintained to monitor expenditures and revenues on a monthly basis and all revenue collections will be consolidated under the Clerk/Treasurer. A cash-flow analysis, including disbursements, collections, and investments, will be prepared on a regular basis indicating that sufficient cash is available for daily financial needs.
- Encumbrances represent commitments related to unperformed contracts for goods or services, and will be recorded when incurred. Encumbrances outstanding at year-end will be reported as reservations of fund balance.
- The Village will establish and maintain a depreciation schedule based on the straight-line method. The useful life of capital assets will be based on internal information, information on comparable assets from other governments, and general guidelines from professional or industry organizations.

B. Revenue

- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential. In addition, major revenues will be projected for at least the next three years.
- Legally restricted revenues will be avoided when they adversely affect the short or long-term financial health of our government. One-time revenues will be used for capital improvements or as legally restricted to a specific purpose.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.
- Any amounts due to the Village will be carefully and routinely monitored. An aggressive policy of collection will be followed for all receivables, including property taxes. In addition, proprietary funds will generate revenue sufficient to support the full direct and indirect costs of these funds.
- All potential grants and other aid shall be carefully examined for matching requirements and restrictive covenants, to ensure that our participation in such grants will be beneficial and cost-effective.

C. Budget & Capital Improvements

- The Village will pay for all current operating expenses with current revenues and will avoid budgetary procedures that balance current costs at the expense of

- future years, such as postponing necessary expenses, accruing future revenues, or rolling over of short-term debt.
- The Village will prepare and maintain a multi-year capital improvements plan and project its equipment replacement needs for at minimum, the next five years. In addition, a maintenance and replacement schedule will be developed and updated on an annual basis. Estimated costs of each capital improvement projected for each year will be included in the annual budget, including the impact to annual operating expenditures.
- Intergovernmental funding sources for capital improvements from the federal, state, and private sector will be actively sought and used as available to assist in financing of capital improvements.

BUDGET AMENDMENT POLICY

Following the adoption of the annual budget, budget transfers and supplemental appropriations are made based on the following:

A. Intra-Program Category Amendment

- Since the annual Village budget is adopted at the functional level of expenditure (program categories, i.e., Public Works and Public Safety), the Village Manager may authorize any intra-program line item change, i.e., utilities, local auto expense, supplies, etc. up to \$7,500.

B. Inter-Fund Amendment

- At the committee of jurisdiction, the Department Head, along with the Village Managers approval, identifies the need to transfer funds and make a recommendation of specific amounts and accounts involved in the transfer. The committee recommends to the Village Board for or against the transfer.
- Following the recommendation of the committee, the Village Board, in accordance with Wisconsin Statutes Section 65.90 (5) (a), must approve of the transfer by the two-thirds vote of the Board's entire membership. Subsequently, the Village Clerk must post a Class 1 notice within 10 days of the action taken.
- Similarly, all transfers of funds from the contingency account must be approved by two-thirds of the Boards' membership (per Wisconsin Statutes Section 65.90 (5) (a)).

FINANCIAL PROCEDURES & INVESTMENT POLICY

The purpose of this policy is to establish investment objectives; to delegate authority for the execution and reporting of investments; to establish standards of prudence; to direct the development of internal control; to establish standards for Depositories, to set and establish collateral requirements; and to identify permitted investments.

This investment policy applies to all cash assets of the Village, except:

- 1 Funds which are held by an external trustee and are restricted in their investment by terms of a trust indenture; in which case, the trust indenture shall regulate investment activities;

2. Funds granted to or held in custody by the Village, under terms which provide for or restrict their investment in a particular manner; in which case said provisions or restrictions shall regulate investment activities;
3. Funds otherwise restricted by State or Federal laws or regulations; in which case said restrictions shall regulate investment activities.

The primary objectives of investment activities shall be the following in order of importance; safety, liquidity, and yield:

- A. **Safety:** Preservation and safety of principal are the foremost objective of the investment program. Investment shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. In addition, all risks associated to Village funds and investments will be disclosed on an annual basis or as requested.
1. Credit Risk – The Village will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
 - Limiting investments to the types of securities listed in this Investment Policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business.
 - Diversifying the investment portfolio.
 2. Interest Rate Risk – The Village will minimize rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
 - Utilizing securities with adjustable coupon rates to minimize price volatility.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
- C. **Yield:** The investment portfolio shall be designed with the objective of attaining a rate of return/yield throughout budgetary and economic cycles, commensurate with the Village's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity unless as deemed appropriate by the Village Manager, upon written recommendation by the investment portfolio manager, or for the following exceptions:
1. A security with declining credit may be sold early to minimize loss of principal.
 2. A security swap would improve the quality, yield, or target duration in the portfolio.

3. Liquidity needs of the portfolio require that the security be sold.

STANDARDS OF CARE & REPORTING

- A. **Prudence:**
The Village's investments shall be made with judgment and care, under prevailing circumstances, which a person of prudence, discretion, and intelligence would exercise in that management of the person's own affairs, not for speculation, but for investment, considering the safety of capital and the yield to be derived.
- B. **Ethics and Conflicts of Interest:**
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict or be perceived to conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.
- C. **Delegation of Authority:**
The Village Board (the "Board") is ultimately responsible for the investment of Village funds. The responsibility for conducting investment transactions is delegated to the Finance and Administration Committee (the "Committee") which shall conduct its day-to-day activities through the office of the Clerk/Treasurer. The Clerk/Treasurer may, with Committee and Board approval, receive assistance from one or more investment advisors pursuant to Wisconsin Statutes. The Clerk/Treasurer will provide investment data, statistics and recommendations to the Committee to aid in investment decisions.
- D. **Reporting Requirements:**
The Clerk/Treasurer shall report investment portfolio performance to the Committee at least annually or when a specific request is made. The report will summarize the investment strategies employed, describe the portfolio in terms of investment securities, maturities, risk characteristics and other factors. The report will indicate any areas of policy concern and suggested or planned revision of investment strategies. The Committee shall report investment portfolio performance to the Board annually and shall ask the Board to review its investment strategies at least annually.
- E. **Internal Controls:**
The Clerk/Treasurer shall establish a system of internal controls, which shall be approved by the Committee. The internal controls shall be reviewed by an independent certified public accountant in conjunction with the annual examination of the financial statements of the Village. The controls shall be designed to forecast cash flows, maximize the investment of available balances, fully report results of investment activities and prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent action by employees and officers of the Village.

All purchases and sales of investment securities must be authorized by the Village Manager and Clerk/Treasurer, or in one's absence, the Accounting Assistant. All bank accounts shall be reconciled on a monthly basis and shall be completed in a reasonable time after the receipt of the monthly bank statement.

AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A. **Depositing of Funds:**

All currency, checks, drafts or other funds in any form payable to the bearer, or endorsed for payment, shall be promptly deposited in an approved Depository, so designated by the Board.

Designation by the Board shall be given only when the financial institution meets all Public Depository requirements provided for by applicable State and Federal laws and regulations, and the following additional criteria:

1. **Deposit Insurance:**

The financial institution is a member of the Federal Deposit Insurance Corporation (FDIC) and deposits made with the financial institution are insured to the maximum permitted by the FDIC.

2. **Depository Agreement:**

Any financial institutions acting as a depository for the Village must enter into a "depository agreement" requiring the depository to:

- a. Pledge collateral to secure amounts over and above guaranteed amounts. All securities serving as collateral shall be specifically pledged to the Village (not as part of a pooled fund) and placed in a custodial account at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. The custodian may not be owned or controlled by the depository institution or its holding company unless it is a separately operated trust institution.
- b. Require the custodian to send statements of pledged collateral to the Village Clerk/Treasurer on a monthly basis.
- c. Annually, provide the Village its audited financial statements.
- d. Provide the Village normal banking services, including, but not limited to: checking accounts, wire transfers, purchase and sale investment securities and safekeeping services. Fees, if any, shall be mutually agreed to by an authorized representative of the depository bank and the Village Clerk/Treasurer.

B. **Preferences for Local Financial Institutions:**

All else being equal comparing financial institutions meeting the criteria set forth, the Village Board will give preference in selection to those financial institutions who maintain offices in the immediate area.

COLLATERALIZATION

A. **Collateral Required:**

All Village funds held in Village Depositories which are not held in investment securities registered in the name of the Village shall to the extent they exceed federal deposit insurance and state public deposit security fund coverage limits, be collateralized as provided in this Section. The Village will minimize the amount of time cash and investments are held at any given bank exceeding \$500,000, understanding that certain times during the year, it may be temporarily unavoidable to not exceed these dollar amounts due to fluctuating cash flows, and depository requirements.

B. Form of Collateral:

Except as provided in Subparagraph a. of Subsection C.1. of this Section, collateral shall be pledged in the name of the Village and must be one of the following:

1. Securities of the U.S. Treasury or U.S. Governmental Agency as defined by the Federal Reserve. If held herein, the collateral may consist of any reserves deemed acceptable by the Federal Reserve Bank to meet other reserve requirements of the Depository provided it is held in a sub-account which names the Village as beneficiary.
2. U.S. government guaranteed securities such as those issued through the Small Business Administration, provided they are fully guaranteed.
3. General obligations of states or municipalities provided they are rated in the highest or second highest rating categories by Moody Investors Service, Inc., Standard and Poor's Corporation or Fitch Investors Service, L.P.

C. Valuation of Collateral:

1. Valuation: Collateral must be marked to market not less frequently than monthly and its value reported on the monthly statement.
2. Sufficiency: The value of the collateral must equal 105% of the amount requiring collateralization. Additional collateral is to be requested when the monthly statement indicates a deficiency.

D. Substitution of Collateral:

Collateral agreements are to prohibit the release of pledged assets without the authorization of the Village Clerk/Treasurer, however, exchanges of collateral of like value are to be permitted.

AUTHORIZED INVESTMENTS

Funds of the Village which are not immediately needed for payment of obligations shall be invested to the greatest extent practical, in accordance with applicable Wisconsin Statutes, if the funds have been appropriated for the payment of debt service, and Wisconsin Statutes, if the funds are to be used for any other purpose. The following investment securities are permitted to be used:

1. U.S. Treasury Obligations and Government Agency Securities.
2. Certificates of Deposit.
3. Municipal General Obligations.
4. State of Wisconsin Investment Board's Local Government Investment Pool.
5. Repurchase Agreements.
6. Operating Bank Account.
7. Money Market Funds.
8. Commercial Paper.
9. Bonds rated in the highest or second highest rating category.

INVESTMENT TRANSACTIONS & PARAMETERS

A. Co-mingling of Funds:

The Clerk/Treasurer may pool cash from several different funds for investment purposes, provided such co-mingling is permitted by law, and records are maintained which show

that interest earned on such investments has been fairly allocated to each originating fund.

B. Securities Firms:

The Clerk/Treasurer is authorized to execute purchases and sales of Permitted Securities with Village Depositories or with securities firms previously approved by the Committee, (the "Approved List"). Such firms must be licensed by the Wisconsin Commissioner of Securities to conduct business in Wisconsin, shall be a member of the National Association of Securities Dealers and the Securities Investor Protection Corporation.

C. Diversification:

The investment policy incorporates the investment strategy and as such, will allow for diversification of investments to the extent practicable considering yield, collateralization, investment costs, and available bidders. Diversification by investment institutions shall be determined by an analysis of yield, collateral, investment costs, and available bidders. Diversification by types of securities and maturities may be as allowed by this policy and Wisconsin State Statutes.

D. Maximum Maturities:

To the extent possible, the Village will attempt to match its investments with anticipated cash flow requirements. However, the maximum maturities for any single investment shall not exceed five (5) years, except for reserve funds. The maximum dollar-weighted average maturity for pooled investments will not exceed three (3) years. Reserve funds may be invested in securities not to exceed ten (10) years if the maturity of such investments is made to coincide as nearly as practicable with the expected call date or final payment date, whichever is shorter. For securities with adjustable rate coupons, the average time to coupon reset will be used as a measure of average maturity.

APPROVAL OF INVESTMENT POLICY AND AMENDMENT

This investment policy is intended to clarify, amend, and supersede existing investment policies. The Committee is delegated the authority to amend this Investment Policy from time to time as it deems such action to be in the best interest of the Village. Any such amendment shall be promptly recommended to the Village Board for consideration. When amendment occurs, any investment currently held that does not meet the guidelines of the amended policy, shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the amended policy within six (6) months of the policy's adoption or the Committee must be presented with a plan through which investments will come into conformance.

FUND BALANCE POLICY

The establishment of a formal fund balance policy is an important component of the Village's financial management policy. Maintaining appropriate levels of fund balance is a key element of the Village's overall financial health. This policy is intended to set targets for the desired level of fund balances, identify the approach to maintain these levels, and to provide guidelines for the use of fund balance.

- A. To insulate the Village from large, unanticipated one-time expenditures or revenue reductions resulting from external changes.
- B. To provide funds to allow the Village to respond to unforeseen emergencies.

- C. To help stabilize the Village's tax levy due to a temporary reduction in non-property tax revenue.
- D. To provide sufficient working capital to eliminate the need for short-term borrowing due to the timing of the receipt of short-term receivables and the remittance of short-term payables.
- E. To strive to maintain a general fund balance equal to or above 250% of budgeted general fund appropriations. In determining the acceptable range of general fund balance, the Village considered the following factors:
 - Historical stability of the Village's revenues, expenditures, and mill rate.
 - Timing of revenue collections in relation to payments made for operational expenditures.
 - Anticipated growth in the Village's valuation and/or services to be provided Village residents.
- F. Apply any operational surplus at the end of any fiscal year to the reserve for working capital if necessary to meet policy minimums.
- G. Eliminate the budgeted use of fund balance if its use would reduce the available balance below policy minimums.

FUND BALANCE AND RESERVE FUND REQUIREMENTS

The Village recognizes that fund balances are targeted objectives to ensure the long-term stability of the Village's finances. From time to time, upon Village Board authorization, the funds may not contain the stated goal. This is done with the understanding that it is in the best interests of the taxpayers and most cost-effective manner to utilize the reserve funds.

The Village also recognizes that in some instances, it will take time to build the fund balances to the desired level. The timeframe for achieving the desired level is balanced with the short and long term financial considerations of the Village.

- A. General Fund – The fund balance shall not be less than 250% of the budgeted general fund appropriations as approved by the Village Board as of January 1 of each year. Any excess shall be allocated according to the percentages outlined below, and approved by the Village Board of Trustees upon completion of the annual audit of Village financials. Amounts over the 250% will be allocated as follows or as otherwise deemed necessary into designated reserve accounts by the Village Board:
 - 7530% to the Debt Levy Stabilization Account;
 - 1530% to the GASB 45/OPEB Designated Account;
 - 1020% to the Road Reserve Fund;
 - 10% to the DPW Equipment Reserve Fund;
 - 10% to the Facility Maintenance Fund.
- B. Sanitary Sewer Reserve Fund – The fund balance range for the Sanitary Sewer Reserve Fund shall not be less than 60% and not more than 100% of the annual residential and commercial billings of the operation.

- C. Sanitary Sewer Equipment Fund – The fund balance range for the Sewer Equipment Fund shall be not less than the cost associated with the annual depreciation schedule for sanitary sewer equipment, and meet the requirements of the Clean Water Fund Loan program.
- D. Stormwater Reserve Fund – The fund balance of the Stormwater Reserve Fund shall not be less than 20% of the annual expenditures.
- E. Public Safety Communications Fund – The fund balance shall not be less than 20% of the current year operating budget as approved by the Village Board as of January 1 of each year. Surplus funds shall be allocated to the Public Safety Communications Capital Reserve Fund.
- F. DCUS Equipment Reserve Fund – Funds shall be designated as set by the Village Board to this fund from time to time.
- G. Police Department Equipment Reserve Fund – Funds shall be designated as set by the Village Board to this fund from time to time.
- H. Administrative Services Equipment Reserve Fund – Funds shall be designated as set by the Village Board to this fund from time to time.
- I. Public Safety Communications Capital Fund- Monies are designated based on the Public Safety Communication contracts with the seven North Shore communities (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay). The monies are for the future upgrade or replacement of technology, equipment, facility, or other capital needs of the Dispatch Center, -or Records Management & sSystem, Public Safety Communications.
- J. Designated Funds: The Village has the following designated funds; Health Reimbursement Account, GASB 45 OPEB, CWFL; ECMAR, ~~Phone system~~, Tax levy stabilization, Bullet Proof Vest, ~~IT~~, Road ~~r~~Reserve and Facility Maintenance Building. These funds are established with specific, designated operational or function areas and shall be funded from time to time as established by the Village Board.

Formatted: No underline

DEBT MANAGEMENT POLICY

Debt can be an effective way to finance capital improvements. State statutes limit the amount of general obligation debt a governmental entity may issue to five percent of its total equalized valuation. Properly managed debt preserves credit ratings, provides flexibility in current and future operating budgets, and provides long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the Village has adopted the following (below) debt management policy objectives.

- A. Long-term debt will be issued only for objects or purposes having a period of probable usefulness of at least five years. Long-term debt will be utilized so as to not exceed fifty (50%) percent of the statutory limits, unless limited and extenuating circumstances exist.
- B. Short-term debt should be limited, but may be issued whenever appropriate for objects or purposes having a period of probable usefulness of at least five years, when deemed financially prudent.

- C. Debt maturity will not exceed the lesser of: the useful life, or the period of probable usefulness of the object or purpose so financed.
- D. The annual operating budgets of all funds will be maintained so as to ensure the full and timely repayment of debt principal and interest due that year.
- E. The total amount of outstanding debt will comply with Wisconsin State Statutes.
- F. Good communications will be maintained with bond rating agencies, bond counsel, banks, financial advisors, and other involved in debt issuance and management.
- G. Comprehensive annual financial reports and official statements will reflect the Village's commitment to full and open disclosure concerning debt.
- H. The Village shall maintain a Tax Levy Stabilization Designated Fund to provide the appropriate financial resources to stabilize debt payments and minimize the increase in annual tax levy allocation for debt service.
- I. Revenues collected from the Village owned cell tower shall be designated to the Tax Levy Stabilization Designated Fund.

CAPITALIZED FIXED ASSETS POLICY

The purpose of this policy is to establish a general policy for Capitalized Fixed Assets including standards for valuation of assets with a useful life greater than one-year.

- A. The Fixed Assets Account Group shall include general fixed assets, i.e., non-infrastructure assets. Infrastructure assets are assets that are immovable and of value only to the Village government, e.g., buildings, sewers, and streets. As a general rule, "capitalized" items maintained within the Fixed Assets Account Group shall have an expected useful life greater than one year and a purchase, donated or assessed value equal to or greater than \$5,000. For computer equipment, initial operating software shall be included but subsequent operating software and application software shall be excluded.
- B. Generally, repairs will not qualify for changing the initial capitalized value. Only major replacements of components and/or additions which significantly change the initial capitalized value or significantly extend the expected useful life of any capitalized item shall be considered in order to substantiate any subsequent year value change of an asset maintained within the Fixed Assets Account Group.
- C. Encumbrances are commitments related to requisitions or contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded as they occur for budgetary control purposes.

The issuance of a purchase order requisition or the signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure, unless the purchase order requisition or contract is canceled. Encumbrance records shall be maintained by the Village Director of Finance and Administration.

ASSET VALUATION

Departments shall record long-term assets at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost shall include applicable ancillary costs. All costs shall be documented, including methods and sources used to establish any estimated costs.

- A. Purchased Assets – the recording of purchased assets shall be made on the basis of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation.
- B. Salvage Value – the recording of purchased assets that are expected to be sold at retirement should be recorded with the historical estimated sale value if in excess of \$5,000. If sale value is less than \$5,000, normal depreciation for the useful life will be used.
- C. Self-Constructed Assets – All direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to specifically identify all direct costs an estimate of the direct cost is acceptable, but must be supported by a reasonable methodology.
- D. Donated Assets – Fixed assets acquired by gift, donation or payment of a nominal sum not reflective of the asset's market value shall be assigned cost equal to the fair market value at the time of acquisition.
- E. Leased Property - Capital lease property should be recorded as an asset and depreciated as though it had been purchased.
- F. Dedicated Assets – Required installation by Developer of public improvements, including but not limited to sanitary service mains, manholes, laterals and all appurtenances, water mains, laterals, hydrants, valves and all appurtenances, storm sewers, stormwater management measures, streets, curb and gutter, street lights, street signs, sidewalks will be dedicated to the Village upon completion. Recording of infrastructure assets will be made on the basis of actual costs, including all ancillary costs, based on vendor invoice or other supporting documentation provided by the Developer.

Fixed Asset Category	Illustrative Items and Capitalization Threshold
Furniture	Chairs, tables, bookcases, file cabinets or other furniture items which individually cost \$5,000 or more with an expected useful life greater than one year.
Office Equipment	Postage machine and copiers or other office equipment items that individually cost \$5,000 or more with an expected useful life greater than one year.
Computers and associated equipment	Large computers, personal computers (PC's), printers, and copiers that individually cost \$5,000 or more with an expected useful life greater than one year.
Specialized Public Safety Equipment	Certain communications equipment, copiers that individually cost \$5,000 or more with an expected useful life greater than one year.

Motorized road equipment, i.e. cars, trucks, or ambulances	All permanent or semi-permanent attachments shall be included, e.g., snow plows, salt spreaders, etc.
Motorized non-road equipment, e.g., ditch diggers, air compressors	All equipment that individually cost \$5,000 or more with an expected useful life greater than one year.
Other non-motorized equipment not attached to or associated with motorized equipment	All equipment that individually cost \$5,000 or more with an expected useful life greater than one year.

PURCHASING & EXPENDITURE/EXPENSE POLICY

Goal

Expenditure/expenses are a rough measure of a local government's service output. While many expenditures/expenses can be easily controlled, emergencies, unfunded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures/expenses and provide for a quick and effective response to adverse financial situations, the Village has adopted the expenditure/expense policy. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental and Village operations.

Coverage

This policy applies to the purchases of all departments and divisions of the Village. The provisions of Wisconsin Statute take precedence over any portion of this policy that may be in conflict. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

Ethical Standards

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code Part 11, Chapter 2, Article III, Division 6 Codes of Ethics provides ethical standards and expectations.
2. Employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the Village and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

7. Personal purchases for employees by the Village are prohibited. Village employees are also prohibited from using the Village's name or the employee's position to obtain special consideration in personal purchase.

General Guidelines

1. Purchases are classified into the following major categories:
 - Goods (tangible items): e.g. equipment, supplies, vehicles
 - Services: items requiring outside labor, maintenance agreements, etc.
 - Construction of public buildings and improvement
2. Purchasing Oversight
 - Department heads are responsible for procurement issues in their individual departments. Departments are to ensure that the purchase order **request requisitions** are entered prior to purchases, receipts are collected and recorded, and the requisition is put through for payment and will be responsible to respond to questions on the payment or non-payment of the item.
3. Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
4. Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion, **as a guideline within five (5) days of receipt of an invoice.**
5. For items that are purchased regularly or by multiple departments, departments are encouraged to use cooperative purchasing or purchasing in bulk in order to reduce Village Costs. This will be coordinated through the Administrative Services Department.
6. All appropriations must be encumbered at the end of the fiscal year or they will lapse. **All recurring purchases must be encumbered by January 31, annually.**
7. All employees in the Village have access to the financial reports of the Village through the Village's accounting software. It is the Department Directors responsibility to review these reports for their department.
- 7-8. **Department heads should review monthly financial reports. Any line items that are above the annual allocation should be brought to the attention of the Village Manager by the 10th day of the month in which it exceeds the budgetary expense. The Department Head is responsible for completing the Over Budget Account Request form with recommendation for corrective action.**
- 8-9. Policy Review
 - a. This policy will be reviewed annually by the Director of Finance and Administration and the Finance and Administration Committee during the annual budget approval process.

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.81"

Formatted: Superscript

Purchases of Goods

Purchase Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$500	Department Head	Purchase Order Request ^{sition}	Periodic quotes or 2 informal quotes
\$500-\$1,000	Department Head and Director of Finance & Administration	Purchase Order Request ^{sition}	2 informal quotes

\$1,000 and over	Department Head/ Director of Finance and Administration/Village Manager	Purchase Order Requisition	3 Informal quotes
------------------	---	----------------------------	-------------------

1. Purchases under \$500

Purchases under \$500 may be made with the approval of Village Department Heads prior to making the purchase. Whenever possible, at least two informal (verbal, internet, ~~etc.~~) price quotations must be obtained prior to making the purchase. Quotations are not required for items purchased from a vendor that has offered the best price and quality on a category of items based on period bids/proposals solicited by the Village at least annually. Department heads are responsible for monitoring all purchases made using this procedure to ensure that the Village is receiving a high value for its expenditures.

2. Purchases of at least \$500 and under \$1,000

Purchases of at least \$500 and under \$1,000 may be made with the approval of the Department Head prior to making the purchase. At least two informal (verbal, internet) price quotations must be obtained prior to making the purchase.

The purchase order requisition for the item must be entered into the Village's financial software preferably prior to but within 4 days of making the purchase. Upon obtaining a receipt or invoice, the requisition is forwarded on to the Director of Finance and Administration for processing of the payment. If the selected vendor did not offer the lowest price, the request should include an explanation of why another vendor was chosen.

3. Purchases of ~~a least~~ \$1,000 and greater

Purchases of ~~at least~~ \$1000 and ~~under~~ greater may be made with the approval of the Department Head, Director of Finance and Administration and Village Manager prior to making the purchase. Department heads or their designees are responsible for obtaining and documenting at least three formal (written) price quotations for the proposed purchase. This information is provided to the Director of Finance and Administration along with a purchase order requisition. If the selected vendor does not offer the lowest price, the request should include an explanation of why another vendor is recommended.

The Director of Finance and Administration reviews the request to determine compliance with the Village's budget and purchasing policy and makes a recommendation to the Village Manager who may approve or reject the request.

This purchase order requisition must be included with the invoice and forwarded to the Director of Finance and Administration for processing of the payment.

Purchases of Services

Whenever practical, the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection,

Formatted: Indent: Left: 0", First line: 0"

maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the purchase of goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.

- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any Village owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the purchase of goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services are defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.

1. If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head.
 - a) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the Village to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
 - b) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
 - c) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
 - d) Information to be requested of the proposer should include : Number of years the proposing company has been in business, company's experience in the area of desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff that will be associated with the project/service, list of references, insurance information. In addition the proposal should provide information about the Village, scope of services requested and any outcomes. The proposal should also identify evaluation factors and relative importance.
 - e) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.
 - f) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
 - g) Proposals shall be opened and recorded with a tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the Village Director of Finance and Administration. The

Department Head and selection committee (if applicable) will then review the proposals and make a recommendation to the Village Board.

- Service contracts or agreements should be reviewed by the Village Insurance Company and the Village Attorney and placed on file with the Village Director of Finance and Administration.

Additional Purchasing Policies

Sole Source Purchasing Policy

Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand the scrutiny of the Village Board and the public. The Department Head is responsible for providing written documentation (using the Sole Source Form) justifying the valid reason to purchase from one source or that only one source is available.

Sole source purchasing criteria include:

1. Urgency due to public safety, serious injury, financial or other unusual and compelling reasons.
2. Goods or service is available from only one source and no other good or service will satisfy the Village's requirements
3. Legal services provided by an attorney
4. Lack of acceptable bids or quotes
5. An alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs
6. Standardization of a specific product or manufacturer will result in a more efficient or economical operation
7. Aesthetic purposes or compatibility is an overriding consideration
8. Purchase is from another governmental body
9. Continuity achieved in a phased project
10. Supplier or service demonstrates a unique compatibility not found elsewhere

Sole source purchases follow the same necessary approval process as described above under the purchasing of goods.

Petty Cash Policy

The Village maintains a petty cash account to expedite the miscellaneous purchases and payment of small bills. Petty cash funds are available at Village Hall ~~and in the Police Department~~.

To be eligible to use the petty cash fund, the following requirements must be met:

1. The item to be purchased must not be regularly stocked
2. The employee must have a petty cash slip completed which includes the item(s) to be purchased, the amount of petty cash needed and the account number the purchase is budgeted to.

Upon completion of the purchase, the employee must return the receipt and any change to the Director of Finance and Administration ~~or the appointee in the Police Department~~.

In Village Hall, ~~or in the Police Department~~ the designee in charge of the petty cash funds is responsible to enter in all the petty cash expenditures using a purchase order requisition in order to receive a replenishment of petty cash funds.

Tax Exempt Policy

The Village has obtained an exemption from paying Wisconsin state or local sales or use taxes on purchases used for business conduction on the behalf of the Village. Employees of the Village are recognized agents empowered to use the sales tax exemption. The Village's exemption is not to be used for personal purchases. All purchases will require a detailed, itemized receipt for reimbursement and justification purposes. All applicable purchases require use of the sales tax exemption. If not utilized, the purchasing employee shall be responsible for the sales tax associated with the purchase.

Employee Reimbursement Policy

If the need arises to purchase an item for the Village with personal funds, the employee must submit the receipt and an Expense Reimbursement Form to the Director of Finance and Administration. This form should include a detailed listing of the items purchased and must be signed by the employee to be reimbursed, his or her Department Head and the Director of Finance and Administration. Once approved, an ACH transfer is issued with employee notification via e-mail for the reimbursement. It is the responsibility of the employee making the purchase to ensure that any available discounts are applied and that sales tax is not included, when applicable.

Credit Card Policy

The Village maintains a credit card account for all purchases, provided there are no fees for use of the credit card. The Director of Finance and Administration shall administer the use of the Village credit card. All credit card receipts shall be submitted to the Department of Administrative Services within three (3) days of purchase. All purchases must be made in accordance with the Purchase of Goods Policy on page 274.

~~The Village maintains a credit card account that may be used when it is impractical or inefficient to follow the normal payment process. The Director of Finance and Administration shall administer the use of the Village credit card. To use the Village credit card, the employee must have a purchase order requisition form completed and signed by the Department Head. The requisition will include the item(s) to be purchased, the limit of funds to be spent and the account number the purchase is budgeted to. Upon completion of its use, the credit card shall immediately be returned to the Director of Finance and Administration along with the receipt and the purchase order requisition.~~

The use of these cards shall be strictly for the purchase of approved goods. Employees using the credit cards are responsible for any credit, returns or disputes regarding purchases made by the employee. The employee using the credit card is responsible for obtaining a credit for any sales tax charged. If sales tax is charged and credit is not obtained, the credit card user is responsible to pay for those expenses. If a return or credit is made, you must notify the Director of Finance and Administration.

At no time is the credit card user permitted to use the Village credit card for any purchases without permission or for a transaction that is personal in nature. Misuse of the credit card will result in revocation of privileges of the credit card for future purchasing and, if necessary, appropriate disciplinary action will be taken. Liability for misuse of these cards shall accrue directly to the credit card user, and not the Village.

Employees authorized to use a Village credit card are responsible for lost or stolen cards. If a card is lost or stolen, immediately report the incident to the Director of Finance and Administration and they will contact the credit card company.

Receiving and Inspection Policy

Department Heads, or their designees, are responsible for receiving and inspecting all deliveries to their departments to ensure that items received conform to the specifications and quantities set forth in the purchase order requisition. All deliveries should be thoroughly inspected to ensure that materials are received in satisfactory condition. If there are any discrepancies, the Department Head or designee should contact the vendor and resolve the issue before submitting the invoice for payment. When items are sent in multiple shipments, the department should clearly indicate which items have been received and accepted when approving the invoice for payment.

Billings

All billings are to be handled through the Director of Finance and Administration. It is the responsibility of each department to notify the Director of Finance and Administration of all billings that need to occur.

Emergency Purchases Policy

When an emergency situation does not permit the use of the competitive purchasing process, the Village Manager may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be submitted to the Director of Finance and Administration within five (5) working days after making the purchase.

The Village President with the concurrence of one other trustee may authorize the Village Manager in writing to incur expenditures of not more than \$15,000 under emergency situations when the health, safety and welfare of the employees or residents of the Village or their property are threatened and time constraints do not permit normal Village Board expenditure approval. If the Village President is not available the Chairman of the Village Board with the concurrence of one other trustee may act in the Village president's absence to authorize the emergency expenditure. If neither the President nor the Chairman of the Village Board are available any two trustees shall have the authority to authorize any emergency expenditure under the provisions of this section. The Village Board shall be notified of the emergency expenditure within 48 hours and at the next regularly scheduled board meeting and shall be provided a copy of the written authorization required by this section.

Purchasing Authority

- The Village Manager may make purchases of single items or amounts the purchase price of which is less than \$7,500. The Village Manager may make purchases of commodities such as gas, diesel fuel, salt, sand and gravel, asphalt and tar, cement, paving and crack filling materials and associated rental equipment, and drainage and sanitary sewer supplies such as culvert, pipe, and associated rental equipment for projects that are approved in the annual budget, providing that the purchases of single items or amounts in the foregoing categories do not exceed \$15,000.
- The Village Manager has the authority with the advice and consent of the Village attorney to settle property damage claims against the Village which are less than \$5,000 and for which the Village would appear in the opinion of the Village attorney to have partial or total liability providing the claimant signs a release of liability in form approved by the Village attorney. Any such claims under \$5,000 which are settled by the Village manager shall be routinely reported to the Village board for informational purposes.
- The Village Manager has the authority to make purchases/payments of landfill tipping fees, vehicle and building repair and maintenance, property insurance premiums, custodial and janitorial contracts, consultant contracts, equipment maintenance

contracts and legal fees that are approved in the annual budget, providing the purchases of single items or amounts in the foregoing categories does not exceed \$10,000.

- The Village Manager has the authority to purchase equipment replacement and capital items up to the amount approved by the Village Board of Trustees Finance and Administration Committee and reflected in budget supplementary information.
- The Village Manager has the authority to make payment on accounting and auditor fees not to exceed the amount provided in the budget supplementary information. In addition, the Village Manager has the authority to pay charges for services for the North Shore Fire Department, North Shore Library and North Shore Health Department in monthly or quarterly payments as may be required, but not more than the annual budgeted amounts.

BILLING/ACCOUNTS RECEIVABLE COLLECTION POLICY

The establishment of a formal Billing/Accounts Receivable Collection policy is an important component of the Village's financial policy and management efforts.

- A. The Village shall not sell municipal materials (goods or supplies) to third parties unless authorized by the Village Manager.
- B. The Village reserves the right to require cash payment prior to the sale of any goods or services.
- C. Any delinquent accounts in which the statutes allow for placing on the tax roll will not be considered for writing-off. Any delinquent accounts which qualify for the State of Wisconsin, Department of Revenue Refund Interception Program, State Debt Collection, or other statutorily authorized tools will be pursued through the program prior to being considered for writing-off.
- D. Due diligence will be conducted by Village staff for the collection of receivables. Accounts will be considered delinquent upon reaching 30 days beyond the date of the invoice or upon the first day after the due date as per the invoice. Invoices overdue will accrue appropriate penalties as defined by the Clerk/Treasurer and/or the Finance and Administration Committee.
- E. Accounts considered for writing-off are those that cannot be collected because of the inability to locate the party owing the Village money, the party has filed for bankruptcy, or the expense of collected the delinquent funds owed to the Village exceed the amount of the delinquency.
- F. Delinquent personal property tax bills that become a year overdue and are determined to be uncollectible by the Clerk/Treasurer will be presented to the Finance and Administration Committee and authorization to write-off will be required for any amounts over \$1,000. Delinquent personal property is exempt from any administrative fees or interest charges, as the interest and penalties associated with delinquent personal property taxes are set forth in state statutes.

SEGREGATION OF DUTIES & FINANCIAL CONTROLS POLICY

The Village has established a system of internal financial controls to carry out its operations in an economical, efficient, effective and orderly manner. The primary objective of the internal control system is appropriate segregation of duties.

- A. Staff who create purchase orders shall not approve those purchase orders. That is, a person independent of the purchase order creation, must approve the purchase order.
- B. Staff who create purchase orders may approve receipt of goods for those purchase orders. However, where a variation to the original purchase order occurs, it must be approved by a person independent of the variation to the order.
- C. Staff who enter accounts payable invoices shall not approve payment of those invoices. A person independent of the invoice entry process must approve invoice payments. Payable checks shall be mailed by a person other than the person who created the checks.
- D. Staff who create accounts receivable invoices may also process credit notes and debt write-offs. However, these transactions are supported by documentation with sign-off authorized delegates, who do not have access to create account receivable invoices.
- E. Staff who create general journals and other system journals shall not approve those journals for posting to the general ledger. The Village Manager, who is independent of the journal creation process, shall approve the posting of journals.
- F. Users with access to create accounts receivable invoices have retained access to add or change customer records in the address book. The Village understands and recognizes the risk associated with this particular duty.
- G. Staff shall prefer system controlled on-line transactional environments with appropriate security and audit trails.
- H. Staff shall have end to end responsibility for any series of financially related transactions to be distributed among two or more staff members or departments.
- I. Non-compliance with established procedures are reported directly to the Village Manager and the Finance & Administration Committee.
- J. At a minimum, payroll shall be reviewed by the appropriate designee by: Scanning the names of those paid for people who have been terminated or not hired, scanning the amounts paid to people to make sure they look reasonable in amount, and to review hours worked to validate that they are reasonable hours for the person doing the job.
- K. No one individual is to handle a cash transaction from receipt to deposit. If a department is unable to separate the receipt of cash and deposit function due to staffing limitations, a responsible employee independent from these functions (normally a department head or administrative senior employee) must be designated to verify that the total amount received equals the total amount deposited. This should be done daily, but no less than once a week.
- L. All deposits should be made intact; department receipts should never be used to replenish petty cash or other funds.
- M. All security and bid deposits received in negotiable form and escrowed funds or other funds requiring specialized handling should be held in the main vault at Village Hall.

- N. The general operating standard for deposit of negotiable funds, cash and checks, to the primary depository shall be within twenty-four hours of receipt of those funds. Departments should weigh reasonableness and practicality versus security in determining the timing for the deposit of smaller amounts. All deposits not made daily should be held in a secured location such as a safe or vault.
- O. Segregation of deposit duties: The Director of Finance and Administration and/or Accounting Assistant shall have the responsibility for creating all deposits for the Village. The actual delivery of the deposits (in a sealed envelope) shall be the responsibility of the Police Department.

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO: 18-_____

**A Resolution Amending Resolution 18-24 revising the fee schedule as
referenced by the Village of Bayside Municipal Code**

WHEREAS, the adopted Municipal Code makes reference to fees charged by the verbiage “shall be in such amount as established by the Village Board from time to time by ordinance or resolution”; and

WHEREAS, it is prudent that the fees be reviewed for cost effectiveness; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin, that the following fee schedule, as referenced by the Village of Bayside Municipal Code, be approved as defined in the attached schedule.

PASSED AND ADOPTED by the Village Board of the Village of Bayside this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel D. Dickman
Village President

Lynn A. Galyardt, Village Director of Finance &
Admin/Clerk/Treasurer

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 18-_____

	Minimum
ARCHITECTURAL REVIEW COMMITTEE APPLICATION	\$60
RESIDENTIAL BUILDING PERMITS	
▪ ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL)	\$125
▪ ADDITIONS (\$0.32/SQ. FT) (REQUIRES ARC APPROVAL)	\$125
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$60
▪ FOUNDATION REPAIR (\$12/\$1,000)	\$125
▪ HVAC PERMIT (\$12/\$1,000)	\$60
▪ PLUMBING PERMIT (\$12/\$1,000)	\$60
▪ NEW STRUCTURE (\$0.32/SQ. FT)	\$85
▪ REMODELING (\$12/\$1,000)	\$85
▪ REROOFING (\$12/\$1,000)	\$85
▪ WINDOWS – IF ARC CONSIDERED	\$60
▪ CERTIFICATE OF COMPLIANCE	
o BASIC PACKAGE – INITIAL INSPECTION	\$150
o TWO-FOR PACKAGE – INITIAL INSPECTION AND ONE FOLLOW-UP INSPECTION	\$200
o ALL-INCLUSIVE PACKAGE – INITIAL INSPECTION, FOLLOW-UP INSPECTION, AND TWO FOLLOW-UP INSPECTIONS	\$275
o RE-INSPECTION FEE	\$100 per inspection
▪ OCCUPANCY PERMIT, RESIDENTIAL	\$50
▪ RAZING, RESIDENTIAL (.12/SQ. FT.)	\$85
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ NEW HOME PLAN REVIEW	\$200
▪ ADDITIONAL PLAN REVIEW	\$100
▪ ALTERATION/REPAIR PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$50
▪ EARLY START (FOOTINGS AND FOUNDATION)	\$175
▪ WATER LATERAL - OUTSIDE	\$60
▪ SEWER LATERAL- OUTSIDE	\$60
COMMERCIAL BUILDING PERMITS	
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$75
▪ PLUMBING PERMIT (\$12/\$1,000)	\$75
▪ HVAC PERMIT (\$12/\$1,000)	\$75
▪ NEW STRUCTURES, ADDITIONS (\$0.34/SQ. FT)	\$150
▪ REPLACEMENT & MISC ITEMS	\$75
▪ OCCUPANCY PERMIT, COMMERCIAL	\$100
▪ OCCUPANCY, TEMPORARY	\$100/30 days
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ RAZING, COMMERCIAL (.12/SQ. FT.)	\$85
▪ NEW CONSTRUCTION PLAN REVIEW	\$300 + \$25/unit

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 18-_____

▪ ADDITIONAL PLAN REVIEW	\$150
▪ ALTERATION/REPAIR PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$150
▪ EARLY START (FOOTINGS AND FOUNDATION	\$275
▪ WATER LATERAL - OUTSIDE	\$60
▪ SEWER LATERAL- OUTSIDE	\$60
▪ BUILDING/HVAC/FIRE SYSTEMS PLAN REVIEW FEES	Per SPS Table 302.31-2
▪ PLUMBING PLAN REVIEW FEES	Per SPS table 302.64 & SPS table 302.64-1

	Minimum
BUILDING	
▪ ANNUAL VACANT PREMISES REGISTRATION FEE	\$250
▪ ANNUAL VACANT PREMISES FEE	\$500
▪ BUILDING PERMIT REFUND	Amount over minimum fee
▪ EROSION CONTROL, RESIDENTIAL	\$150
▪ EROSION CONTROL, COMMERCIAL	\$200 for first acre \$100 per acre thereafter
▪ FAILURE TO CALL FOR INSPECTION	\$50
▪ FENCES	\$60
▪ RE-INSPECTION FEE	\$40
▪ RELEASE AND INDEMNIFICATION WAIVER	\$500
▪ SPECIAL OCCUPANCIES: OUTDOOR POOLS, TOWERS, TENTS	\$100
▪ STATE SEAL	\$50
▪ SWIMMING POOLS (\$11.50/\$1,000)	\$110
▪ TRANSFER OF SOLID FILL	\$250 plus: \$15 per Single Axle Truck - \$30 per Multi Axle Truck
▪ WORK WITHOUT PERMIT	Double Normal Fees
▪ ROAD BOND FOR NEW HOME CONSTRUCTION	\$10,000

	Minimum
ADMINISTRATION	
▪ COPIES - STANDARD SHEET OF PAPER, BLACK & WHITE	\$0.25/page
▪ COPIES - STANDARD SHEET OF PAPER, COLOR	\$0.50/page
▪ DELINQUENT INVOICE PENALTY CHARGE	1.5%/month
▪ ELECTRONIC TAX ROLL	\$50
▪ DUBBING AN AUDIO TAPE/CD	\$35
▪ NON-SUFFICIENT CHECKS	\$50
▪ NOTARIZING DOCUMENTS	\$0.50
▪ LEGAL PUBLICATION	\$35.00
▪ MUNICIPAL COURT MOTION FEE	Not less than \$5, no more than \$200
▪ STOP PAYMENT OF CHECK	\$50
▪ TAX ROLL - ALPHA OR STREET	\$25 + \$0.25/page

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 18-_____

▪ VOTED POLL LIST	\$25 + \$5/1,000 voters + \$0.25/page
▪ VOTER - ABSENTEE LISTING	\$50 + \$5/1,000 voters + \$0.25/page
▪ VOTER REGISTRATION LIST – ALPHA AND STREET	\$25 + \$5/1,000 voters
ALCOHOLIC BEVERAGES	
▪ CLASS "A" FERMENTED	\$100
▪ CLASS "B" FERMENTED	\$100
▪ CLASS "A" INTOXICATING	\$500
▪ CLASS "B" INTOXICATING	\$500
▪ OPERATOR'S LICENSE - INITIAL	\$55
▪ OPERATOR'S LICENSE - RENEWAL	\$55
ANIMALS	
▪ ANIMAL FANCIER PERMIT	\$25
▪ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1- ALTERED	\$6
▪ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1-UNALTERED	\$12
▪ DOG & CAT LICENSES - NEUTERED OR SPAYED	\$12
▪ DOG & CAT LICENSES - UNALTERED	\$24
▪ DOG & CAT LICENSES – PAID AFTER 3/31-ALTERED	\$18
▪ DOG & CAT LICENSES – PAID AFTER 3/31-UNALTERED	\$36
▪ GROOMING ESTABLISHMENTS	\$100
▪ KENNEL PERMIT	\$100
▪ PET SHOPS	\$100
BUSINESSES	
▪ CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE	\$100
▪ PRECIOUS METALS, ETC.	\$100
PUBLIC WORKS	
	Minimum
▪ ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL	\$55
▪ CALLBACKS FOR GARBAGE AND RECYCLING	\$40
▪ CULVERT REPLACEMENT (WITHIN ROAD PROJECT)	\$500
▪ CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)	\$900
▪ DRIVEWAY/CULVERT/IMPERVIOUS SURFACE PERMIT	\$100
▪ SECTION 104-9 DISCHARGE COMPLIANCE – EXPOSED STONE FINISH	
o 12 INCHES DEEP (FOUR FEET WIDE - \$40/LINEAR FOOT)	\$400
o 18 INCHES DEEP (FOUR FEET WIDE - \$50/LINEAR FOOT)	\$500
o 24 INCHES DEEP (FOUR FEET WIDE - \$60/LINEAR FOOT)	\$600
▪ SECTION 104-9 DISCHARGE COMPLIANCE – TOP DRESSED FINISH	
o 12 INCHES DEEP (FOUR FEET WIDE - \$60/LINEAR FOOT)	\$600
o 18 INCHES DEEP (FOUR FEET WIDE - \$70/LINEAR FOOT)	\$700
o 24 INCHES DEEP (FOUR FEET WIDE - \$80/LINEAR FOOT)	\$800
▪ GARBAGE OR RECYCLING CART	\$65
▪ GARBAGE OR RECYCLING CART RENTAL (PER WEEK)	
o FIRST CART PER WEEK	\$25
o EACH ADDITIONAL CART PER WEEK	\$5
▪ CUTTING OF GRASS/DPW LABOR SERVICES RATE	\$81/first hour, \$23/15 minutes thereafter

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 18-_____

▪ MULCH DELIVERY FEE (WITHIN VILLAGE)	
○ 5 YARDS	\$90
○ 10 YARDS	\$165
○ 15 YARDS	\$240
○ 20 YARDS	\$300
○ 25 YARDS	\$350
▪ MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT	\$180/5 yards
▪ LOADING FEE	\$40
▪ NO PARKING SIGNS	\$25
▪ ONE TIME UP THE DRIVE PICKUP COLLECTION FEE	\$40
▪ RAIN BARRELS	\$45 each, three for \$125
▪ RIGHT OF WAY PERMIT	
○ EXCAVATION FEE	\$200
○ RIGHT OF WAY FEE	\$100
▪ SANITARY SEWER USER CHARGE	\$484
▪ SEWER CONNECTION CHARGE	\$2,500
▪ SPECIAL EVENT PERMIT (INCLUDES UP TO 4 BARRICADES)	\$50
▪ SPECIAL PICKUP (2 PERSON CREW, 20 MINUTES) ADDITIONAL TIME BEYOND 20 MINUTES BILLED AT DPW LABOR SERVICES RATE THEREAFTER	\$75
▪ STORMWATER MANAGEMENT REVIEW	\$200 + actual costs
▪ STORMWATER USER CHARGE	\$229
▪ STREET CUTTING	
○ LESS THAN 100 SQ. FT.	\$200
○ BOND FOR STREET CUTTING - \$1,000	
○ 100 – 500 SQ. FT.	\$300
○ BOND FOR STREET CUTTING - \$3,000	
○ OVER 500 SQ. FT.	\$500
○ BOND FOR STREET CUTTING - \$5,000	
▪ TV RECYCLING FEE	\$40
▪ MONITORS AND OTHER DISPLAY ITEMS	\$20
▪ UNENCLOSED STORAGE PERMIT (DUMPSTERS, PODS, ETC)	\$30/First container per 21 Days; \$50/Two containers per 21 days
▪ UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE	\$1,018.37
▪ WELL OPERATION FEE	\$25/ every five years

EMERGENCY SERVICES

	Minimum
▪ FALSE SECURITY ALARM PENALTIES (BURGLAR)	
○ ONE AND TWO FAMILY, FIRST FALSE SECURITY ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE SECURITY ALARMS	\$50.00
○ ONE AND TWO FAMILY, THIRD FALSE SECURITY ALARMS	\$75.00
○ ONE AND TWO FAMILY, FOURTH FALSE SECURITY ALARMS	\$100.00

VILLAGE OF BAYSIDE

FEE SCHEDULE

RESOLUTION # 18-_____

○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$200.00
○ ALL OTHER PROPERTIES, FIRST FALSE SECURITY ALARM	Warning
○ ALL OTHER PROPERTIES, SECOND FALSE SECURITY ALARMS	\$300.00
○ ALL OTHER PROPERTIES, THIRD FALSE SECURITY ALARMS	\$350.00
○ ALL OTHER PROPERTIES, FOURTH FALSE SECURITY ALARMS	\$400.00
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$500.00
▪ FALSE FIRE ALARM PENALTIES	
○ ONE AND TWO FAMILY, FIRST FALSE FIRE ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE FIRE ALARM	\$50.00
○ ONE AND TWO FAMILY, THIRD FALSE FIRE ALARMS	\$75.00
○ ONE AND TWO FAMILY, FOURTH FALSE FIRE ALARMS	\$100.00
○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$200.00
○ ALL OTHER PROPERTIES, FIRST FALSE FIRE ALARM	Warning
○ ALL OTHER PROPERTIES, SECOND FALSE FIRE ALARMS	\$300.00
○ ALL OTHER PROPERTIES, THIRD FALSE FIRE ALARMS	\$350.00
○ ALL OTHER PROPERTIES, FOURTH FALSE FIRE ALARMS	\$400.00
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$500.00

OFFENSES & MISC. PROVISIONS

	Minimum
▪ CONTRIBUTING TO TRUANCY	Not less than \$50, no more than \$500
▪ FINDINGS & DISPOSITIONS 2 ND VIOLATION	\$100 + costs
▪ SUBSEQUENT VIOLATIONS COMMITTED WITHIN 12 MONTHS OF A PREVIOUS VIOLATION	\$500
▪ TRANSIENT MERCHANT INVESTIGATION FEE	\$150
○ EVERY PERSON THEREAFTER	\$20

POLICE

▪ ACCIDENT REPORT	\$6.50
▪ COMPUTER REPORT	\$2
▪ DATA 911 DVD/AUDIO	\$15
▪ DATA 911 DVD/VEHICLE VIDEO	\$35
▪ FINGERPRINTING	\$20
▪ PHOTO	\$2
▪ SPEED TRAILER RENTAL	\$100/day

VILLAGE OF BAYSIDE

FEE SCHEDULE

RESOLUTION # 18-____

▪ POLICE SPECIAL EVENTS - COORDINATION AND ATTENDANCE	\$95/hour
SECONDHAND GOODS	
▪ RUMMAGE SALE	\$10
SIGNS	
▪ FINE	\$60
▪ SIGN PERMIT - UP TO 25 SQUARE FEET	\$200
▪ SIGN PERMIT 25 - 100 SQUARE FEET	\$300
▪ SIGN PERMIT - TEMPORARY SIGNS	\$35
▪ SIGN PERMIT - VARIANCES	\$100
ELLSWORTH PARK	
▪ BALL DIAMOND RENTAL	\$35 + \$200 Deposit
▪ PARK PAVILION RENTAL	\$35 + \$35 Deposit
▪ TENNIS COURT RENTAL	\$3/hr per Resident \$6/hr per Non-Resident
TRAFFIC AND VEHICLES	
▪ BICYCLE REGISTRATION	\$10
▪ VEHICLE STORAGE	\$10
ZONING	Minimum
▪ BOARD OF ZONING APPLICATION	\$500
▪ BROWN DEER ROAD OVERLAY	\$300
▪ COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE	\$300
▪ CONDITIONAL USE PERMIT APPLICATION	\$300
▪ LAND DIVISIONS	\$250
▪ HOME OCCUPATIONS	\$40
▪ OVERLAY USE "D" BUSINESS DISTRICT	\$250
▪ PLANNED RESIDENTIAL DEVELOPMENT	\$250
▪ PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION	\$500/acre plus cost incurred by Village

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-_____

	Minimum
ARCHITECTURAL REVIEW COMMITTEE APPLICATION	\$60
RESIDENTIAL BUILDING PERMITS	
▪ ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL)	\$125
▪ ADDITIONS (\$0.32/SQ. FT) (REQUIRES ARC APPROVAL)	\$125
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$60
▪ FOUNDATION REPAIR (\$12/\$1,000)	\$125
▪ HVAC PERMIT (\$12/\$1,000)	\$60
▪ PLUMBING PERMIT (\$12/\$1,000)	\$60
▪ NEW STRUCTURE (\$0.32/SQ. FT)	\$85
▪ REMODELING (\$12/\$1,000)	\$85
▪ REROOFING (\$12/\$1,000)	\$85
▪ WINDOWS -- IF ARC CONSIDERED	\$60
▪ CERTIFICATE OF COMPLIANCE	
o BASIC PACKAGE -- INITIAL INSPECTION	\$150
o TWO-FOR PACKAGE -- INITIAL INSPECTION AND ONE FOLLOW-UP INSPECTION	\$200
o ALL-INCLUSIVE PACKAGE -- INITIAL INSPECTION, FOLLOW-UP INSPECTION, AND TWO FOLLOW-UP INSPECTIONS	\$275
o RE-INSPECTION FEE	\$100 per inspection
▪ OCCUPANCY PERMIT, RESIDENTIAL	\$50
▪ RAZING, RESIDENTIAL (.12/SQ. FT.)	\$85
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ NEW HOME PLAN REVIEW	\$200
▪ ADDITIONAL PLAN REVIEW	\$100
▪ ALTERATION/REPAIR PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$50
▪ EARLY START (FOOTINGS AND FOUNDATION)	\$175
▪ WATER LATERAL - OUTSIDE	\$60
▪ SEWER LATERAL- OUTSIDE	\$60
COMMERCIAL BUILDING PERMITS	
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$75
▪ PLUMBING PERMIT (\$12/\$1,000)	\$75
▪ HVAC PERMIT (\$12/\$1,000)	\$75
▪ NEW STRUCTURES, ADDITIONS (\$0.34/SQ. FT)	\$150
▪ REPLACEMENT & MISC ITEMS	\$75
▪ OCCUPANCY PERMIT, COMMERCIAL	\$100
▪ OCCUPANCY, TEMPORARY	\$100/30 days
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ RAZING, COMMERCIAL (.12/SQ. FT.)	\$85
▪ NEW CONSTRUCTION PLAN REVIEW	\$300 + \$25/unit

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-

▪ ADDITIONAL PLAN REVIEW	\$150
▪ ALTERATION/REPAIR PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$150
▪ EARLY START (FOOTINGS AND FOUNDATION)	\$275
▪ WATER LATERAL - OUTSIDE	\$60
▪ SEWER LATERAL- OUTSIDE	\$60
▪ BUILDING/HVAC/FIRE SYSTEMS PLAN REVIEW FEES	Per SPS Table 302.31-2
▪ PLUMBING PLAN REVIEW FEES	Per SPS table 302.64 & SPS table 302.64-1

	Minimum
BUILDING	
▪ ANNUAL VACANT PREMISES REGISTRATION FEE	\$250
▪ ANNUAL VACANT PREMISES FEE	\$500
▪ BUILDING PERMIT REFUND	Amount over minimum fee
▪ EROSION CONTROL, RESIDENTIAL	\$150
▪ EROSION CONTROL, COMMERCIAL	\$200 for first acre \$100 per acre thereafter
▪ FAILURE TO CALL FOR INSPECTION	\$50
▪ FENCES	\$60
▪ RE-INSPECTION FEE	\$40
▪ RELEASE AND INDEMNIFICATION WAIVER	\$500
▪ SPECIAL OCCUPANCIES: OUTDOOR POOLS, TOWERS, TENTS	\$100
▪ STATE SEAL	\$50
▪ SWIMMING POOLS (\$11.50/\$1,000)	\$110
▪ TRANSFER OF SOLID FILL	\$250 plus: \$15 per Single Axle Truck - \$30 per Multi Axle Truck
▪ WORK WITHOUT PERMIT	Double Normal Fees
▪ ROAD BOND FOR NEW HOME CONSTRUCTION	\$10,000

	Minimum
ADMINISTRATION	
▪ COPIES - STANDARD SHEET OF PAPER, BLACK & WHITE	\$0.25/50/page
▪ COPIES - STANDARD SHEET OF PAPER, COLOR	\$0.50/1/page
▪ DELINQUENT INVOICE PENALTY CHARGE	1.5%/month
▪ ELECTRONIC TAX ROLL	\$50
▪ DUBBING AN AUDIO TAPE/CD	\$35
▪ NON-SUFFICIENT CHECKS	\$50
▪ NOTARIZING DOCUMENTS	\$0.50
▪ LEGAL PUBLICATION	\$35.00
▪ MUNICIPAL COURT MOTION FEE	Not less than \$5, no more than \$200
▪ STOP PAYMENT OF CHECK	\$50
▪ TAX ROLL - ALPHA OR STREET	\$25 + \$0.25/page

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-

▪ VOTED POLL LIST	\$25 + \$5/1,000 voters + \$0.25/page
▪ VOTER - ABSENTEE LISTING	\$50 + \$5/1,000 voters + \$0.25/page
▪ VOTER REGISTRATION LIST – ALPHA AND STREET	\$25 + \$5/1,000 voters
ALCOHOLIC BEVERAGES	
▪ CLASS "A" FERMENTED	\$100
▪ CLASS "B" FERMENTED	\$100
▪ CLASS "A" INTOXICATING	\$500
▪ CLASS "B" INTOXICATING	\$500
▪ OPERATOR'S LICENSE - INITIAL	\$55
▪ OPERATOR'S LICENSE - RENEWAL	\$55
ANIMALS	
▪ ANIMAL FANCIER PERMIT	\$25
▪ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1- ALTERED	\$6
▪ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1-UNALTERED	\$12
▪ DOG & CAT LICENSES - NEUTERED OR SPAYED	\$12
▪ DOG & CAT LICENSES - UNALTERED	\$24
▪ DOG & CAT LICENSES – PAID AFTER 3/31-ALTERED	\$18
▪ DOG & CAT LICENSES – PAID AFTER 3/31-UNALTERED	\$36
▪ GROOMING ESTABLISHMENTS	\$100
▪ KENNEL PERMIT	\$100
▪ PET SHOPS	\$100
BUSINESSES	
▪ CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE	\$100
▪ PRECIOUS METALS, ETC.	\$100

PUBLIC WORKS

	Minimum
▪ ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL	\$55
▪ CALLBACKS FOR GARBAGE AND RECYCLING	\$40
▪ CULVERT REPLACEMENT (WITHIN ROAD PROJECT)	\$500
▪ CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)	\$900
▪ DRIVEWAY/CULVERT/IMPERVIOUS SURFACE PERMIT	\$100
▪ SECTION 104-9 DISCHARGE COMPLIANCE – EXPOSED STONE FINISH	
o 12 INCHES DEEP (FOUR FEET WIDE - \$40/LINEAR FOOT)	\$400
o 18 INCHES DEEP (FOUR FEET WIDE - \$50/LINEAR FOOT)	\$500
o 24 INCHES DEEP (FOUR FEET WIDE - \$60/LINEAR FOOT)	\$600
▪ SECTION 104-9 DISCHARGE COMPLIANCE – TOP DRESSED FINISH	
o 12 INCHES DEEP (FOUR FEET WIDE - \$60/LINEAR FOOT)	\$600
o 18 INCHES DEEP (FOUR FEET WIDE - \$70/LINEAR FOOT)	\$700
o 24 INCHES DEEP (FOUR FEET WIDE - \$80/LINEAR FOOT)	\$800
▪ GARBAGE OR RECYCLING CART	\$65
▪ GARBAGE OR RECYCLING CART RENTAL (PER WEEK)	
o FIRST CART PER WEEK	\$25
o EACH ADDITIONAL CART PER WEEK	\$5

Formatted Table

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-

▪ CUTTING OF GRASS/DPW LABOR SERVICES RATE	\$801/first hour, \$23/15 minutes thereafter
▪ MULCH DELIVERY FEE (WITHIN VILLAGE)	
○ 5 YARDS	\$90
○ 10 YARDS	\$165
○ 15 YARDS	\$240
○ 20 YARDS	\$300
○ 25 YARDS	\$350
▪ MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT	\$180/5 yards
▪ LOADING FEE	\$40
▪ NO PARKING SIGNS	\$25
▪ ONE TIME UP THE DRIVE PICKUP COLLECTION FEE	\$40
▪ RAIN BARRELS	\$45 each, three for \$125
▪ RIGHT OF WAY PERMIT	
○ EXCAVATION FEE	\$200
○ RIGHT OF WAY FEE	\$100
▪ SANITARY SEWER USER CHARGE	\$4840
▪ SEWER CONNECTION CHARGE	\$2,500
▪ SPECIAL EVENT PERMIT (INCLUDES UP TO 4 BARRICADES)	\$50
▪ SPECIAL PICKUP (2 PERSON CREW, 20 MINUTES) ADDITIONAL TIME BEYOND 20 MINUTES BILLED AT DPW LABOR SERVICES RATE THEREAFTER	\$75
▪ STORMWATER MANAGEMENT REVIEW	\$200 + actual costs
▪ STORMWATER USER CHARGE	\$2293
▪ STREET CUTTING	
○ LESS THAN 100 SQ. FT.	\$200
○ BOND FOR STREET CUTTING - \$1,000	
○ 100 – 500 SQ. FT.	\$300
○ BOND FOR STREET CUTTING - \$3,000	
○ OVER 500 SQ. FT.	\$500
○ BOND FOR STREET CUTTING - \$5,000	
▪ TV RECYCLING FEE	\$40
▪ MONITORS AND OTHER DISPLAY ITEMS	\$20
▪ UNENCLOSED STORAGE PERMIT (DUMPSTERS, PODS, ETC)	\$30/First container per 21 Days; \$50/Two containers per 21 days
▪ UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE	\$998.40/1,018.37
▪ WELL OPERATION FEE	\$25/ every five years

Formatted Table

Formatted: Font: Century Gothic, 10 pt, Font color: Black

Formatted: Normal, No bullets or numbering

EMERGENCY SERVICES

▪ FALSE SECURITY ALARM PENALTIES (BURGLAR)	Minimum
○ ONE AND TWO FAMILY, FIRST FALSE SECURITY ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE SECURITY ALARMS	\$50.00

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-_____

o ONE AND TWO FAMILY, THIRD FALSE SECURITY ALARMS	\$75.00
o ONE AND TWO FAMILY, FOURTH FALSE SECURITY ALARMS	\$100.00
o ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$200.00
o ALL OTHER PROPERTIES, FIRST FALSE SECURITY ALARM	Warning
o ALL OTHER PROPERTIES, SECOND FALSE SECURITY ALARMS	\$300.00
o ALL OTHER PROPERTIES, THIRD FALSE SECURITY ALARMS	\$350.00
o ALL OTHER PROPERTIES, FOURTH FALSE SECURITY ALARMS	\$400.00
o ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$500.00
▪ FALSE FIRE ALARM PENALTIES	
o ONE AND TWO FAMILY, FIRST FALSE FIRE ALARM	Warning
o ONE AND TWO FAMILY, SECOND FALSE FIRE ALARM	\$50.00
o ONE AND TWO FAMILY, THIRD FALSE FIRE ALARMS	\$75.00
o ONE AND TWO FAMILY, FOURTH FALSE FIRE ALARMS	\$100.00
o ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$200.00
o ALL OTHER PROPERTIES, FIRST FALSE FIRE ALARM	Warning
o ALL OTHER PROPERTIES, SECOND FALSE FIRE ALARMS	\$300.00
o ALL OTHER PROPERTIES, THIRD FALSE FIRE ALARMS	\$350.00
o ALL OTHER PROPERTIES, FOURTH FALSE FIRE ALARMS	\$400.00
o ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$500.00

OFFENSES & MISC. PROVISIONS

	Minimum
▪ CONTRIBUTING TO TRUANCY	Not less than \$50, no more than \$500
▪ FINDINGS & DISPOSITIONS 2 ND VIOLATION	\$100 + costs
▪ SUBSEQUENT VIOLATIONS COMMITTED WITHIN 12 MONTHS OF A PREVIOUS VIOLATION	\$500
▪ TRANSIENT MERCHANT INVESTIGATION FEE	\$150
o EVERY PERSON THEREAFTER	\$20

POLICE

▪ ACCIDENT REPORT	\$6.50
▪ COMPUTER REPORT	\$2
▪ DATA 911 DVD/AUDIO	\$15

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 18-_____

▪ DATA 911 DVD/VEHICLE VIDEO	\$35
▪ FINGERPRINTING	\$20
▪ PHOTO	\$2
▪ SPEED TRAILER RENTAL	\$100/day
▪ POLICE SPECIAL EVENTS - COORDINATION AND ATTENDANCE	\$95/hour
SECONDHAND GOODS	
▪ RUMMAGE SALE	\$10
SIGNS	
▪ FINE	\$60
▪ SIGN PERMIT - UP TO 25 SQUARE FEET	\$200
▪ SIGN PERMIT 25 - 100 SQUARE FEET	\$300
▪ SIGN PERMIT - TEMPORARY SIGNS	\$35
▪ SIGN PERMIT - VARIANCES	\$100
ELLSWORTH PARK	
▪ BALL DIAMOND RENTAL	\$35 + \$200 Deposit
▪ PARK PAVILION RENTAL	\$35 + \$35 Deposit
▪ TENNIS COURT RENTAL	\$3/hr per Resident \$6/hr per Non-Resident
TRAFFIC AND VEHICLES	
▪ BICYCLE REGISTRATION	\$10
▪ VEHICLE STORAGE	\$10
ZONING	Minimum
▪ BOARD OF ZONING APPLICATION	\$500
▪ BROWN DEER ROAD OVERLAY	\$300
▪ COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE	\$300
▪ CONDITIONAL USE PERMIT APPLICATION	\$300
▪ LAND DIVISIONS	\$250
▪ HOME OCCUPATIONS	\$40
▪ OVERLAY USE "D" BUSINESS DISTRICT	\$250
▪ PLANNED RESIDENTIAL DEVELOPMENT	\$250
▪ PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION	\$500/acre plus cost incurred by Village

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO: 18-_____

A Resolution to amend the 2018 Budget to reflect changes in revenues and expenditures.

WHEREAS, Resolution 17-21, a resolution adopting the 2018 annual budget and establishing the 2017 tax levy, was adopted on November 16, 2017;

WHEREAS, the Village of Bayside finds it necessary to amend the General Fund, Community Development Authority Fund, Stormwater Utility Fund, DPW Capital Fund, and the Administrative Services Capital Fund;

General Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
DPW Salaries Full Time	10-53000-110	\$344,450	\$327,782	-\$16,668
DPW Salaries Part Time	10-53000-112	\$888	\$17,556	\$16,668
Community Development Authority Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Project Fees	23-48210	\$0	\$25,000	\$25,000
Professional Services	23-51000-230	\$45,000	\$70,000	\$25,000
Stormwater Utility Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Intergovernmental Grant	22-43210	\$25,000	\$80,000	\$55,000
Construction Materials	22-53000-342	\$43,173	\$98,173	\$55,000
Engineering	22-53000-216	\$35,100	\$51,008	\$15,908
Materials and Supplies	22-53000-230	\$2,827	\$3,809	\$982
Landscaping Materials	22-53000-328	\$26,282	\$9,392	-\$16,890
Stormwater Management	22-53000-410	\$0	\$245,756	\$245,756
Use of Fund Balance-Borrowing	22-34000	\$0	\$245,756	-\$245,756
DPW Capital Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Road Construction/Paving	41-91000-813	\$310,615	\$344,193	\$33,578
Use Bond Proceeds -Fund balance	41-34000	\$0	\$33,578	-\$33,578
Administrative Services Capital Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Community Events	42-91000-235	\$10,000	\$22,337	\$12,337
Use of Fund Balance - Donations	42-34000	\$0	\$12,337	-\$12,337

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES, that it hereby amends the General Fund, Stormwater Utility Fund, DPW Capital Fund, and the Administrative Services Capital Fund;

PASSED AND ADOPTED by the Village Board of the Village of Bayside this _____ day of November, 2018.

VILLAGE OF BAYSIDE

Samuel D. Dickman,
Village President

Attest:

Lynn Galyardt
Director of Finance and Admin/Clerk/Treasurer



2018 - 2019 Committee Appointments

Architectural Review Committee

Marisa Roberts, Chair
Sandra Muchin Kofman
Daniel Zitzer
John Krampf
Mike Barth- Trustee Liaison
Tony Aiello, Alternate
Elizabeth Levins, Alternate

Board of Zoning Appeals

Max Dickman, Chair
Dan Rosenfeld
Barry Chaet
Amy Krier
Ben Minkin
Eido Walny – 1st Alternate
Vacant – 2nd Alternate

Board of Review

Robb DeGraff, Chair
Mike Barth
Randy Bauter
Lynn Galyardt
Vacant
Mark Jubelirer – 1st Alternate
Vacant – 2nd Alternate

Community Development Authority

Eido Walny
Margaret Zitzer
Amy Krier
Barry Goldman
Ned Purtell
Marty Greenberg
Bob Rudman

Public Works Committee

Daniel Muchin, Chair
Eido Walny
Margaret Zitzer
JoAnn Lutz
Vacant

Finance and Administration

Mike Barth, Chair
Robb DeGraff
Dan Rosenfeld
Vacant
Vacant

Plan Commission

Samuel Dickman, Chair
Robb DeGraff
Edward Harris
Jeff Jubelirer
John Krampf
Ari Friedman
Marisa Roberts – Chair of A.R.C.

Public Safety Committee

Eido Walny, Chair
Dan Rosenfeld
Mike Barth
Mort Swerdlow
Vacant

N.S.F.D. Board

Samuel Dickman

N.S.F.D. Fire Commission

Phil Santacroce

North Shore Library Board

Dan Rosenfeld
F. Tessa Bartels

North Shore Health Board

Ellen Schupper

Milwaukee Area Domestic Animal Control Commission

Andy Pederson
Samuel Dickman – 1st Alternate

N.S.F.D Foundation

Edward Harris

Village Board of Trustee Chairperson

Robb DeGraff

2018 Ad Hoc Community Event Committee

Dan Rosenfeld, Chair
Margaret Zitzer
John Krampf
Michelle Walny
Erin LeMoine
Adria Willenson
Sandy Byrne, Alternate
Randall Bauter, Alternate
Robb DeGraff, Alternate



Committee/Board/Commission Questionnaire

Thank you for your interest in becoming involved with a Village of Bayside Committee, Board or Commission. As you may already know, the Village President recommends all citizen appointments to the Village Board for approval. Please provide them with some information to use when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

Name: (as you like to be addressed) Ellen Frieber Schupper

Address: 8626 N Greenvale Road, Bayside, 53217 Phone #: 414-336-4764

E-Mail: ellen@abcdmentor.org Years as Village of Bayside Resident: 8

What Village committee(s) are you currently serving on, if any? none

Would you like to be re-appointed? (Circle one) Yes No

Committee/Board/Commission you are interested in: North Shore Board of Health

Why are you interested in serving on this particular group: _____

Serving on the BOH aligns with my current role as Executive Director of ABCD: After Breast Cancer Diagnosis, a local organization with a national impact, providing non-clinical support for anyone affected by a breast cancer diagnosis. I also care deeply about the health and welfare of our community. I was raised in Fox Point, graduated from Nicolet High School, and was thrilled to return home to the North Shore in 2009 with my husband and our children.

Qualifications for serving on this group: _____

Before moving to Milwaukee, I was a senior executive on the Health Team at Ketchum Public Relations in Washington D.C, working on education and outreach campaigns about menopause, osteoporosis, breast health, lung cancer, and flu vaccinations. Other jobs have included serving as a public health communications consultant for the FDA working on a national safe medicine use campaign for the Office of Women's Health and an advocacy position at the National Partnership for Women & Families that focuses on health care access and family law.

Other Community Involvement: _____

I serve on the Welcome to Glendale Marketing Commission and participate in the PTO at Stormonth/Bayside School Districts. I am a former board member at the Jewish Museum Milwaukee, am active in the Jewish Community Relations Council and at Congregation Emanuel B'ne Jeshurun. I also worked at the UWM Peck School of the Arts for 5.5 years and continue to support this outstanding organization.

Occupation/Employer: Executive Director, ABCD: After Breast Cancer Diagnosis

Family Details: (optional) Husband – Brian Schupper, Children – Ethan (15), Ari (9), Gabriel (7)

Leisure Activities/ Hobbies: (optional) Family time, traveling, theater, yoga, reading

Signature: Date: 10-19-18