



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
February 8, 2018
Village Board Room, to follow COW

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. CONSENT AGENDA

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

A. Approval of:

1. Committee of the Whole meeting minutes, January 18, 2018.
2. Board of Trustee meeting minutes, January 18, 2018.
3. Summary of Claims for January 13, 2018 through January 31, 2018 in the amount of \$127,111.03.
4. Resolution 18-___ a resolution to amend the 2017 Budget to reflect changes in revenues and expenditures.
5. 2018 Sanitary Sewer Rehab Project Contract.
6. 2018 Street Improvement Project Contract.

B. Acceptance of:

1. January 2018 Reports
 - Police
 - Communication Center
 - Finance and Administration
 - Financial Statement
 - Department of Public Works
2. 2017 Annual Reports
 - Communication Center
 - Department of Public Works
 - Communications

IV. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee
2. Finance and Administration Committee
3. Public Safety Committee
4. Intergovernmental Cooperation Council
5. Board of Zoning Appeals

6. Plan Commission

- a. Discussion/action on the request for a Conditional Use Permit Amendment for Bayside Service, LLC, at 310 E Brown Deer Road, (021-9975-000).

7. Architectural Review Committee

8. Library Board

9. Community Event Committee

- a. Discussion/action on Village Picnic Time
- b. Discussion/action on appointing Margaret Zitzer as Volunteer Coordinator and John Krampf as Community Sponsorship Program Coordinator.

10. North Shore Fire Department

11. Community Development Authority

V. VILLAGE PRESIDENT'S REPORT

VI. VILLAGE MANAGER'S REPORT

VII. VILLAGE ATTORNEY'S REPORT

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

IX. CORRESPONDENCE

X. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session, (Village Manager Review).

XI. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

- A. Action on items in closed session.

XII. ADJOURNMENT

Lynn Galyardt, Director of Finance and Administration | | February 2, 2018

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.bayside-wi.gov)



Village of Bayside
9075 North Regent Road
Committee of the Whole Meeting Minutes
January 18, 2018

I. CALL TO ORDER AND ROLL CALL

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

President:	Sam Dickman	
Trustees:	Michael Barth	Daniel Muchin-excused
	Robb DeGraff-excused	Roger Arteaga-Derenne
	Dan Rosenfeld	Eido Walny

Committee Citizen Members:

Public Safety:	Mort Swerdlow-excused
Public Works:	JoAnn Lutz-excused
Finance & Administration:	

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

II. BUSINESS

A. Public Safety

1. Introduction of Police Officer Philip Nawrocki and Interim Police Chief Doug Larsson.

Interim Police Chief Larsson and Officer Nawrocki were introduced, stating they were both happy to be a part of the Bayside Police Department.

2. Discussion/recommendation on acceptance of the December 2017 Communication Center report.

Director Scharnott provided an overview of the December report noting interviews for the third shift supervisor were held, staff is working to complete the conversion to the digital radio system and call volume was down approximately .1% from 2016.

Motion by Trustee Walny, seconded by Trustee Rosenfeld, to recommend approval to the Village Board of Trustees on acceptance of the December 2017 Communication Center report. Motion carried unanimously.

3. Discussion/recommendation on acceptance of the December 2017 Police Department report.

Interim Chief Larsson provided an overview of the December report noting 37.6 pounds of drugs were collected, interviews with police officers were conducted, and officers had driven 266 this month. Trustee Arteaga-Derenne stated residents appreciate the officers being visible in the community.

Motion by Trustee Rosenfeld, seconded by Trustee Arteaga-Derenne, to recommend approval to the Village Board of Trustees on acceptance of the December 2017 Police Department report. Motion carried unanimously.

B. Public Works

1. Discussion/recommendation on acceptance of the December 2017 Department of Public Works report.

Assistant Manager Meshke provided an overview of the December report noting 123 trees were identified for removal, 119 cars participated in the Holiday Drop-Off Day and garbage tonnage was up 3% from last year. Trustee Barth questioned how many trees were being replaced. Manager Pederson stated the Village did not receive the Urban Forestry Grant to pay for the replenishing of the trees for this year.

Motion by Trustee Arteaga-Derenne, seconded by President Dickman, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the December 2017 Department of Public Works report. Motion carried unanimously

2. Discussion/recommendation on Resolution 18-____, a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside.

Assistant Manager Meshke stated this was an annual reoccurring resolution declaring the importance of migratory birds to the Village and part of the Bird City, USA application.

Motion by President Dickman, seconded by Trustee Barth, to recommend approval to the Village Board of Trustees discussion/recommendation on Resolution 18-____, a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside. Motion carried unanimously.

3. Discussion/recommendation on Resolution 18-____, a resolution proclaiming the celebration of 2018 Arbor Day in the Village of Bayside.

Assistant Manager Meshke stated this was an annual reoccurring resolution declaring the importance of trees to the Village and part of the Tree City, USA application.

Motion by President Dickman, seconded by Trustee Walny, to recommend approval to the Village Board of Trustees discussion/recommendation on Resolution 18-____, a resolution proclaiming the celebration of 2018 Arbor Day in the Village of Bayside. Motion carried unanimously.

4. Discussion/recommendation on Resolution 18-____, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant.

Assistant Manager Meshke noted this resolution authorizes the Village to file the Urban Forestry Grant. Village's request is \$25,000.

Motion by Trustee Barth, seconded by Trustee Rosenfeld, to recommend approval to the Village Board of Trustees discussion/recommendation on Resolution 18-____, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant. Motion carried unanimously.

C. Finance and Administration

1. Presentation on the BMO Trust Investment Portfolio by Joseph Olson of BMO Global Asset Management.

Joseph Olson of BMO Global Asset Management provided an update on the Villages investment portfolio noting it is difficult to earn a high yield on short term investments, however interest rates are starting to rise. President Dickman stated banks were paying a higher interest rate than what was being received in the Trust portfolio. Mr. Olson stated he would look into ways the Village could earn an increased rate.

2. Discussion/recommendation on acceptance of the December 2017 Finance and Administrative Services report.

Director Galyardt provided an overview of the December report noting BakerTilly was onsite the week of December 6 to begin the preliminary 2017 audit and the Department of Revenue has stated Wisconsin Act 68 impacts how property assessments can be determined.

Motion by President Dickman, seconded by Trustee Walny, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the December 2017 Finance and Administration Services report. Motion carried unanimously.

3. Discussion/recommendation on acceptance of the Preliminary 2017 Financial Statement and Investment report.

Trustee Barth noted the expenditures in line with the 2017 fiscal year-to-date and that revenues were up slightly for the year.

Motion by President Dickman, seconded by Trustee Walny, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the Preliminary 2017 Financial Statement and Financial Statement and Investment report. Motion carried unanimously.

4. Discussion/recommendation on Resolution 18-____, a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures.

Trustee Barth stated this resolution establishes Fund 23 for the Community Development Authority Fund and moves GASB 45 funds to the Administrative Services Capital Fund.

Motion by President Dickman, seconded by Trustee Walny, to recommend approval to the Village Board of Trustees discussion/recommendation on Resolution 18-____, a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures. Motion carried unanimously.

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

IV. ADJOURNMENT

Motion by Trustee Walny seconded by Trustee Barth, to adjourn the meeting at 6:30pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting Minutes
January 18, 2018

I. CALL TO ORDER AND ROLL CALL

President Dickman called the meeting to order at 6:30pm.

ROLL CALL

President:	Sam Dickman	
Trustees:	Michael Barth	Daniel Muchin-excused
	Robb DeGraff-excused	Dan Rosenfeld
	Eido Walny	Roger Arteaga-Derenne

Also Present: Village Manager Andy Pederson
Director of Finance and Administration Lynn Galyardt
Village Attorney Chris Jaekels
There was one person 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. Committee of the Whole meeting minutes, December 11, 2017.
2. Board of Trustee meeting minutes, December 11, 2017.
3. Board of Trustee meeting minutes, January 8, 2018.
4. Summary of Claims for December 9, 2017 through January 12, 2018 in the amount of \$441,889.83.
5. Resolution 18-___ a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures.
6. Resolution 18-___, a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside.
7. Resolution 18-___, a resolution proclaiming the celebration of 2018 Arbor Day in the Village of Bayside.
8. Resolution 18-___, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant.

B. Acceptance of:

1. December 2017 Reports
 - Police
 - Communication Center
 - Finance and Administration
 - Preliminary Financial Statement and Investment
 - Department of Public Works

Motion by Trustee Walny, seconded by Trustee Barth, to approve the Committee of the Whole meeting minutes, December 11, 2017; Board of Trustee meeting minutes, December 11, 2017; Board of Trustee meeting minutes, January 8, 2018; Summary of Claims for December 9, 2017 through January 12, 2018 in the amount of \$441,889.83; Resolution 18-01 a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures; resolution 18-02 a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside; resolution 18-03 a resolution proclaiming the celebration of 2018 Arbor Day in the Village of Bayside; resolution 18-04, a resolution authorizing the Village of Bayside to file the Urban Forestry

Grant; the acceptance of December 2017, Police, Communication Center, Finance and Administration, Preliminary Financial Statement and Investment and Department of Public Works report. Motion carried unanimously by roll call vote.

IV. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. **Public Works Committee**-No report
2. **Finance and Administration Committee**-No report
3. **Public Safety Committee**-No report
4. **Intergovernmental Cooperation Council** -No report
5. **Board of Zoning Appeals**-No report
6. **Plan Commission**-No report
7. **Architectural Review Committee**-No report
8. **Library Board**-No report
9. **Community Event Committee**-No report
10. **North Shore Fire Department**-No report
11. **Community Development Authority**-No report

V. VILLAGE PRESIDENT'S REPORT

- A. Appointment of Bob Rudman to the Community Development Authority and Adria Willenson to the Community Events Committee.**

Motion by Trustee Barth, seconded by Trustee Arteaga-Derenne, to approve the appointment of Bob Rudman to the Community Development Authority and Adria Willenson to the Community Events Committee. Motion carried unanimously.

VI. VILLAGE MANAGER'S REPORT-No report

VII. VILLAGE ATTORNEY'S REPORT-No report

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

IX. CORRESPONDENCE

X. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session, (Redevelopment)(Employment/Recruitment).**

Motion by President Dickman, seconded by Trustee Walny, to adjourn to closed session at 6:33pm. Motion carried unanimously by roll call.

XI. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

Motion by President Dickman, seconded by Trustee Rosenfeld, to reconvene in open session at 6:46pm. Motion carried unanimously by roll call.

A. Action on items in closed session.

1. Written Municipal Advisor Client Disclosure Agreements.

Motion by President Dickman, seconded by Trustee Rosenfeld, to approve written Municipal Advisor Client Disclosure Agreements. Motion carried unanimously.

Motion by President Dickman, seconded by Trustee Rosenfeld, to approve the Village Manager employment agreement. Motion carried unanimously.

XII. ADJOURNMENT

Motion by President Dickman, seconded by Trustee Barth, to adjourn the meeting at 6:47pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration | February 1, 2018

SUMMARY OF CLAIMS**January 13, 2018 through January 31, 2018**

January 15, 2018	\$ 2,391.29
January 26, 2018.	\$ 124,719.74

TOTAL	\$127,111.03
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
01/15/2018	33789	VILLAGE OF FOX POINT	2,391.29
Grand Totals:			2,391.29

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
01/26/2018	33800	ACCURATE APPRAISAL LLC	6,400.00
01/26/2018	33801	ANSAY, SCOTT M	7,930.83
01/26/2018	33802	AZCUETA, ESTER	297.23
01/26/2018	33803	BAKER TILLY VIRCHOW KRAUSE LLP	5,750.00
01/26/2018	33804	BLOMMER, TIMOTHY	10.00
01/26/2018	33805	BOHLEN, MICHAEL	78.21
01/26/2018	33806	BUELOW VETTER BUIKEMA OLSON V	285.00
01/26/2018	33807	CARLSON, ANDREW	168.93
01/26/2018	33808	CASTRO, ROBERTO	20.56
01/26/2018	33809	CENTURYLINK	1.90
01/26/2018	33810	CITY OF MEQUON	1,020.33
01/26/2018	33811	CIVICPLUS	8,400.00
01/26/2018	33812	COHEN, DAVID	154.88
01/26/2018	33813	COOPER, MITCHELL	175.15
01/26/2018	33814	DAVIS & KUELTHAU S.C.	16,852.87
01/26/2018	33815	DEER CREEK TECHNOLOGIES LLC	249.00
01/26/2018	33816	DIVERSIFIED BENEFIT SERVICES	185.00
01/26/2018	33817	FRANK GILLITZER ELECTRIC CO	542.91
01/26/2018	33818	GENERAL FIRE EQUIPMENT	215.00
01/26/2018	33819	HARTLAND POLICE DEPARTMENT	312.60
01/26/2018	33820	HERBST OIL	5,459.13
01/26/2018	33821	HUMPHREY SERVICE PARTS INC	597.08
01/26/2018	33822	KAPUR & ASSOCIATES	3,768.00
01/26/2018	33823	Legacy Recycling	530.00
01/26/2018	33824	LOEB, HOWARD	66.63
01/26/2018	33825	MADACC	283.44
01/26/2018	33826	NORTH SHORE HEALTH DEPARTMEN	6,924.25
01/26/2018	33827	ONYX COMMUNICATIONS	760.00
01/26/2018	33828	PAUL, BARRY	290.63
01/26/2018	33829	POMAZAL, KEVIN	67.49
01/26/2018	33830	R&R INSURANCE SERVICES	16,948.00
01/26/2018	33831	SECURX	83.00
01/26/2018	33832	STRAUSS, ALLAN	30.81
01/26/2018	33833	SWEET WATER	10,528.98
01/26/2018	33834	TAYLOR COMPUTER SERVICES INC	18.50
01/26/2018	33835	UNEMPLOYMENT INSURANCE	185.63
01/26/2018	33836	UNITED WAY OF GREATER MILWAUK	20.00
01/26/2018	33837	VILLAGE OF BROWN DEER	500.00
01/26/2018	33838	VILLAGE OF FOX POINT	19,943.09
01/26/2018	33839	WE ENERGIES	7,981.28
01/26/2018	999996002	CARTER, JULIE	683.40
Grand Totals:			124,719.74

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

RESOLUTION NO: 18-_____

A Resolution to amend the 2017 Budget to reflect changes in revenues and expenditures.

WHEREAS, Resolution 16-28, a resolution adopting the 2017 annual budget and establishing the 2016 tax levy, was adopted on November 22, 2016;

WHEREAS, the Village of Bayside finds it necessary to amend the General Fund, Sanitary Sewer Utility Fund, and Stormwater Utility Fund;

General Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Elections	10-51000-130	\$6,000	\$6,251	\$251
Life Insurance	10-51000-152	\$847	\$897	\$50
Salaries	10-51000-109	\$233,763	\$237,816	\$4,053
Health Insurance	10-51000-153	\$35,464	\$38,948	\$3,484
Dental Insurance	10-51000-154	\$916	\$996	\$80
Legal Services-Misc	10-51000-208	\$13,046	\$13,370	\$324
Contract Services	10-51000-210	\$21,960	\$6,636	-\$15,324
Legal Services	10-51000-211	\$57,800	\$76,606	\$18,806
Audit Services	10-51000-214	\$17,808	\$25,874	\$8,066
Communication Expense	10-51000-221	\$3,500	\$2,333	-\$1,167
Vhall Computer Support	10-51000-223	\$1,000	\$0.00	-\$1,000
Benefit Administrative Fees	10-51000-226	\$1,700	\$2,149	\$449
Financial Services	10-51000-229	\$8,000	\$8,886	\$886
Dues and Subscriptions	10-51000-321	\$4,369	\$5,747	\$1,378
Training	10-51000-322	\$7,054	\$7,698	\$644
Auto Liability	10-51000-511	\$16,120	\$10,208	-\$5,912
Property Insurance	10-51000-516	\$7,817	\$6,035	-\$1,782
Municipal Code	10-51000-591	\$22,500	\$27,467	\$4,967
Special Prosecutorial Services	10-51200-208	\$5,000	\$1,097	-\$3,903
Health Insurance-PD	10-52100-153	\$240,146	\$225,796	-\$14,350
Sanitary Sewer Utility Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Salaries	20-51000-110	\$130,898	\$138,900	\$8,002
WRS Employer	20-51000-150	\$9,213	\$7,085	-\$2,128
Social Security	20-51000-151	\$10,104	\$7,482	-\$2,622
Legal Services	20-51000-211	\$0	\$1,800	\$1,800
Contract Services	20-51000-212	\$5,846	\$2,905	-\$2,941
Utility Expenses	20-51000-220	\$5,505	\$6,194	\$689
Tools	20-51000-233	\$3,552	\$1,108	-\$2,444
Training, Safety & Certs	20-51000-322	\$3,832	\$3,476	-\$356
Stormwater Utility Fund				
Account Name	Account Number	Budgeted Amount	Amended Budget	Increase/Decrease
Salaries	22-53000-110	\$61,997	\$64,026	\$2,029
WRS Employer	22-53000-151	\$10,884	\$8,855	-\$2,029

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES, that it hereby amends the General Fund, Sanitary Sewer Utility Fund, and Stormwater Utility Fund;

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

VILLAGE OF BAYSIDE

Samuel D. Dickman,
Village President

Attest:

Lynn Galyardt
Director of Finance and Admin/Clerk/Treasurer



January 31, 2018

Mr. Andrew K. Pederson
Village Manager
Village of Bayside
9075 North Regent Road
Bayside, Wisconsin 53217-1800

Re: 2018 Sanitary Sewer Rehabilitation Project
Village of Bayside

Dear Mr. Pederson:

Bids were received from four (4) General Contractors to complete 2018 Sanitary Sewer Rehabilitation Project as detailed in the plans and specifications prepared by our office.

After review of the bids, it has been determined that Michels Corporation is the low bidder with a Base Bid amount of \$35,370.00.

Michels Corporation has performed this type of work on previous projects and the firm is qualified to complete the items under this contract.

Kapur & Associates, Inc. recommends the award of this contract to Michels Corporation.

I have included a bid tabulation of all bidders for your records.

Should you have any comments or need additional information, please call me at (414) 751-7285.

Sincerely,

KAPUR & ASSOCIATES, INC.

Yuriy Amelyan, P.E.
Senior Project Manager

Cc: Jake Meshke, Assistant Village Manager, Public Works Director

**2018 SANITARY SEWER
REHABILITATION PROJECT
VILLAGE OF BAYSIDE, WI**

BID OPENING: 10:00 a.m. Tuesday, January 30, 2018

Michels Corporation	Visu-Sewer	Terra Engineering Const.	Institutorm Technologies
817 W. Main St.	W230 N4855 Betler Dr	2409 Vondron Road	1177 Birch Lake Blvd. N.
Brownsville, WI 53006	Pewaukee, WI 53072	Madison, WI 53718	White Bear Lake, MN 55110
P: 920-924-4300	P: 262-695-2340	P: 608-221-3501	P: 651-253-0236
F: 920-583-3429	F: 262-695-2359	F: 608-221-4075	F: 612-465-3235
UNIT \$	UNIT \$	UNIT \$	UNIT \$
TOTAL	TOTAL	TOTAL	TOTAL

A. BASE BID - 2017 SANITARY SEWER REHABILITATION PROJECT

ITEM NO.	ITEM	QTY	UNIT	UNIT \$	TOTAL
1	Sanitary Sewer 8-inch CIPP Lining	1,120	LF	\$ 22.00	\$ 24,640.00
2	Sanitary Sewer 12-inch CIPP Lining	290	LF	\$ 37.00	\$ 10,730.00
Total Base Bid:				\$ 35,370.00	\$ 35,370.00

January 31, 2018

Mr. Andrew K. Pederson
Village Manager
Village of Bayside
9075 North Regent Road
Bayside, Wisconsin 53217-1800

Re: 2018 Street Improvement Program
Village of Bayside

Dear Mr. Pederson:

Bids were received from two (2) General Contractors: Payne & Dolan, Inc. and Stark Asphalt, Inc. to complete the 2018 Street Improvement Program as detailed in the plans and specifications prepared by our office.

After review of the bids, it was determined that Payne & Dolan, Inc. is the apparent low bidder with the following total base bid amount - \$ 298,837.90.

Kapur & Associates, Inc. recommends the award of this contract to Payne & Dolan, Inc.


Payne & Dolan, Inc has performed this type of work on previous projects and the firm is qualified to complete the items under this contract.

I have included a bid tabulation of all bidders for your records.

Should you have any comments or need additional information, please call me at (414) 751-7285.

Sincerely,

KAPUR & ASSOCIATES, INC.


Yuriy Amelyan, P.E.
Associate / Project Manager

Cc: Jake Meshke, Assistant Village Manager, Public Works Director

**2018 Street Improvement Project
VILLAGE OF BAYSIDE, WISCONSIN**

BID OPENING: 10:30 A.M. Tuesday, January 30, 2018

Payne & Dolan, Inc.	Stark Pavement Corp.
N173 W21120 NW Passage	12845 W. Burleigh Road
Jackson, Wisconsin 53037	Brookfield, WI 53005
PH: 262-677-5520	PH: 414-466-0644
FAX: 262-677-5530	FAX: 414-784-6841

BASE BID			
1. N. Sleepy Hollow Road (from W. Fairy Chasm Road to the north, including Cul-De-Sac)			
ITEM NO.	ITEM	QTY.	UNIT
1	Mill and Remove of Approximately 4-Inch of Material and Regrade Base Course	5,100	SY
2	HMA Pavement (Roadway)	1,185	TON
3	Tack Coat	230	GAL
4	Undercutting (EBS of Soft/Yielding Areas)	250	CY
5	Crushed Aggregate ¾-Inch Shouldering Material	85	TON
6	Breaker Run	500	TON
7	Geogrid Reinforcement, Tensar BX1200	550	SY
8	Landscaping Restoration (Topsoil, Hydroseed, Mulch and Fertilizer)	980	SY
9	Traffic Control	1	LS
Subtotal for North Sleepy Hollow Road:			

UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 2.87	\$ 14,637.00	\$ 2.95	\$ 15,045.00
\$ 53.75	\$ 63,693.75	\$ 52.10	\$ 61,738.50
\$ 1.88	\$ 432.40	\$ 3.25	\$ 747.50
\$ 18.00	\$ 4,500.00	\$ 18.50	\$ 4,625.00
\$ 41.00	\$ 3,485.00	\$ 25.50	\$ 2,167.50
\$ 15.00	\$ 7,500.00	\$ 18.90	\$ 9,450.00
\$ 2.54	\$ 1,397.00	\$ 2.25	\$ 1,237.50
\$ 6.75	\$ 6,615.00	\$ 6.75	\$ 6,615.00
\$ 400.00	\$ 400.00	\$ 3,200.00	\$ 3,200.00
	\$ 102,660.15		\$ 104,826.00

2. N. Tennyson Road (from E. Brown Deer Road to E. Standish Place and short segment east of Tennyson Drive and north of Standish Place)			
ITEM NO.	ITEM	QTY.	UNIT
1	Mill and Remove of Approximately 4-Inch of Material and Regrade Base Course	3,130	SY
2	HMA Pavement (Roadway)	730	TON
3	Tack Coat	145	GAL
4	Undercutting (EBS of Soft/Yielding Areas)	140	CY
5	Crushed Aggregate ¾-Inch Shouldering Material	43	TON
6	Breaker Run	280	TON
7	Geogrid Reinforcement, Tensar BX1200	300	SY
8	Landscaping Restoration (Topsoil, Hydroseed, Mulch and Fertilizer)	580	SY
9	Traffic Control	1	LS
Subtotal for North Tennyson Road:			

UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 2.87	\$ 8,983.10	\$ 2.95	\$ 9,233.50
\$ 53.75	\$ 39,237.50	\$ 52.10	\$ 38,033.00
\$ 1.88	\$ 272.60	\$ 3.25	\$ 471.25
\$ 19.00	\$ 2,660.00	\$ 18.50	\$ 2,590.00
\$ 41.00	\$ 1,763.00	\$ 25.50	\$ 1,096.50
\$ 16.00	\$ 4,480.00	\$ 18.90	\$ 5,292.00
\$ 2.54	\$ 762.00	\$ 2.25	\$ 675.00
\$ 6.75	\$ 3,915.00	\$ 6.75	\$ 3,915.00
\$ 400.00	\$ 400.00	\$ 3,200.00	\$ 3,200.00
	\$ 62,473.20		\$ 64,506.25

3. East Standish Place (from N. Lake Drive to the east, including the Cul-De-Sac)			
ITEM NO.	ITEM	QTY.	UNIT
1	Mill and Remove of Approximately 4-Inch of Material and Regrade Base Course	4,900	SY
2	HMA Pavement (Roadway)	1,135	TON
3	Tack Coat	220	GAL
4	Undercutting (EBS of Soft/Yielding Areas)	225	CY
5	Crushed Aggregate ¾-Inch Shouldering Material	75	TON
6	Breaker Run	450	TON
7	Geogrid Reinforcement, Tensar BX1200	480	SY
8	Landscaping Restoration (Topsoil, Hydroseed, Mulch and Fertilizer)	950	SY
9	Traffic Control	1	LS
Subtotal for East Standish Place:			

UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 2.87	\$ 14,063.00	\$ 2.95	\$ 14,455.00
\$ 53.75	\$ 61,006.25	\$ 52.10	\$ 59,133.50
\$ 1.88	\$ 413.60	\$ 3.25	\$ 715.00
\$ 19.00	\$ 4,275.00	\$ 18.50	\$ 4,162.50
\$ 41.00	\$ 3,075.00	\$ 25.50	\$ 1,912.50
\$ 16.00	\$ 7,200.00	\$ 18.90	\$ 8,505.00
\$ 2.54	\$ 1,219.20	\$ 2.25	\$ 1,080.00
\$ 6.75	\$ 6,412.50	\$ 6.75	\$ 6,412.50
\$ 400.00	\$ 400.00	\$ 3,200.25	\$ 3,200.25
	\$ 98,064.55		\$ 99,576.25

4. HMA Type E-1 Driveway Pavement (after culvert replacement by others)			
ITEM NO.	ITEM	QTY.	UNIT
1	HMA Driveway Pavement (assuming 55 driveways)	330	TON
Subtotal for HMA Driveway Pavement:			

UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 108.00	\$ 35,640.00	\$ 91.25	\$ 30,112.50
	\$ 35,640.00		\$ 30,112.50

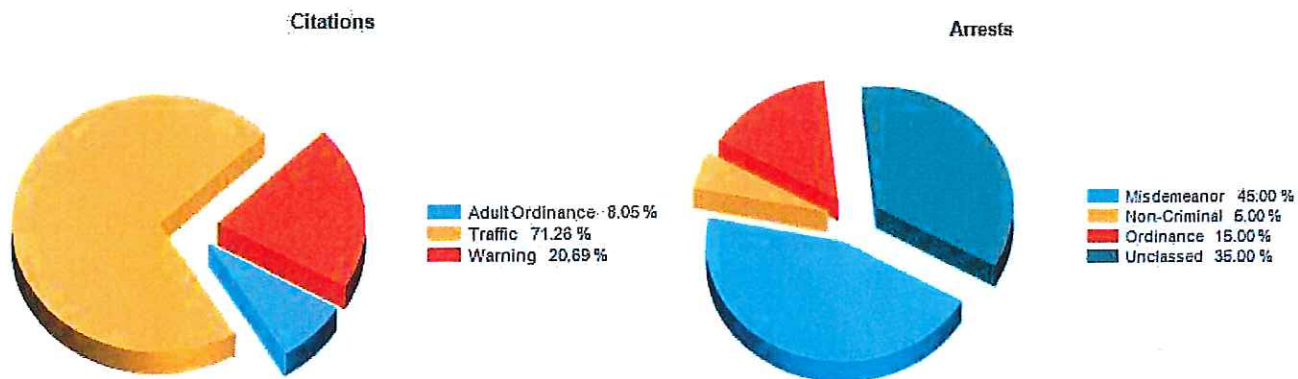
TOTAL BASE BID - 2018 STREET IMPROVEMENT PROJECT:
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\$ 298,837.90	\$ 299,021.00
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Police Department January 2018 Report

Activity by the Numbers

- 80 Traffic Related Citations were issued
- 20 Traffic Related Courtesy Warnings were issued
- 7 Adult Ordinance Complaints were levied (underaged drinking, theft under \$500, Possession of Cannabis)
- 342 Calls for Service were answered:
 - 12 Priority 2 (Injury Accident / Battery / Domestic Violence / Security Breach / Suspicious Person)
 - 57 Priority 3 (Non-injury accident / Alarms / Neighbor Trouble / Suspicious Activity / Theft / Well Being)
 - 83 Priority 4 (Animals, Disabled Vehicles, Bad Driving / Fire / Assists / Road Hazards)
 - 190 Priority 5 (Lockouts / Code Violations / Crime prevention / Fingerprinting / Parking / Security Checks)



Police Administration Highlights

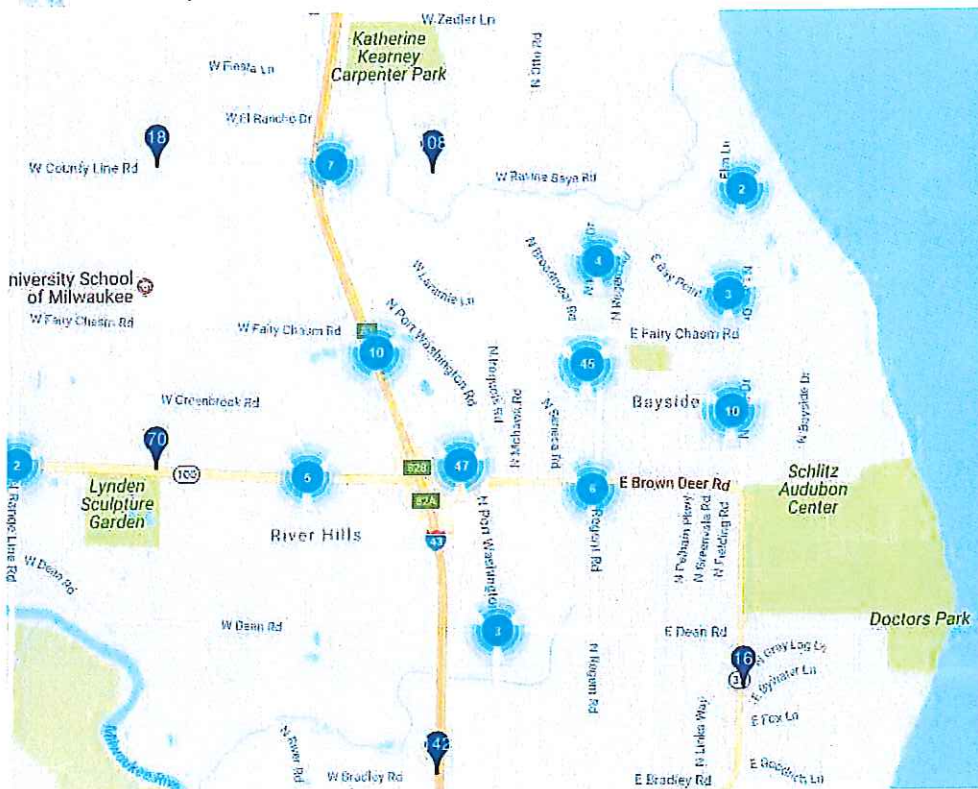
- Lieutenant Miller is expected to return to light duty (3 days per week) on February 5
- Every officer now receives an automated daily Law Enforcement Training Video to review
- Administration is preparing the specifications needed for police patrol vehicles to be purchased
- An archival system for social media releases has been identified
- Administration continues to examine ways to help streamline processes (e.g. false alarm billing)
- Probationary Officers are approaching solo patrol duties (Halverson Feb 11; Nawrocki Mar 30)
- Recertification of EMTs starts February 5; completing general mandatory annual officer training
- Policies are being assigned for compliance with Wisconsin Accreditation standards
- Prepared agenda for Department-wide meeting (February 9)
- Created template for Daily Activity Report for Village Manager's perusal
- Identified and implemented conspicuous location of "waiting phone messages"
- Identified mutual aid protocols in the event of a major police incident
- Prepared staff for installation of payment kiosk in lobby
- Reviewing Social Media policies and impact on Open Records Act
- Reviewing Pursuit Policy (discussions with officers and area Police Chiefs)
- Police officers recertified in Defensive Tactics

January Service Activity



Monday - Friday
165 Traffic Stops 94 Security
Checks 174 Calls for Svc

Cluster symbol indicates amount of activity in the general area



Saturday/Sunday
86 Traffic Stops 27 Security
Checks 168 Calls for Svc

Highlights/Accomplishments:

Communications Center

January 2018

- BCC Staff have completed training on I-43 response and mutual aid in the North Shore.
- Panel interviews have been completed for the supervisory vacancy, and a selection has been made.
- IT Staff continued working with Baycom and Word systems to complete the conversion of the dispatch consoles to the digital radio system and upgrade the recording equipment.
- Training in February will focus on NSFD call types and dispatch radio etiquette

Metrics:

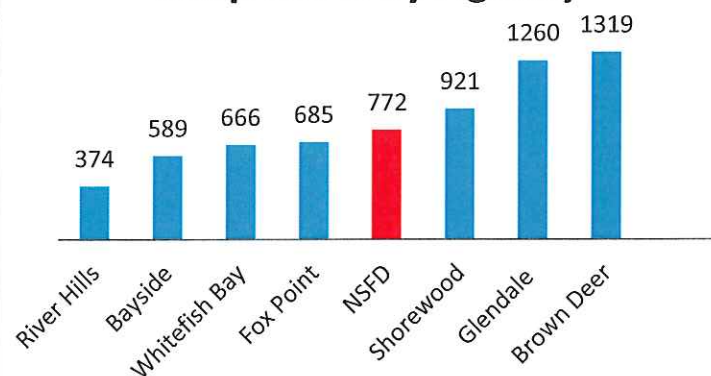
Metric	Measurement	Actual
Dispatch Time	Time to Dispatch Vehicle	26 seconds
Dispatch Call Review	Call Reviews	Pending
Department Accreditation	Departments	In Progress

Call Type	Month	2018 YTD	2017 YTD	YTD Change
911	2,187	2,187	2,030	+7.7%
Non-Emergency	6,775	6,775	6,676	+1.5%
Total	8,962	8,962	8,706	+2.9%

Top 5 Response Types:

1. Traffic Stop
2. Vacation/Business Check
3. Request for police
4. Suspicious activity
5. Advanced Life Support

Responses by Agency



Priorities for Next Month:

- Shift meetings will be scheduled with each of the shifts to discuss pertinent changes and upcoming training opportunities.
- Scenario training on NSFD protocol will take place in April

Picture of the Month



Finance and Administration January 2018 Report

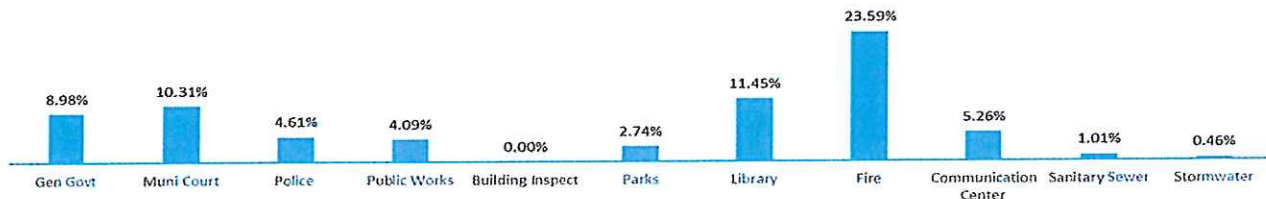
Activity by the Numbers

- 79.6% of Milwaukee County property taxes received compared to 79.2% last year.
- 77.3% of Ozaukee County property taxes received compared to 75.5% last year.
- 51 absent ballots issued for the February 20, 2018 Election which is 1.72% of the 2,960 registered voters.
- \$158,525.62 received from Village's property insurance for the North King Road Sewer Lateral Claim.
- \$3,000 received from the 2017 Clean Sweep Drug grant.
- \$4,600.59 received from the 2017 Household Hazardous Waste grant.
 - Revenue budget variance over actual – 8%
 - Expenditure budget variance over actual – 5.7%

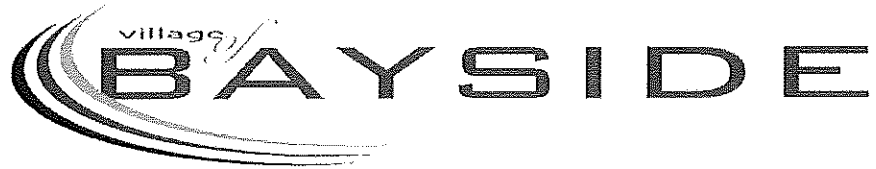
Finance and Administration Highlights

- Spring Primary absentee ballots were mailed out to voters who had submitted an absentee ballot request.
- The preliminary election equipment testing took place the week of January 29, with the public testing of the equipment taking place on February 12 at 8:00 am.
- There will be a statewide referendum question on the April 3 election ballot regarding the elimination of the State Treasurer position.
- Staff is working on completing year-end accounting journal entries.

Percentage of 2017 Budget Spent



Revenues					
	2018 YTD	2017 YTD	2018 vs. 2017	2018 Budget	Trending
General Fund	\$567,212.16	\$864,668.29	-34.4%	\$3,552,709	16%
Sanitary Sewer	\$681,600.00	\$670,771.41	1.6%	\$987,298	69%
Stormwater	\$313,984.34	\$301,954.50	4.0%	\$529,887	59%
Consolidated Dispatch	\$619,539.50	\$837,509.79	-26.0%	\$2,317,610	27%
Expenditures					
	2018 YTD	2017 YTD	2018 vs. 2017	2018 Budget	Trending
General Fund	\$532,674.03	\$206,639.14	157.8%	\$3,892,156	14%
Sanitary Sewer	\$10,000.69	\$11,191.73	-10.6%	\$987,298	1%
Stormwater	\$2,449.26	\$2,842.86	-13.8%	\$529,887	0%
Consolidated Dispatch	\$125,265.99	\$150,272.78	-16.6%	\$2,383,735	5%



JANUARY 2018

FINANCIAL STATEMENT

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>TAXES</u>					
10-41100 PROPERTY TAXES	422,269.08	422,269.08	2,419,136.00	1,996,866.92	17.5
10-41300 INTEREST - DELINQUENT TAXES	.00	.00	12,000.00	12,000.00	.0
10-41500 PILOT PAYMENT	.00	.00	42,366.00	42,366.00	.0
TOTAL TAXES	422,269.08	422,269.08	2,473,502.00	2,051,232.92	17.1
<u>INTERGOVERNMENTAL</u>					
10-43210 CDBG	.00	.00	5,598.00	5,598.00	.0
10-43220 COURT REVENUE	10,736.25	10,736.25	42,945.00	32,208.75	25.0
10-43225 DISPATCH ADMINISTRATIVE CHARG	.00	.00	92,435.00	92,435.00	.0
10-43410 STATE SHARED REVENUES	.00	.00	60,324.00	60,324.00	.0
10-43510 RECYCLING GRANT	.00	.00	25,645.00	25,645.00	.0
10-43530 EXEMPT COMPUTER AID	.00	.00	14,801.00	14,801.00	.0
10-43540 STATE TRANSPORTATION AIDS	115,815.73	115,815.73	402,837.00	287,021.27	28.8
10-43545 ST 32 HIGHWAY AIDS	4,241.34	4,241.34	16,873.00	12,631.66	25.1
10-43600 EXPENDITURE RESTRAINT	.00	.00	88,308.00	88,308.00	.0
TOTAL INTERGOVERNMENTAL	130,793.32	130,793.32	749,766.00	618,972.68	17.4
<u>LICENSES & PERMITS</u>					
10-44100 OPERATORS LICENSE	.00	.00	1,300.00	1,300.00	.0
10-44120 LIQUOR LICENSE	.00	.00	2,400.00	2,400.00	.0
10-44140 CIGARETTE LICENSE	.00	.00	300.00	300.00	.0
10-44220 ANIMAL LICENSES	502.52	502.52	1,500.00	997.48	33.5
10-44300 CABLE FRANCHISE FEES	.00	.00	72,000.00	72,000.00	.0
10-44415 ARC APPLICATION FEES	.00	.00	2,580.00	2,580.00	.0
10-44425 ADMINISTRATIVE FEE	829.25	829.25	19,400.00	18,570.75	4.3
10-44435 TRANSIENT MERCHANT PERMIT	.00	.00	300.00	300.00	.0
10-44460 BUILDING PERMITS	2,055.38	2,055.38	48,500.00	46,444.62	4.2
10-44480 VACANT PROPERTY FEE	250.00	250.00	.00	250.00	.0
10-44495 EXCAVATION PERMIT	750.00	750.00	8,500.00	7,750.00	8.8
10-44530 RUMMAGE SALE PERMITS	.00	.00	220.00	220.00	.0
10-44540 SIGN PERMITS	.00	.00	700.00	700.00	.0
10-44550 CONDITIONAL USE APPLICATION	.00	.00	300.00	300.00	.0
10-44570 SPECIAL EVENT PERMIT REVENUE	.00	.00	1,200.00	1,200.00	.0
TOTAL LICENSES & PERMITS	4,387.15	4,387.15	159,200.00	154,812.85	2.8
<u>FINES & FORFEITURES</u>					
10-45100 FINES & FORFEITURES	5,108.50	5,108.50	60,000.00	54,891.50	8.5
10-45120 COURT SERVICE FEE	50.00	50.00	625.00	575.00	8.0
10-45125 DOCUMENTATION SERVICE FEE	256.50	256.50	650.00	393.50	39.5
10-45600 COURT CASE RE-OPENING FEES	.00	.00	75.00	75.00	.0
TOTAL FINES & FORFEITURES	5,415.00	5,415.00	61,350.00	55,935.00	8.8

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>PUBLIC CHARGES FOR SERVICES</u>					
10-46110 PROPERTY STATUS REVENUE	560.00	560.00	2,000.00	1,440.00	28.0
10-46120 PUBLICATION FEES	.00	.00	175.00	175.00	.0
10-46130 DATA SALES	25.00	25.00	500.00	475.00	5.0
10-46135 POLICE UNIFORM	.00	.00	100.00	100.00	.0
10-46310 SPECIAL PICK-UPS	450.00	450.00	8,000.00	7,550.00	5.6
10-46315 MULCH DELIVERY	.00	.00	5,500.00	5,500.00	.0
10-46320 GARBAGE CONTAINER & FEES	1,289.40	1,289.40	2,500.00	1,210.60	51.6
10-46330 WELL PERMIT/ABANDONMENT FEES	.00	.00	250.00	250.00	.0
10-46400 EQUIPMENT RENTAL SEWER FUND	.00	.00	15,000.00	15,000.00	.0
10-46415 EQUIPMENT RENTAL STORMWATER	.00	.00	10,000.00	10,000.00	.0
10-46710 FACILITIES RENTAL	.00	.00	700.00	700.00	.0
10-46715 DCUS SERVICES REVENUE	.00	.00	500.00	500.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	2,324.40	2,324.40	45,225.00	42,900.60	5.1
<u>MISCELLANEOUS REVENUE</u>					
10-48100 INTEREST	.00	.00	48,466.00	48,466.00	.0
10-48200 MISCELLANEOUS REVENUE	90.31	90.31	500.00	409.69	18.1
10-48210 COPIES	50.90	50.90	500.00	449.10	10.2
10-48220 FALSE ALARM FEES	1,250.00	1,250.00	1,200.00	50.00-	104.2
10-48230 RECYCLING PROCEEDS	500.00	500.00	2,000.00	1,500.00	25.0
10-48310 EQUIPMENT SALE PROCEEDS	132.00	132.00	11,000.00	10,868.00	1.2
TOTAL MISCELLANEOUS REVENUE	2,023.21	2,023.21	63,666.00	61,642.79	3.2
TOTAL FUND REVENUE	567,212.16	567,212.16	3,552,709.00	2,985,496.84	16.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL GOVERNMENT</u>					
10-51000-109 SALARIES	9,136.02	9,136.02	236,514.00	227,377.98	3.9
10-51000-117 HEALTH INS BUYOUT	41.67	41.67	900.00	858.33	4.6
10-51000-119 DENTAL INS BUYOUT	.00	.00	118.00	118.00	.0
10-51000-120 TRUSTEE SALARIES	700.00	700.00	8,400.00	7,700.00	8.3
10-51000-125 ELECTION SALARIES	.00	.00	5,400.00	5,400.00	.0
10-51000-130 ELECTIONS	.00	.00	4,803.00	4,803.00	.0
10-51000-150 WRS EMPLOYER	614.89	614.89	18,191.00	17,576.11	3.4
10-51000-151 SOCIAL SECURITY	737.38	737.38	21,492.00	20,754.62	3.4
10-51000-152 LIFE INSURANCE	148.26	148.26	922.00	773.74	16.1
10-51000-153 HEALTH INSURANCE	3,805.67	3,805.67	43,860.00	40,054.33	8.7
10-51000-154 DENTAL INSURANCE	94.18	94.18	1,019.00	924.82	9.2
10-51000-180 RECRUITMENT	441.00	441.00	.00	-441.00	.0
10-51000-208 LEGAL SERVICES-MISC	.00	.00	2,000.00	2,000.00	.0
10-51000-210 CONTRACT SERVICES	385.28	385.28	12,625.00	12,239.72	3.1
10-51000-211 LEGAL SERVICES	2,930.50	2,930.50	57,840.00	54,909.50	5.1
10-51000-213 LEGAL - LABOR NEGOTIATIONS	.00	.00	1,000.00	1,000.00	.0
10-51000-214 AUDIT SERVICES	.00	.00	18,063.00	18,063.00	.0
10-51000-219 ASSESSOR	6,400.00	6,400.00	32,000.00	25,600.00	20.0
10-51000-221 COMMUNICATIONS EXPENSE	.00	.00	3,340.00	3,340.00	.0
10-51000-223 VHALL COMPUTER SUPPORT	.00	.00	1,000.00	1,000.00	.0
10-51000-226 BENEFIT ADMINISTRATIVE FEES	185.00	185.00	1,360.00	1,175.00	13.6
10-51000-229 FINANCIAL SERVICES	30.00	30.00	8,000.00	7,970.00	.4
10-51000-230 MATERIALS & SUPPLIES	19.84	19.84	2,000.00	1,980.16	1.0
10-51000-300 ADMINISTRATIVE	.00	.00	800.00	800.00	.0
10-51000-310 OFFICE SUPPLIES	.00	.00	4,000.00	4,000.00	.0
10-51000-311 POSTAGE	2,610.68	2,610.68	2,700.00	89.32	96.7
10-51000-321 DUES & SUBSCRIPTIONS	4,410.60	4,410.60	3,918.00	-492.60	112.6
10-51000-322 TRAINING, SAFETY & CERTS	.00	.00	6,000.00	6,000.00	.0
10-51000-323 WELLNESS AND RECOGNITION	.00	.00	1,000.00	1,000.00	.0
10-51000-324 PUBLICATIONS/PRINTING	.00	.00	100.00	100.00	.0
10-51000-500 CONTINGENCY	.00	.00	50,000.00	50,000.00	.0
10-51000-509 POLLUTION LIABILITY INSURANCE	.00	.00	904.00	904.00	.0
10-51000-510 GENERAL LIABILITY	6,607.00	6,607.00	20,370.00	13,763.00	32.4
10-51000-511 AUTO LIABILITY	2,526.32	2,526.32	19,096.00	16,569.68	13.2
10-51000-512 BOILER INSURANCE	.00	.00	779.00	779.00	.0
10-51000-513 WORKERS COMPENSATION	13,581.12	13,581.12	59,859.00	46,277.88	22.7
10-51000-515 COMMERCIAL CRIME POLICY	1,467.46	1,467.46	1,865.00	397.54	78.7
10-51000-516 PROPERTY INSURANCE	534.45	534.45	7,817.00	7,282.55	6.8
10-51000-517 MISC PUBLIC OFFICIALS	3,896.11	3,896.11	14,334.00	10,437.89	27.2
10-51000-591 MUNICIPAL CODE	.00	.00	8,250.00	8,250.00	.0
TOTAL GENERAL GOVERNMENT	61,303.43	61,303.43	682,639.00	621,335.57	9.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>MUNICIPAL COURT</u>					
10-51200-110 SALARIES FT	1,983.20	1,983.20	51,555.00	49,571.80	3.9
10-51200-113 JUDGE FEES	.00	.00	3,600.00	3,600.00	.0
10-51200-150 WRS EMPLOYER	132.87	132.87	3,454.00	3,321.13	3.9
10-51200-151 SOCIAL SECURITY	129.74	129.74	3,944.00	3,814.26	3.3
10-51200-152 LIFE INSURANCE	8.90	8.90	72.00	63.10	12.4
10-51200-153 HEALTH INSURANCE	4,384.84	4,384.84	26,309.00	21,924.16	16.7
10-51200-154 DENTAL INSURANCE	72.60	72.60	436.00	363.40	16.7
10-51200-208 SPECIAL PROSECUTORIAL SERVICES	.00	.00	5,000.00	5,000.00	.0
10-51200-210 CONTRACT SERVICES	5,679.29	5,679.29	5,620.00	-59.29	101.1
10-51200-211 LEGAL SERVICES	.00	.00	22,989.00	22,989.00	.0
10-51200-310 OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
10-51200-311 POSTAGE	500.00	500.00	500.00	.00	100.0
10-51200-321 DUES & SUBSCRIPTIONS	40.00	40.00	200.00	160.00	20.0
10-51200-322 TRAINING, SAFETY & CERTS	.00	.00	230.00	230.00	.0
10-51200-325 JUDICIAL EDUCATION	.00	.00	899.00	899.00	.0
10-51200-513 WORKERS COMP	.00	.00	120.00	120.00	.0
TOTAL MUNICIPAL COURT	12,931.44	12,931.44	125,428.00	112,496.56	10.3

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>POLICE</u>					
10-52100-110 SALARIES FT	35,711.03	35,711.03	1,019,457.00	983,745.97	3.5
10-52100-111 OVERTIME	459.53	459.53	50,000.00	49,540.47	.9
10-52100-116 HOLIDAY PAY	287.28	287.28	36,807.00	36,519.72	.8
10-52100-117 HEALTH INS BUYOUT	.00	.00	3,000.00	3,000.00	.0
10-52100-118 SHIFT DIFFERENTIAL PAY	50.00	50.00	7,000.00	6,950.00	.7
10-52100-119 DENTAL INS BUYOUT	.00	.00	87.00	87.00	.0
10-52100-150 WRS EMPLOYER	3,521.07	3,521.07	121,680.00	118,158.93	2.9
10-52100-151 SOCIAL SECURITY	2,608.63	2,608.63	85,898.00	83,289.37	3.0
10-52100-152 LIFE INSURANCE	405.88	405.88	2,267.00	1,861.12	17.9
10-52100-153 HEALTH INSURANCE	29,592.42	29,592.42	255,480.00	225,887.58	11.6
10-52100-154 DENTAL INSURANCE	436.12	436.12	3,871.00	3,434.88	11.3
10-52100-180 RECRUITMENT	.00	.00	1,500.00	1,500.00	.0
10-52100-209 HOC FEES	.00	.00	1,000.00	1,000.00	.0
10-52100-210 CONTRACT SERVICES	5,427.11	5,427.11	26,406.00	20,978.89	20.6
10-52100-215 MADACC	283.44	283.44	1,160.00	876.56	24.4
10-52100-221 COMMUNICATIONS EXPENSE	50.00	50.00	5,845.00	5,895.00	(.9)
10-52100-225 POLICE COMPUTER SUPPORT	.00	.00	5,000.00	5,000.00	.0
10-52100-230 MATERIALS & SUPPLIES	175.03	175.03	8,700.00	8,524.97	2.0
10-52100-231 VEHICLE MAINTENANCE	107.18	107.18	8,000.00	7,892.82	1.3
10-52100-310 OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
10-52100-311 POSTAGE	350.00	350.00	500.00	150.00	70.0
10-52100-321 DUES & SUBSCRIPTIONS	16.60	16.60	1,352.00	1,335.40	1.2
10-52100-322 TRAINING, SAFETY & CERTS	249.00	249.00	4,375.00	4,126.00	5.7
10-52100-323 AMMUNITION	.00	.00	1,500.00	1,500.00	.0
10-52100-330 CLOTHING/EMPLOYEE EXPENSES	15.98	15.98	6,500.00	6,484.02	.3
10-52100-333 MEDICAL SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-52100-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	.00	25,000.00	25,000.00	.0
10-52100-350 EQUIPMENT REPLACEMENT	.00	.00	104,100.00	104,100.00	.0
10-52100-518 POLICE PROFESSIONAL LIABILITY	3,574.86	3,574.86	15,862.00	12,287.14	22.5
TOTAL POLICE	83,221.16	83,221.16	1,804,847.00	1,721,625.84	4.6
<u>BUILDING INSPECTION</u>					
10-52400-110 SALARIES FT	.00	.00	20,000.00	20,000.00	.0
10-52400-250 BUILDING INSPECTIONS	.00	.00	43,650.00	43,650.00	.0
TOTAL BUILDING INSPECTION	.00	.00	63,650.00	63,650.00	.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT OF PUBLIC WORKS</u>					
10-53000-110 SALARIES FT	13,317.39	13,317.39	345,338.00	332,020.61	3.9
10-53000-111 OVERTIME	178.88	178.88	5,006.00	4,827.12	3.6
10-53000-117 HEALTH INSURANCE BUYOUT	.00	.00	1,450.00	1,450.00	.0
10-53000-119 DENTAL INS BUYOUT	.00	.00	158.00	158.00	.0
10-53000-150 WRS EMPLOYER	904.24	904.24	21,304.00	20,399.76	4.2
10-53000-151 SOCIAL SECURITY	981.13	981.13	25,727.00	24,745.87	3.8
10-53000-152 LIFE INSURANCE	186.86	186.86	593.00	406.14	31.5
10-53000-153 HEALTH INSURANCE	16,643.48	16,643.48	108,947.00	92,303.52	15.3
10-53000-154 DENTAL INSURANCE	152.29	152.29	1,803.00	1,650.71	8.5
10-53000-200 BUILDING MAINTENANCE/SUPPLIES	1,224.58	1,224.58	20,000.00	18,775.42	6.1
10-53000-201 CLEANING SERVICES	805.80	805.80	11,500.00	10,694.20	7.0
10-53000-202 HVAC MAINTENANCE	.00	.00	4,200.00	4,200.00	.0
10-53000-210 CONTRACT SERVICES	891.02	891.02	32,304.00	31,412.98	2.8
10-53000-220 UTILITY EXPENSES	.00	.00	62,000.00	62,000.00	.0
10-53000-221 COMMUNICATIONS EXPENSE	26.74	26.74	3,252.00	3,278.74	(.8)
10-53000-230 MATERIALS & SUPPLIES	.00	.00	5,150.00	5,150.00	.0
10-53000-231 VEHICLE MAINTENANCE	1,648.31	1,648.31	35,600.00	33,951.69	4.6
10-53000-233 TOOLS	.00	.00	2,500.00	2,500.00	.0
10-53000-310 OFFICE SUPPLIES	.00	.00	150.00	150.00	.0
10-53000-321 DUES & SUBSCRIPTIONS	16.60	16.60	1,035.00	1,018.40	1.6
10-53000-322 TRAINING, SAFETY & CERTS	.00	.00	4,000.00	4,000.00	.0
10-53000-330 CLOTHING/EMPLOYEE EXPENSES	.00	.00	2,000.00	2,000.00	.0
10-53000-334 SALT/SAND/ICE REMOVAL	.00	.00	30,780.00	30,780.00	.0
10-53000-340 FUEL MAINTENANCE/MOTOR/LUBE	1,367.86	1,367.86	27,000.00	28,367.86	(5.1)
10-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	.00	3,600.00	3,600.00	.0
10-53000-370 TIPPING FEES	.00	.00	65,000.00	65,000.00	.0
10-53000-377 YARD WASTE	.00	.00	7,000.00	7,000.00	.0
10-53000-400 ASPHALT MAINTENANCE & REPAIRS	.00	.00	1,700.00	1,700.00	.0
10-53000-401 CRACK SEALING & STRIPING	.00	.00	6,000.00	6,000.00	.0
10-53000-450 SIGNAGE & TRAFFIC SAFETY	.00	.00	2,000.00	2,000.00	.0
10-53000-460 FORESTRY/LANDSCAPE MAINTENAN	.00	.00	5,000.00	5,000.00	.0
10-53000-465 TREE DISEASE MITIGATION	.00	.00	25,000.00	25,000.00	.0
10-53000-590 ANIMAL MANAGEMENT PROGRAM	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT OF PUBLIC WO	35,555.98	35,555.98	868,297.00	832,741.02	4.1
<u>PARKS</u>					
10-55200-110 SALARIES FT	200.00	200.00	5,200.00	5,000.00	3.9
10-55200-151 SOCIAL SECURITY	15.30	15.30	398.00	382.70	3.8
10-55200-230 MATERIALS & SUPPLIES	.00	.00	2,000.00	2,000.00	.0
10-55200-435 BASEBALL FIELD	.00	.00	250.00	250.00	.0
TOTAL PARKS	215.30	215.30	7,848.00	7,632.70	2.7
<u>DEPARTMENT 59242</u>					
10-59242-900 TRANSFER OUT	339,446.72	339,446.72	339,446.72	.00	100.0
TOTAL DEPARTMENT 59242	339,446.72	339,446.72	339,446.72	.00	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>%</u>
TOTAL FUND EXPENDITURES	<u>532,674.03</u>	<u>532,674.03</u>	<u>3,892,155.72</u>	<u>3,359,481.69</u>	<u>13.7</u>
NET REVENUE OVER EXPENDITURES	<u>34,538.13</u>	<u>34,538.13</u>	<u>339,446.72</u>	<u>-373,984.85</u>	<u>10.2</u>

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 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	681,600.00	681,600.00	770,880.00	89,280.00	88.4
20-46420 COMMERCIAL SEWER	.00	.00	141,418.00	141,418.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	681,600.00	681,600.00	987,298.00	305,698.00	69.0
TOTAL FUND REVENUE	681,600.00	681,600.00	987,298.00	305,698.00	69.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

SANITARY SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL SEWER</u>					
20-51000-110 SALARIES FT	3,861.24	3,861.24	137,040.00	133,178.76	2.8
20-51000-111 OVERTIME	.00	.00	244.00	244.00	.0
20-51000-117 HEALTH INS BUYOUT	.00	.00	350.00	350.00	.0
20-51000-119 DENTAL INS BUYOUT	.00	.00	40.00	40.00	.0
20-51000-150 WRS EMPLOYER	258.72	258.72	9,232.00	8,973.28	2.8
20-51000-151 SOCIAL SECURITY	286.21	286.21	10,571.00	10,284.79	2.7
20-51000-152 LIFE INSURANCE	25.88	25.88	248.00	222.12	10.4
20-51000-153 HEALTH INSURANCE	1,982.60	1,982.60	31,046.00	29,063.40	6.4
20-51000-154 DENTAL INSURANCE	32.65	32.65	587.00	554.35	5.6
20-51000-210 MMSD USAGE CHARGES	.00	.00	241,534.00	241,534.00	.0
20-51000-212 CONTRACT SERVICES	458.83	458.83	5,846.00	5,387.17	7.9
20-51000-214 AUDIT SERVICES	.00	.00	3,500.00	3,500.00	.0
20-51000-216 ENGINEERING	.00	.00	32,943.00	32,943.00	.0
20-51000-220 UTILITY EXPENSES	.00	.00	7,000.00	7,000.00	.0
20-51000-221 COMMUNICATIONS EXPENSE	.00	.00	750.00	750.00	.0
20-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	.00	170.00	170.00	.0
20-51000-230 MATERIALS & SUPPLIES	211.76	211.76	3,600.00	3,388.24	5.9
20-51000-232 SEWER MAINTENANCE	1,275.00	1,275.00	14,550.00	13,275.00	8.8
20-51000-233 TOOLS	.00	.00	3,500.00	3,500.00	.0
20-51000-234 DIGGERS	.00	.00	3,500.00	3,500.00	.0
20-51000-311 POSTAGE	400.00	400.00	400.00	.00	100.0
20-51000-322 TRAINING, SAFETY & CERTS	1,000.96	1,000.96	3,000.00	4,000.96	(33.4)
20-51000-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	.00	3,200.00	3,200.00	.0
20-51000-350 EQUIPMENT REPLACEMENT	.00	.00	47,417.00	47,417.00	.0
20-51000-360 EQUIPMENT RENTAL - GEN FUND	.00	.00	15,000.00	15,000.00	.0
20-51000-510 GENERAL LIABILITY	751.42	751.42	3,351.00	2,599.58	22.4
20-51000-513 WORKERS COMPENSATION	1,131.76	1,131.76	1,916.00	784.24	59.1
20-51000-515 COMMERCIAL CRIME POLICY	108.87	108.87	144.00	35.13	75.6
20-51000-516 PROPERTY INSURANCE	216.71	216.71	3,071.00	2,854.29	7.1
20-51000-813 INFRASTRUCTURE & REPAIRS	.00	.00	62,424.00	62,424.00	.0
TOTAL GENERAL SEWER	10,000.69	10,000.69	646,174.00	636,173.31	1.6
<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	.00	.00	34,262.00	34,262.00	.0
20-58100-626 INTEREST-CLEAN WATER FUND LOA	.00	.00	12,501.00	12,501.00	.0
TOTAL DEBT	.00	.00	335,783.00	335,783.00	.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

SANITARY SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
TOTAL FUND EXPENDITURES	10,000.69	10,000.69	987,298.00	977,297.31	1.0
NET REVENUE OVER EXPENDITURES	671,599.31	671,599.31	.00	-671,599.31	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

STORMWATER UTILITY FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>%</u>
<u>PUBLIC CHARGES FOR SERVICES</u>					
22-46405 RESIDENTIAL STORMWATER	313,984.34	313,984.34	353,567.00	39,582.66	88.8
22-46425 COMMERCIAL STORMWATER	.00	.00	139,442.00	139,442.00	.0
22-46430 RIGHT-OF-WAY MANAGEMENT	.00	.00	36,878.00	36,878.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	<u>313,984.34</u>	<u>313,984.34</u>	<u>529,887.00</u>	<u>215,902.66</u>	<u>59.3</u>
 TOTAL FUND REVENUE	 <u>313,984.34</u>	 <u>313,984.34</u>	 <u>529,887.00</u>	 <u>215,902.66</u>	 <u>59.3</u>

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
22-53000-110 SALARIES FT	1,217.33	1,217.33	63,168.00	61,950.67	1.9
22-53000-111 OVERTIME	.00	.00	750.00	750.00	.0
22-53000-117 HEALTH INS BUYOUT	.00	.00	300.00	300.00	.0
22-53000-119 DENTAL INS BUYOUT	.00	.00	33.00	33.00	.0
22-53000-150 WRS EMPLOYER	81.57	81.57	4,293.00	4,211.43	1.9
22-53000-151 SOCIAL SECURITY	87.03	87.03	4,927.00	4,839.97	1.8
22-53000-152 LIFE INSURANCE	7.20	7.20	125.00	117.80	5.8
22-53000-153 HEALTH INSURANCE	780.28	780.28	22,981.00	22,200.72	3.4
22-53000-154 DENTAL INSURANCE	12.89	12.89	380.00	367.11	3.4
22-53000-210 CONTRACT SERVICES	246.25	246.25	365.00	118.75	67.5
22-53000-214 AUDIT SERVICES	.00	.00	1,594.00	1,594.00	.0
22-53000-216 ENGINEERING	.00	.00	35,100.00	35,100.00	.0
22-53000-220 UTILITY EXPENSES	.00	.00	2,400.00	2,400.00	.0
22-53000-221 COMMUNICATIONS EXPENSE	.00	.00	500.00	500.00	.0
22-53000-226 BENEFIT ADMINISTRATIVE FEES	.00	.00	170.00	170.00	.0
22-53000-230 MATERIALS & SUPPLIES	16.71	16.71	1,000.00	983.29	1.7
22-53000-327 DRAINAGE MATERIALS & SUPPLIES	.00	.00	28,000.00	28,000.00	.0
22-53000-328 DITCH RESTORATION LANDSCAPIN	.00	.00	28,000.00	28,000.00	.0
22-53000-329 NR 151 COMPLIANCE	.00	.00	20,392.00	20,392.00	.0
22-53000-340 FUEL MAINTENANCE/MOTOR/LUBE	.00	.00	2,500.00	2,500.00	.0
22-53000-342 CONSTRUCTION MATERIALS	.00	.00	45,000.00	45,000.00	.0
22-53000-350 EQUIPMENT REPLACEMENT	.00	.00	7,845.00	7,845.00	.0
22-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 53000	2,449.26	2,449.26	279,823.00	277,373.74	.9
TRANSFER TO OTHER FUND					
22-59200-900 TRANSFER OUT	.00	.00	250,064.00	250,064.00	.0
TOTAL TRANSFER TO OTHER FUND	.00	.00	250,064.00	250,064.00	.0
TOTAL FUND EXPENDITURES	2,449.26	2,449.26	529,887.00	527,437.74	.5
NET REVENUE OVER EXPENDITURES	311,535.08	311,535.08	.00	-311,535.08	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

COMM DEVELOPMENT AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
23-48200 MISCELLANEOUS REVENUE	25,000.00	25,000.00	25,000.00	.00	100.0
TOTAL SOURCE 48	25,000.00	25,000.00	25,000.00	.00	100.0
TOTAL FUND REVENUE	25,000.00	25,000.00	25,000.00	.00	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

COMM DEVELOPMENT AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
23-51000-230 MATERIALS & SUPPLIES	.00	.00	25,000.00	25,000.00	.0
TOTAL DEPARTMENT 51000	.00	.00	25,000.00	25,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	25,000.00	25,000.00	.0
NET REVENUE OVER EXPENDITURES	25,000.00	25,000.00	.00	-25,000.00	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

PUBLIC SAFETY COMMUNICATIONS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
	<u>TAXES</u>					
26-41100	PROPERTY TAXES	281,484.00	281,484.00	281,484.00	.00	100.0
	TOTAL TAXES	281,484.00	281,484.00	281,484.00	.00	100.0
	<u>INTERGOVERNMENT REVENUE</u>					
26-47130	DISPATCH OPERATIONAL REVENUE	337,285.77	337,285.77	1,970,149.00	1,632,863.23	17.1
	TOTAL INTERGOVERNMENT REVENUE	337,285.77	337,285.77	1,970,149.00	1,632,863.23	17.1
	<u>MISCELLANEOUS REVENUE</u>					
26-48100	CONSOLIDATED SERVICE BILLINGS	769.73	769.73	65,977.00	65,207.27	1.2
	TOTAL MISCELLANEOUS REVENUE	769.73	769.73	65,977.00	65,207.27	1.2
	TOTAL FUND REVENUE	619,539.50	619,539.50	2,317,610.00	1,698,070.50	26.7

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

PUBLIC SAFETY COMMUNICATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PUBLIC SAFETY COMMUNICATIONS</u>					
26-51000-110 SALARIES	36,925.07	36,925.07	1,244,117.00	1,207,191.93	3.0
26-51000-111 OVERTIME	3,201.36	3,201.36	46,000.00	42,798.64	7.0
26-51000-116 HOLIDAY PAY	.00	.00	29,816.00	29,816.00	.0
26-51000-117 HEALTH INS BUYOUT	41.67	41.67	12,000.00	11,958.33	.4
26-51000-119 DENTAL INS BUYOUT	.00	.00	1,394.00	1,394.00	.0
26-51000-150 WRS EMPLOYER	2,531.29	2,531.29	88,436.00	85,904.71	2.9
26-51000-151 SOCIAL SECURITY	2,898.39	2,898.39	101,999.00	99,100.61	2.8
26-51000-152 LIFE INSURANCE	230.58	230.58	1,896.00	1,665.42	12.2
26-51000-153 HEALTH INSURANCE	39,206.21	39,206.21	271,735.00	232,528.79	14.4
26-51000-154 DENTAL INSURANCE	378.59	378.59	3,877.00	3,498.41	9.8
26-51000-156 HEALTH REIMBURSEMENT ACCOUNT	83.33	83.33	.00	-83.33	.0
26-51000-200 BUILDING MAINTENANCE/SUPPLIES	.00	.00	7,505.00	7,505.00	.0
26-51000-201 CLEANING SERVICES	561.00	561.00	7,754.00	7,193.00	7.2
26-51000-210 CONTRACT SERVICES	7,319.00	7,319.00	21,572.00	14,253.00	33.9
26-51000-213 LABOR LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
26-51000-214 AUDIT SERVICES	.00	.00	1,594.00	1,594.00	.0
26-51000-216 LICENSING & MAINTENANCE	13,537.49	13,537.49	134,421.00	120,883.51	10.1
26-51000-220 UTILITIES	.00	.00	28,000.00	28,000.00	.0
26-51000-221 COMMUNICATIONS EXPENSE	1,436.72	1,436.72	114,388.00	112,951.28	1.3
26-51000-225 COMPUTER SERVICES	12,000.00	12,000.00	61,543.00	49,543.00	19.5
26-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	.00	1,700.00	1,700.00	.0
26-51000-230 MATERIALS & SUPPLIES	267.01	267.01	5,600.00	5,332.99	4.8
26-51000-310 OFFICE SUPPLIES	.00	.00	1,800.00	1,800.00	.0
26-51000-311 POSTAGE	400.00	400.00	500.00	100.00	80.0
26-51000-321 DUES & SUBSCRIPTIONS	16.61	16.61	500.00	483.39	3.3
26-51000-322 TRAINING, SAFETY & CERTS	.00	.00	5,000.00	5,000.00	.0
26-51000-351 EQUIPMENT MAINTENANCE	.00	.00	77,302.00	77,302.00	.0
26-51000-500 CONTINGENCY	.00	.00	5,000.00	5,000.00	.0
26-51000-510 GENERAL LIABILITY	1,666.04	1,666.04	7,285.00	5,618.96	22.9
26-51000-513 WORKERS COMPENSATION	1,455.12	1,455.12	2,896.00	1,440.88	50.3
26-51000-515 COMMERCIAL CRIME POLICY	791.67	791.67	1,049.00	257.33	75.5
26-51000-516 PROPERTY INSURANCE	318.84	318.84	3,621.00	3,302.16	8.8
TOTAL PUBLIC SAFETY COMMUNIC	125,265.99	125,265.99	2,291,300.00	2,166,034.01	5.5
<u>TRANSFER TO OTHER FUND</u>					
26-59217-900 ADMINISTRATIVE (DISPATCH)	.00	.00	92,435.00	92,435.00	.0
TOTAL TRANSFER TO OTHER FUND	.00	.00	92,435.00	92,435.00	.0
TOTAL FUND EXPENDITURES	125,265.99	125,265.99	2,383,735.00	2,258,469.01	5.3
NET REVENUE OVER EXPENDITURES	494,273.51	494,273.51	66,125.00-	-560,398.51	747.5

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

CONSOLIDATED SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
28-41110 PROPERTY TAX NORTH SHORE HLTH	27,697.00	27,697.00	27,697.00	.00	100.0
28-41120 PROPERTY TAX NORTH SHORE LIBRA	174,149.00	174,149.00	174,149.00	.00	100.0
28-41130 PROPERTY TAX NORTH SHORE FIRE	842,575.00	842,575.00	842,575.00	.00	100.0
TOTAL TAXES	1,044,421.00	1,044,421.00	1,044,421.00	.00	100.0
<u>INTERGOVERNMENTAL</u>					
28-43520 STATE FIRE INSURANCE	.00	.00	20,948.00	20,948.00	.0
TOTAL INTERGOVERNMENTAL	.00	.00	20,948.00	20,948.00	.0
TOTAL FUND REVENUE	1,044,421.00	1,044,421.00	1,065,369.00	20,948.00	98.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

CONSOLIDATED SERVICES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
	<u>HEALTH DEPARTMENT</u>					
28-51000-217	PUBLIC HEALTH SERVICES	6,924.25	6,924.25	27,697.00	20,772.75	25.0
	TOTAL HEALTH DEPARTMENT	6,924.25	6,924.25	27,697.00	20,772.75	25.0
	<u>NORTH SHORE FIRE & RESCUE</u>					
28-52200-224	NORTH SHORE FIRE DEPT	201,199.00	201,199.00	804,794.00	603,595.00	25.0
28-52200-228	NORTH SHORE FIRE CAPITAL	2,470.00	2,470.00	37,781.00	35,311.00	6.5
28-52200-376	FIRE INSURANCE DUES	.00	.00	20,948.00	20,948.00	.0
	TOTAL NORTH SHORE FIRE & RESCU	203,669.00	203,669.00	863,523.00	659,854.00	23.6
	<u>LIBRARY</u>					
28-55100-225	CAPITAL	.00	.00	20,787.00	20,787.00	.0
28-55100-227	NORTH SHORE LIBRARY	19,943.09	19,943.09	153,362.00	133,418.91	13.0
	TOTAL LIBRARY	19,943.09	19,943.09	174,149.00	154,205.91	11.5
	TOTAL FUND EXPENDITURES	230,536.34	230,536.34	1,065,369.00	834,832.66	21.6
	NET REVENUE OVER EXPENDITURES	813,884.66	813,884.66	.00	-813,884.66	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
30-41100 PROPERTY TAXES	737,894.00	737,894.00	737,894.00	.00	100.0
TOTAL TAXES	737,894.00	737,894.00	737,894.00	.00	100.0
<u>LICENSES & PERMITS</u>					
30-44350 CELL TOWER FEES	1,877.70	1,877.70	21,716.00	19,838.30	8.7
TOTAL LICENSES & PERMITS	1,877.70	1,877.70	21,716.00	19,838.30	8.7
<u>INTERGOVERNMENT REVENUE</u>					
30-47100 RIVER HILLS REVENUE-DISPATCH	.00	.00	21,253.00	21,253.00	.0
30-47111 FOX POINT REVENUE	.00	.00	15,455.00	15,455.00	.0
30-47115 B SERIES ADMIN FEE	.00	.00	18,792.00	18,792.00	.0
TOTAL INTERGOVERNMENT REVENUE	.00	.00	55,500.00	55,500.00	.0
<u>MISCELLANEOUS REVENUE</u>					
30-48300 NSFD	.00	.00	178,195.00	178,195.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	178,195.00	178,195.00	.0
<u>OTHER FINANCING SOURCES</u>					
30-49250 TRANSFER FROM STORMWATER FUN	.00	.00	250,064.00	250,064.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	250,064.00	250,064.00	.0
TOTAL FUND REVENUE	739,771.70	739,771.70	1,243,369.00	503,597.30	59.5

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEBT</u>					
30-58100-215 MADACC	.00	.00	2,583.00	2,583.00	.0
30-58100-226 BENEFIT ADMINISTRATIVE FEES	.00	.00	700.00	700.00	.0
30-58100-611 NSFD STATION #5	.00	.00	160,000.00	160,000.00	.0
30-58100-612 FOX POINT/RIVER HILLS DISPATCH	.00	.00	36,708.00	36,708.00	.0
30-58100-614 UNFUNDED LIABILITY PRINCIPAL	.00	.00	20,000.00	20,000.00	.0
30-58100-618 PRINCIPAL REDEMPTION - BOND	.00	.00	856,314.00	856,314.00	.0
30-58100-621 INTEREST - BOND	.00	.00	205,832.00	205,832.00	.0
30-58100-623 UNFUNDED LIABILITY INTEREST	.00	.00	7,826.00	7,826.00	.0
TOTAL DEBT	.00	.00	1,289,963.00	1,289,963.00	.0
TOTAL FUND EXPENDITURES	.00	.00	1,289,963.00	1,289,963.00	.0
NET REVENUE OVER EXPENDITURES	739,771.70	739,771.70	46,594.00-	-786,365.70	1587.7

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

POLICE CAPITAL

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>%</u>
<u>INTERGOVERNMENTAL</u>					
40-43215 POLICE REVENUE	5,000.00	5,000.00	.00	-5,000.00	.0
TOTAL INTERGOVERNMENTAL	5,000.00	5,000.00	.00	-5,000.00	.0
 TOTAL FUND REVENUE	 5,000.00	 5,000.00	 .00	 -5,000.00	 .0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

POLICE CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
40-91000-804 DPS - CAPITAL EQUIPMENT	.00	.00	33,784.00	33,784.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	33,784.00	33,784.00	.0
TOTAL FUND EXPENDITURES	.00	.00	33,784.00	33,784.00	.0
NET REVENUE OVER EXPENDITURES	5,000.00	5,000.00	33,784.00-	-38,784.00	14.8

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
41-41100 PROPERTY TAXES	2,780.00	2,780.00	2,780.00	.00	100.0
TOTAL TAXES	2,780.00	2,780.00	2,780.00	.00	100.0
<u>INTERGOVERNMENTAL</u>					
41-43540 STATE TRANSPORTATION AID	.00	.00	64,440.00	64,440.00	.0
41-43545 STH 32 CONNECTING HIGHWAY AI	.00	.00	93.00	93.00	.0
TOTAL INTERGOVERNMENTAL	.00	.00	64,533.00	64,533.00	.0
<u>PUBLIC CHARGES FOR SERVICES</u>					
41-46320 GARBAGE CONTAINER & FEES	285.00	285.00	.00	-285.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	285.00	285.00	.00	-285.00	.0
TOTAL FUND REVENUE	3,065.00	3,065.00	67,313.00	64,248.00	4.6

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
41-91000-803 DCUS - CAPITAL EQUIPMENT	.00	.00	4,700.00	4,700.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	4,700.00	4,700.00	.0
TOTAL FUND EXPENDITURES	.00	.00	4,700.00	4,700.00	.0
NET REVENUE OVER EXPENDITURES	3,065.00	3,065.00	62,613.00	59,548.00	4.9

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 46</u>					
42-46740 COMMUNITY EVENT DONATIONS	.00	.00	10,000.00	10,000.00	.0
TOTAL SOURCE 46	.00	.00	10,000.00	10,000.00	.0
<u>OTHER FINANCING SOURCES</u>					
42-49210 TRANSFER FROM GENERAL FUND	339,446.72	339,446.72	339,446.72	.00	100.0
TOTAL OTHER FINANCING SOURCES	339,446.72	339,446.72	339,446.72	.00	100.0
TOTAL FUND REVENUE	339,446.72	339,446.72	349,446.72	10,000.00	97.1

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
42-91000-235 COMMUNITY EVENTS	.00	.00	10,000.00	10,000.00	.0
42-91000-519 GASB 45 OBLIGATIONS	1,431.93	1,431.93	66,180.00	64,748.07	2.2
42-91000-824 CAPITAL EQUIPMENT	.00	.00	8,200.00	8,200.00	.0
TOTAL CAPITAL PROJECTS	1,431.93	1,431.93	84,380.00	82,948.07	1.7
TOTAL FUND EXPENDITURES	1,431.93	1,431.93	84,380.00	82,948.07	1.7
NET REVENUE OVER EXPENDITURES	338,014.79	338,014.79	265,066.72	-72,948.07	127.5

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 41</u>					
46-41100 PROPERTY TAXES	17,997.00	17,997.00	17,997.00	.00	100.0
TOTAL SOURCE 41	17,997.00	17,997.00	17,997.00	.00	100.0
<u>INTERGOVERNMENTAL REVENUE</u>					
46-47110 DISPATCH CAPITAL REVENUE	83,185.37	83,185.37	125,966.00	42,780.63	66.0
TOTAL INTERGOVERNMENTAL REVE	83,185.37	83,185.37	125,966.00	42,780.63	66.0
TOTAL FUND REVENUE	101,182.37	101,182.37	143,963.00	42,780.63	70.3

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT 91000</u>					
46-91000-815 DISPATCH CAPITAL TECHNOLOGY	.00	.00	205,500.00	205,500.00	.0
TOTAL DEPARTMENT 91000	.00	.00	205,500.00	205,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	205,500.00	205,500.00	.0
NET REVENUE OVER EXPENDITURES	101,182.37	101,182.37	61,537.00-	-162,719.37	164.4

Department of Public Works January 2018 Report

Mission: Preserve and enhance resident quality of life through reliable, cost-effective infrastructure and service delivery

Highlights/Accomplishments

- Crews removed 38 trees as part of the 2018 cutting project.
- Holiday trees and wreaths were collected. Approximately 600 trees and 275 wreaths were collected.
- The Village Hall administration area, conference room, kitchenette, and offices were repainted.
- Liesener Soils hauled 44 loads, or 2,640 yards, of leaves from the 2017 collections.
- The night drop-box and ceiling in the data center behind the Police muster room were repaired.
- The quarterly meeting of the North Shore Public Works Directors was held in Bayside with discussion focusing on the five-year, shared stormwater permit.
- A presentation was provided to Sweet Water's Science and Policy Committees on the Village's leaf collection process.

Stat of the Month

The **Diversion Rate** is the percentage recycling tonnage comprises of the total garbage and recycling tons collected. It's the amount **diverted** from the landfill for reuse. As the types of recycled materials (newspaper/magazines to shipping boxes) change, a lower but challenging target can be set for future operations.



By the Numbers

Metric	Measurement	January
Garbage/Recycling Collection	Labor Hours/Collection	44.1
Yard Waste Collection	Labor Hours/Month	46
Recycling	Tons (YTD/Last YTD)	-27.7%
Garbage	Tons (YTD/Last YTD)	-11.1%
Landfill Diversion Rate	% Recycling vs. Total	26.5%

Permit	January	2018 YTD	2017 YTD	YTD % Change
General Building	N/A	N/A	44	N/A
ROW/Excavation	1	1	2	-50%

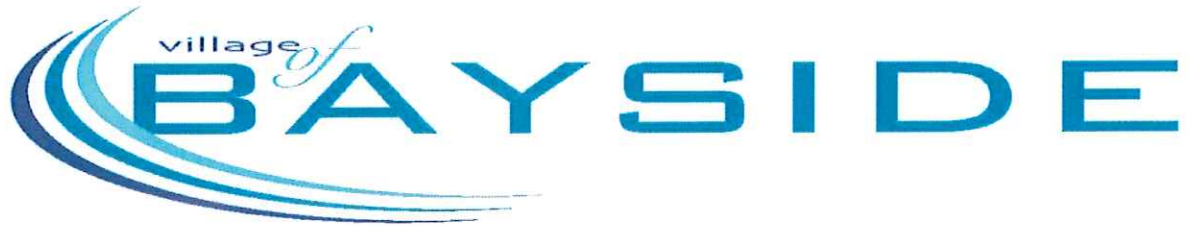
Priorities for February

- Top or remove 60 trees requiring the bucket truck in the 2018 cutting project.
- Work towards sewer jetting goal of 26,200 feet.
- Complete MS4, five-year stormwater permit.
- Respond to snow and ice removal as necessary.

Picture of the Month



Village Hall Painting Project



Bayside Communications Center

2017

Annual Report



Liane M Scharnott, Director
Rich Foscatto, IT Manager
Louise Lusty, CAD Administrator
Andrea Krantz, Training Coordinator
John Haas, Supervisor
Lonnie Gannett, Supervisor

Current Communications Staff

Liane Scharnott
Rich Foscatto
Louise Lusty
Andrea Krantz
Mary Rauenbuehler
John Haas
Catherine Brauer
Lonnie Gannett
Tammie Kochevar
Candace Maxim

Troy Kasten
Olga Salerno
Brittany Savee
Melissa Fassbender
Taylor Reed
Danelle Jankowski
Dylan Johnson
Tyler Glaser
Ashley Parks



Executive Summary

Bayside Communications Center is a Public Safety Answering Point (PSAP), responsible for answering 911 and non-emergency calls in the North Shore communities. The center is staffed 24/7, serving the communities of Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Glendale, and Whitefish Bay.

Processing emergency/non-emergency calls can be inherently taxing, as callers are often dealing with traumatic events. Telecommunicators are trained to ask key questions, pertinent to each unique scenario, and obtain the nature and extent of the incident. Once this is ascertained they need to determine what resources are needed to respond and dispatch the appropriate units.

Here are some statistics from 2017:

- 112,004 phone calls processed (incoming/outgoing)
 - 25,611 911 calls
 - Average of 12.8 calls per hour
 - Dispatch processing time is 24 seconds
- 79,597 calls for service were dispatched in 2017
 - Average of 9.1 calls dispatched per hour
 - Glendale, Brown Deer, and Shorewood make up 57% of the calls for service

Due to the demands of this job and the need to get the right resources to the correct location, there is a thorough training program as well as continued training requirements for all personnel in the center. Training includes weekly and monthly required trainings in police/fire related topics, as well as online training and in person seminars and scenario training. In 2017 BCC telecommunicators completed 1,736 hours of training.

In public service the emphasis is on providing a service to the citizens and communities we serve and safety for our first responders. To aid in this, the North Shore communities implemented a joint Computer Aided Dispatch and Records Management Software program in Feb 2014. This has greatly enhanced the agencies' ability to share data and has provided many enhancements for the dispatch center.

Innovations and improvements such as this, along with an extensive training program and dedicated staff have allowed the Bayside Communications Center to be at the forefront in its industry. I am proud of the accomplishments we have made and the goals we have set as we look toward 2018 in the North Shore.

2017 Highlights

Bayside Communications Center recognizes training of staff as a key component to our success, knowledge and dedication. Serving seven (7) communities can bring its challenges as there may be seven (7) ways to do things. In an effort to keep staff current, and drive continued training in the center, we shifted focus in 2017 to align the Training Coordinator position to the availability of key personnel in the agencies we serve. This encouraged interaction with agencies to institute a more formalized training and call review process. As we transition into 2018, we are focusing on expanding training opportunities to include more scenario-based training. The success we experienced in 2017 was largely associated with this and other initiatives in the center, here are some highlights:

- **Commendations/Awards**-Instituted telecommunicator of the month program, to highlight outstanding job performance in the dispatch field.
- **Dispatch Sit-Along program**- Instituted the Sit-Along program in 2014 and has continued to expand on this by branching out to North Shore agencies and businesses. This program assigns personnel to shadow a dispatcher and has been highly effective by providing a better understanding of dispatcher's job duties and encouraging cooperation and teamwork throughout the North Shore.
- **Police Legal Science Training**- Instituted a new online training platform that provided training on call taking techniques and feedback on effective communication methods when dealing with complicated callers and scenarios.
- **Fire Fridays**- Dispatch supervisor John Haas continued to work on weekly fire Friday training that is posted for all staff to complete each Friday. Training covers pertinent fire topics that need
- **Police Training**- Training in 2017 focused on Active Shooter and civil disturbance response, incident command procedures, pursuits and radio patching, dispatcher stress, Incident command, and many other aspects and functions of dispatching.
- **Communications Training Officer**-Supervisors Haas and Gannett completed Communications Training Officer training and are now actively used in the training program for new dispatcher candidates.
- **Community Outreach**- BCC Supervisor Haas has been working with area businesses to establish rapport and familiarize dispatch staff with key locations by providing tours. This occurred at University School, Cardinal Stritch, and Walmart.

Information Technology:

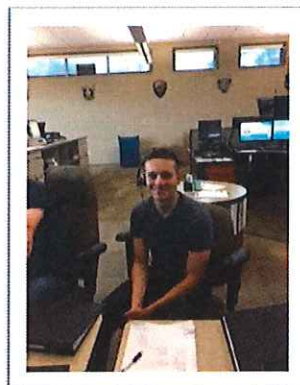
In 2016, Bayside Communications Center welcomed new IT Director Rich Foscatto to the team. His insight and expertise have aided the center as they transitioned out aging hardware and worked to simplify and standardize technology resources. Some key implementations in 2017 included:

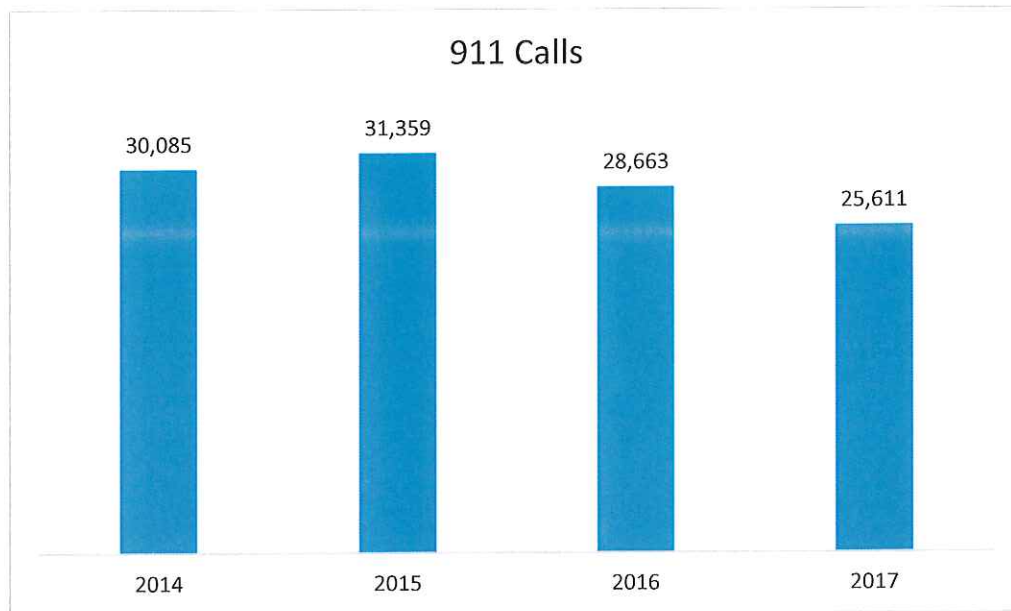
- Migrated Village of Bayside and North Shore Fire to Office 365 email and document storage.
- Instituted a new cloud-based Mitel phone solution for the Village of Bayside and North Shore Fire.
- Implemented protocol and systems for backup restoration and disaster recovery to maintain continuity of operations.
- Reduced inefficiencies by removing excess hardware and eliminated unnecessary redundancies.
- Rebuilt the virtual server platform on new hardware that supports Pro Phoenix CAD/RMS. Unnecessary complexity for clustering of virtual databases were removed, increasing supportability and performance.
- Removed performance degrading hardware and software allowing squads better access to Internet and web-based resources.
- Stabilized the environmental systems supporting the data center (heating, cooling, power)

Processing Phone Calls:

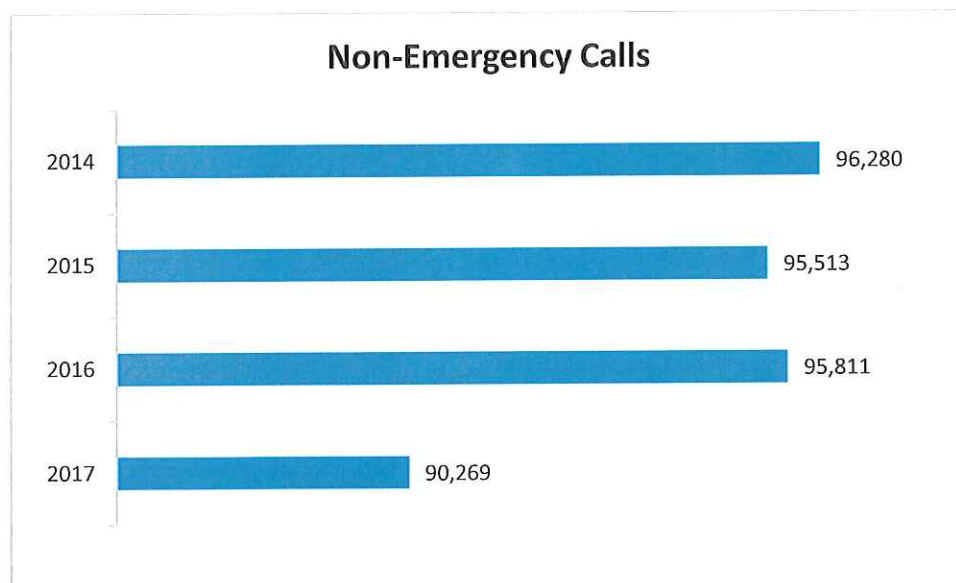
Bayside Communications Center is a PSAP (Public Safety Answering Point) that is responsible for answering calls to an emergency number for police, fire, and EMS. Below is a comparison over a four-year period.

New hire Tyler Glaser in training



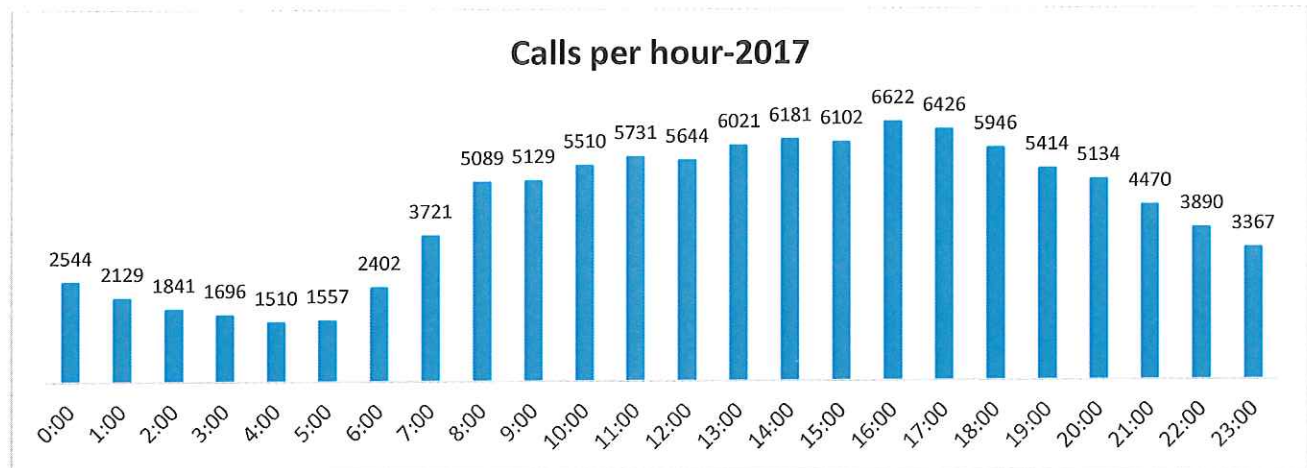


In 2017, the Center received 25,611 emergency 911 calls, which is a decrease of 10.6% from the previous year. As enhancements are made to technology, PSAP's are able to work with cell providers on triangulation, to ensure that they are getting the 911 calls for their respective communities. Over time, this has reduced the number of calls transferred out, reducing our overall 911 call volume.

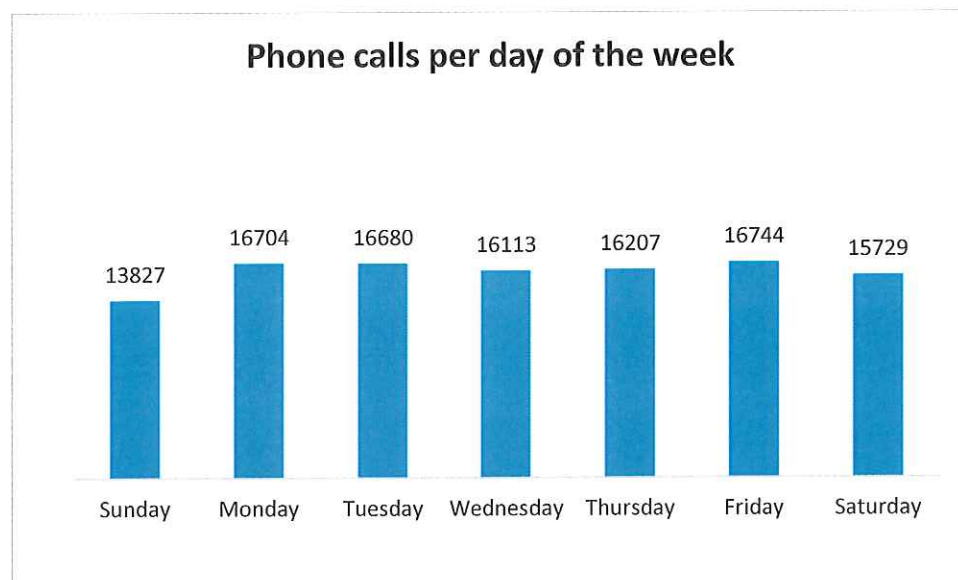


Non-emergency call volume has dropped to 90,269 non-emergency calls processed in 2017. This is an average of 10.3 non-emergency calls per hour.

While there is no exact science utilized to predict emergencies, the charts referenced clearly illustrate the increase and decrease in volume of 911 calls. The center proactively uses tools such as call volume, crime trends, weather and other pertinent factors to dictate staffing levels to ensure that the center is staffed to handle any emergency 24/7.



As shown in these charts, call volume fluctuates, with the busiest period of the day from 1pm - 6pm, and the busiest day of the week is Friday.

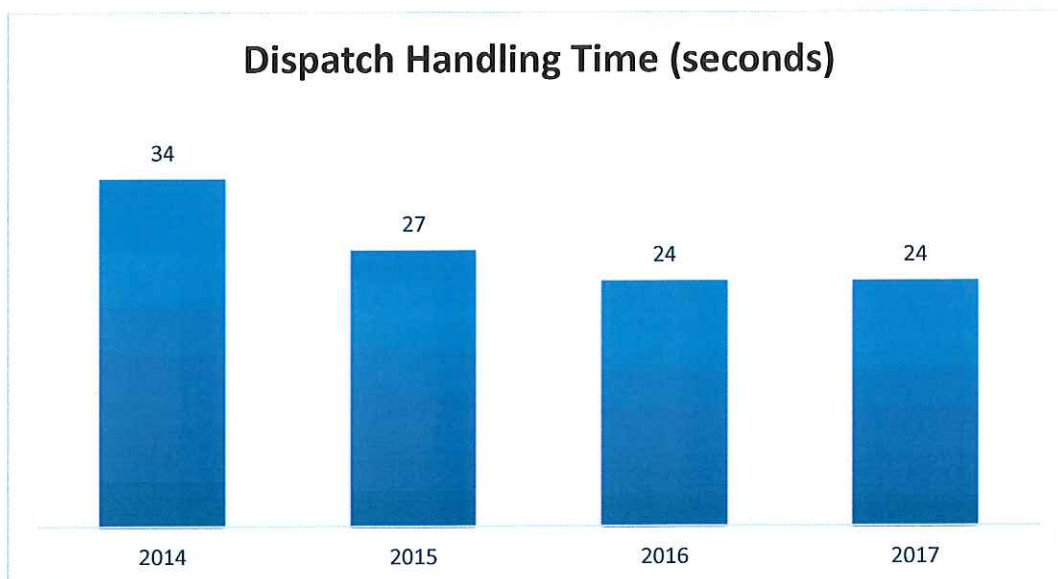


In 2017 the Center processed a total of 112,004 phone calls, both emergency and non-emergency in nature. This was a decrease of 6.7% when compared to 2016. Due to the large number of calls that the center receives, telecommunicators are trained to ask several follow up questions to quickly determine the nature of the call as well as which resources are needed.

INCOMING CALLS (911)

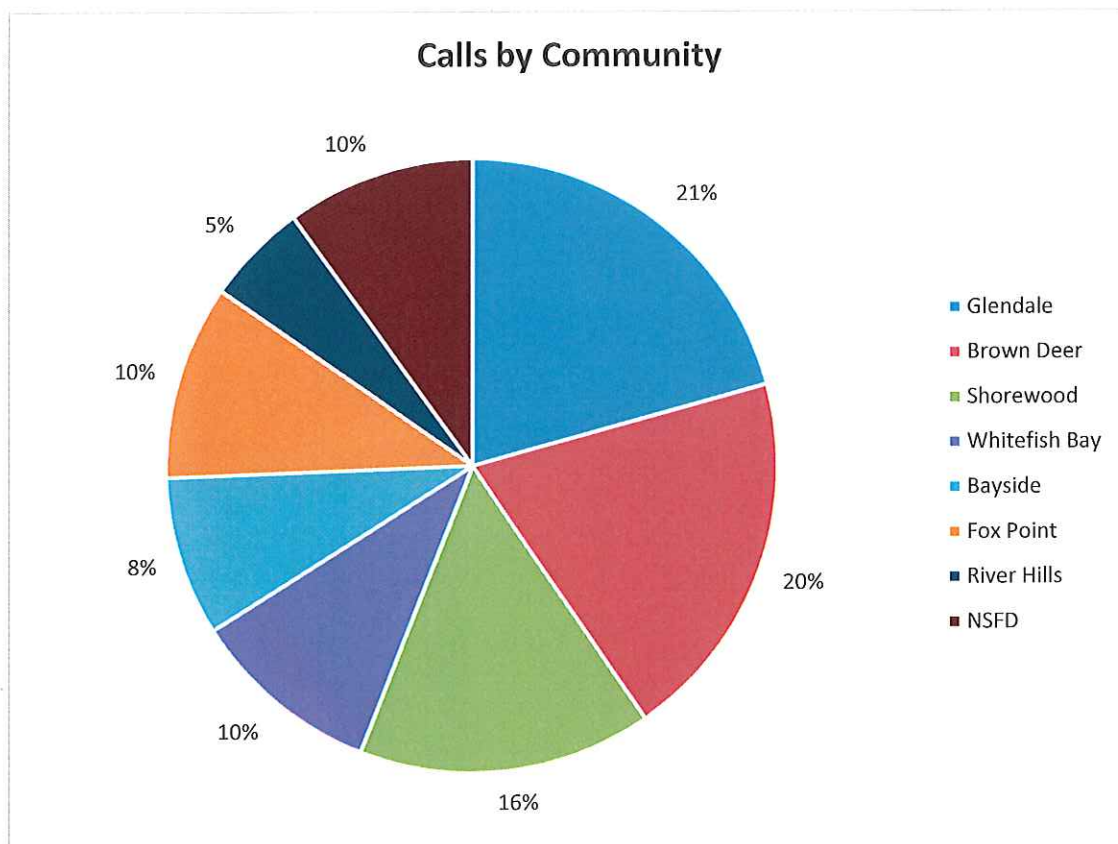


Dispatch Handling Time (seconds)

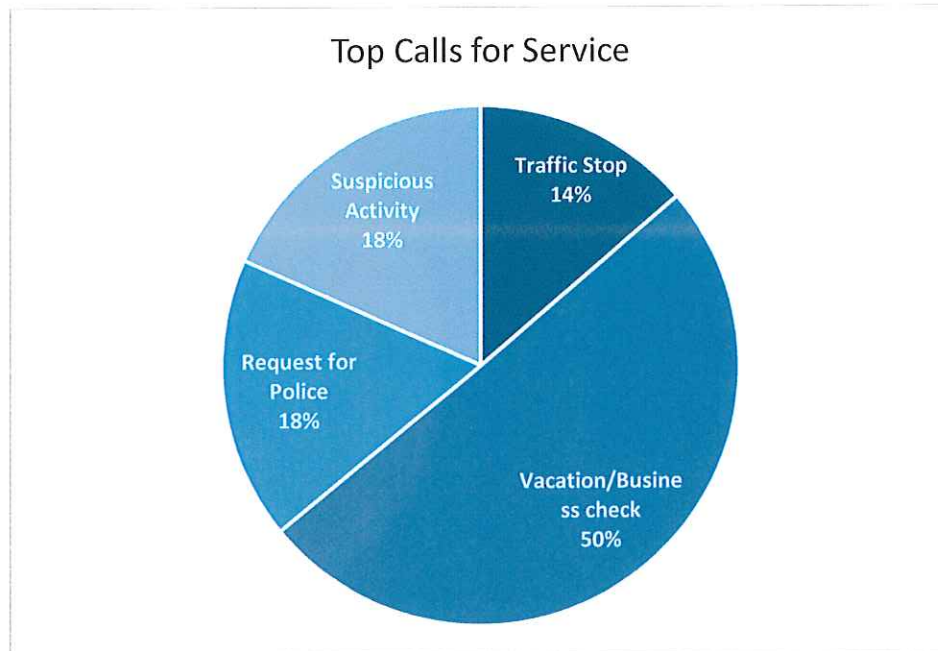


Calls for Service:

Bayside Communications Center is a consolidated center that dispatches for 7 police departments and 1 consolidated fire department. Dispatchers are trained to determine the jurisdiction, based on the CAD program and dispatch the closest, most appropriate unit based on the nature of the incident and the circumstances involved. The center is responsible for gathering information and utilizing the radio to dispatch police, fire, or EMS units. Below are the 2017 calls for service, broken down by agency, that were dispatched by the Center.



Each of the communities we serve have unique similarities and differences when it comes to type calls for serve, as well as response protocol and needs. The chart below shows the top (4) police calls for service in the North Shore.



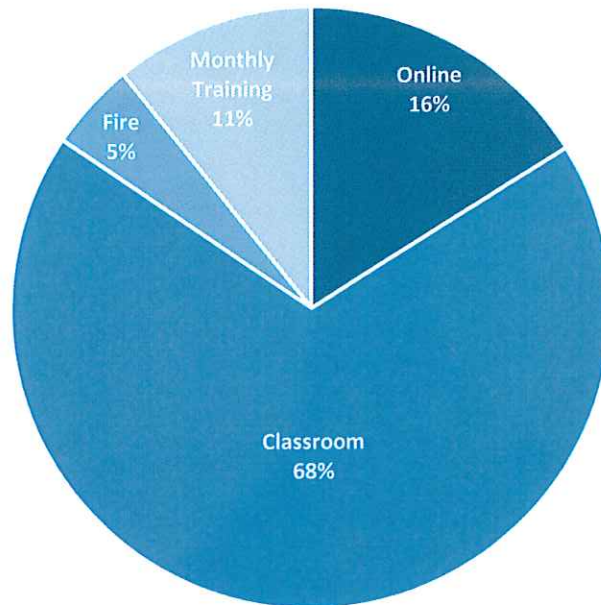
Training

In 2017 the Center shifted its focus to an emphasis on training. The Center completed 1736.06 hours of training throughout the year which included classroom, online, conferences, as well as local and out of state seminars. The Center maintains minimum training requirements for all telecommunicators of 24 hours per year and increased minimums for supervisory staff, Training Coordinators and CTO's. I am pleased to report that since the implementation we have had 100% success in meeting these targets, which has had a significant impact on the centers performance. The chart below is a breakdown of how these training hours were attained by staff in 2017.

Areas of specialized Training

- Director Scharnott attended a Stress and Resiliency training for Law Enforcement and is implementing a training at BCC to incorporate stress management for dispatchers.
- Training Coordinator Andrea Krantz met with Waukesha County Communications staff to discuss time management, scheduling and training requirements.
- Director Scharnott attended Active Shooter Incident Management training at the FBI office in Milwaukee.
- Pro Phoenix staff were on site to cover the 2016 Pro Phoenix updates for North Shore personnel.
- Personnel trained on Incident response for personnel responding on I-43, and incident management and safety for on scene personnel.

Training Methods-2017



Communications Center Goals-2018

- Realign Training Coordinator position to include off the floor training for new hires and development of additional scenario training opportunities for the center.
- Complete necessary requirements for APCO Training Program Certification. This would involve a detailed examination of the CTO program that the Center implemented for the training of new hires.
- Expand the Dispatch Sit-Along program to all the North Shore agencies to enhance teamwork, cooperation and a better understanding of functionalities and capabilities of BCC.
- Develop North Shore Civil Disturbance policy and implement training in coordination with North Shore Police and Fire departments.
- Continue to enhance training efforts for telecommunicators within the center through scenario-based simulations and building relationships with businesses in the communities we serve.
- Implemented changes in the formalized dispatch/call review process to align with standardized dispatch protocol necessary for accreditation.

- Development and refinement of the call taking, and dispatch protocol measures utilized to shape efficiency in the center through random evaluations, feedback and continued training.
- Continue to expand on building relationships within the communities through education and training with staff, as well as site tours to familiarize BCC staff with North Shore landmarks.
- Continue training with North Shore departments on pertinent topics that are critical to this environment, such as in mutual aid requests, vehicle pursuits and specific call processing procedures based on the nature of the incident.



Village Communications
2017 Annual Report



Executive Summary

The focus of the Communications Annual Report is on engagement statistics through Facebook, Twitter, Bayside Buzz, Village website, Access Bayside and Village Scene. These digital and print communication methods and tools allow the Village to reach users through print, social media platforms, mobile application, email, and web browsing.

Facebook likes increased by 7.6% and Twitter followers fluctuated over the year with a net gain of 1.3% in 2017. In 2017, the Village:

- made 33,139 impressions.
- received 1,062 profile visits.
- made 823 impressions with the Government Experience Award tweet.

The Bayside Buzz is the Village's weekly e-newsletter which is delivered by email and made available on the Village website. Total contacts decreased by 59, or -2.6%, as the Village purged inactive accounts. The Village sent out a total of 58 e-newsletters, which resulted in approximately 128,330 emails being sent. Further, the Buzz in 2017

- averaged a 42% open rate.
- averaged a 10% click through rate.
- most opened title was "Storm Damage" at 52%.

The Village website allows user access to both static and dynamic information. Newsflashes provide more current information with revolving content. Of note,

- the most common searches were for employment and mulch.
- 39,832 site visits.
- 105,067 page views.

Access Bayside, available online or as a mobile application, allows residents to submit service requests and engage with Village staff. Over the past year,

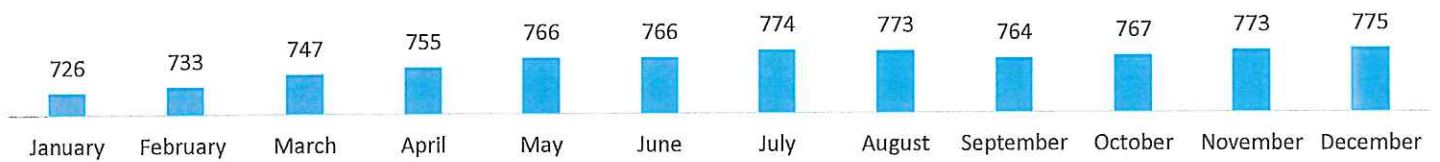
- 1,016 service requests were submitted, a new high.
- 783 service requests were routed to Public Works.
- Special pick-ups were the most common request at 149.

The Village Scene was mailed to 1,583 homes monthly in 2017 for a total of 18,996 copies. The Village submitted 97 articles over the course of the year, which averages to eight (8) articles per month. This provided a reach of 153,551 informational opportunities last year.

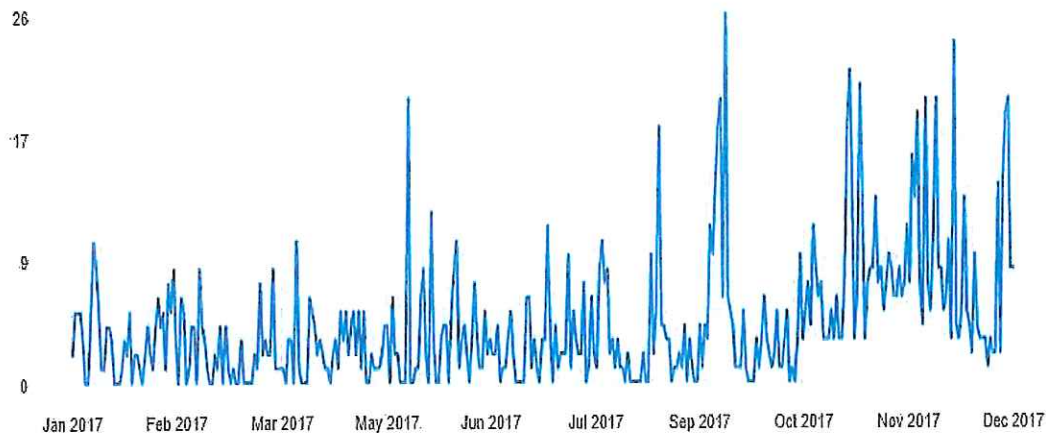
This report provides a snapshot of statistics about engagement and communication patterns from 2017. The Village continually strives to improve content and align with optimal posting frequency and timing. We hope you enjoyed our communications this year and look forward to improving in the year to come.

Facebook

Number of Likes



Total Views



Gained
49
new likes

Most
daily page
views:
26

Top Posts

1. Have you signed up for the Bayside 5K Run/2 Mile Walk? The early registration deadline of August 4 is fast approaching! The run/walk will be on Friday, September 8, and start at 6:30pm at Ellsworth Park (address). There will be a movie in the park, food trucks, and a bonfire. Register today (link). **Reach of 2,480 with 103 reactions.**

2. Dianne Robinson with the Wisconsin DNR is holding a discussion on urban coyotes at the Fox Point Village Hall (address) on Thursday, September 7, at 6:30pm. Anyone interested in this topic is encouraged to attend (Picture). **Reach of 2,464 with 26 reactions.**

3. Next Saturday is a Drop-Off Day and the Village Picnic. The Drop-Off Day is an opportunity for residents to discard recycling, yard waste, electronics, and scrap metal in the DPW parking lot. Please enter off Fairy Chasm. The Village Picnic will be held in Ellsworth Park from 2:00-7:00pm. We look forward to seeing you at both events. **Reach of 1,688 with 13 reactions.**

Top Events

1. Fright Night
Reach of 5,564

2. Trick or Treat
Reach of 2,573

3. Annual Village Picnic
Reach of 907

4. Bayside 5K/Movie in the Park
Reach of 726

5. Winter Drop-Off Day
Reach of 685

Ended the year with
749
followers

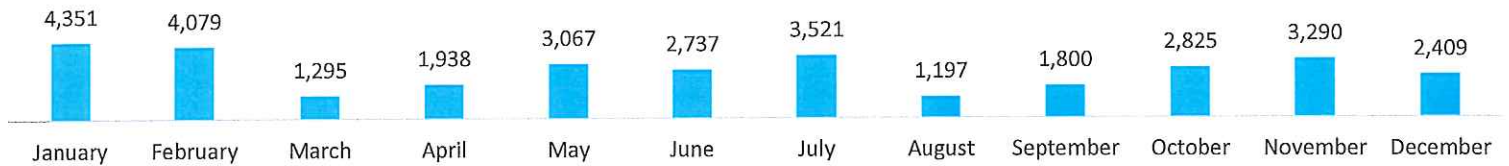
4.3/5
Star
Rating

Twitter

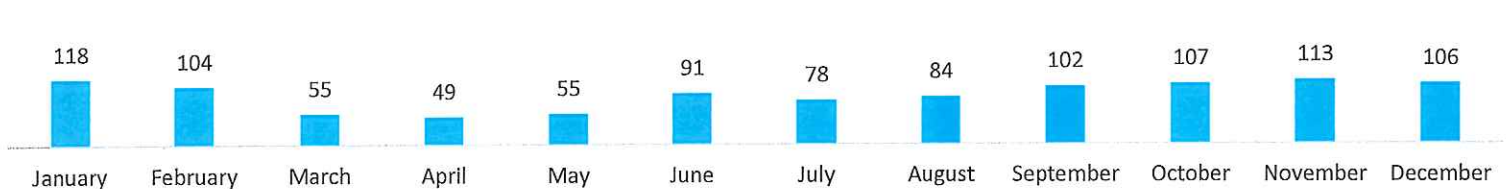
Followers



Impressions



Profile Visits



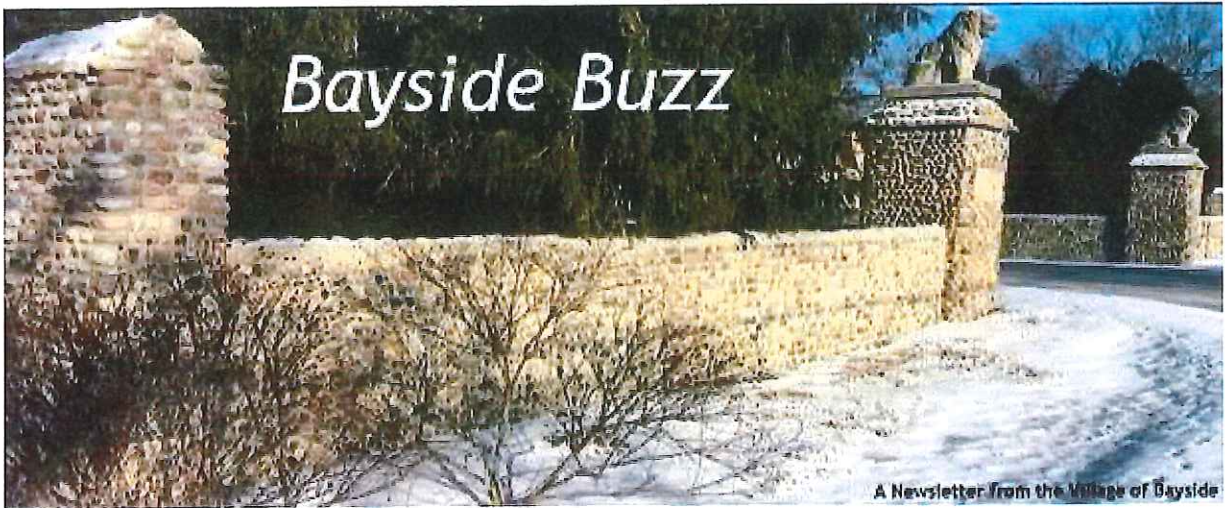
Top Tweets

1. Denver, Louisville, Bayside, San Francisco, Los Angeles (Link). – **Impressions of 823** with **7 Engagements**.
2. As a reminder, the garbage and recycling schedule is altered due to the holiday. Please see the 2017 garbage and recycling schedule here: (Link). – **Impressions of 431**.
3. Have excess garbage or recycling? Visit the Village's website to rent an extra container. – **Impressions of 429**.

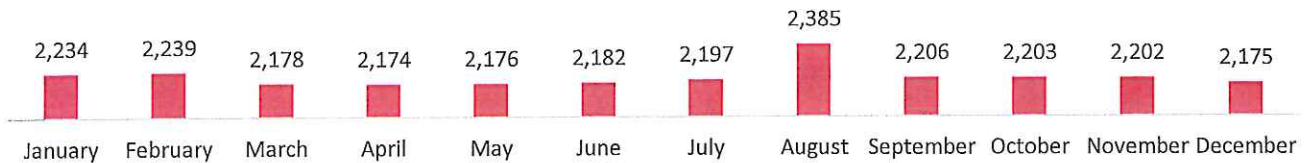
Gained
4
new followers

Averaged
2,762
Impressions
per month

Averaged
89 Profile
Visits
per month

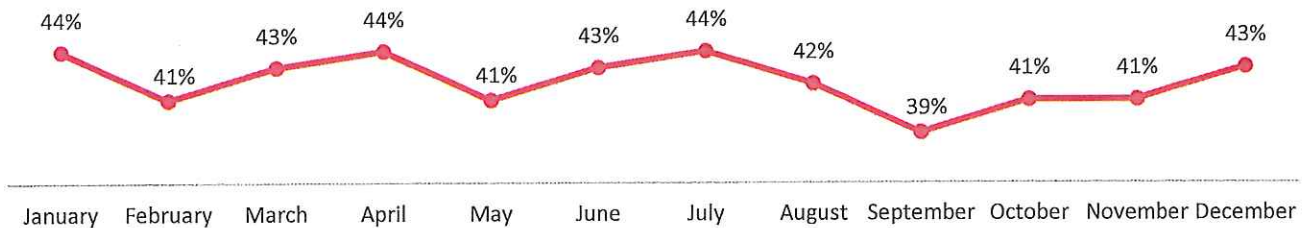


Contacts



Average Open Rate by Month

Industry Average: 22.8%



Most Opened Titles

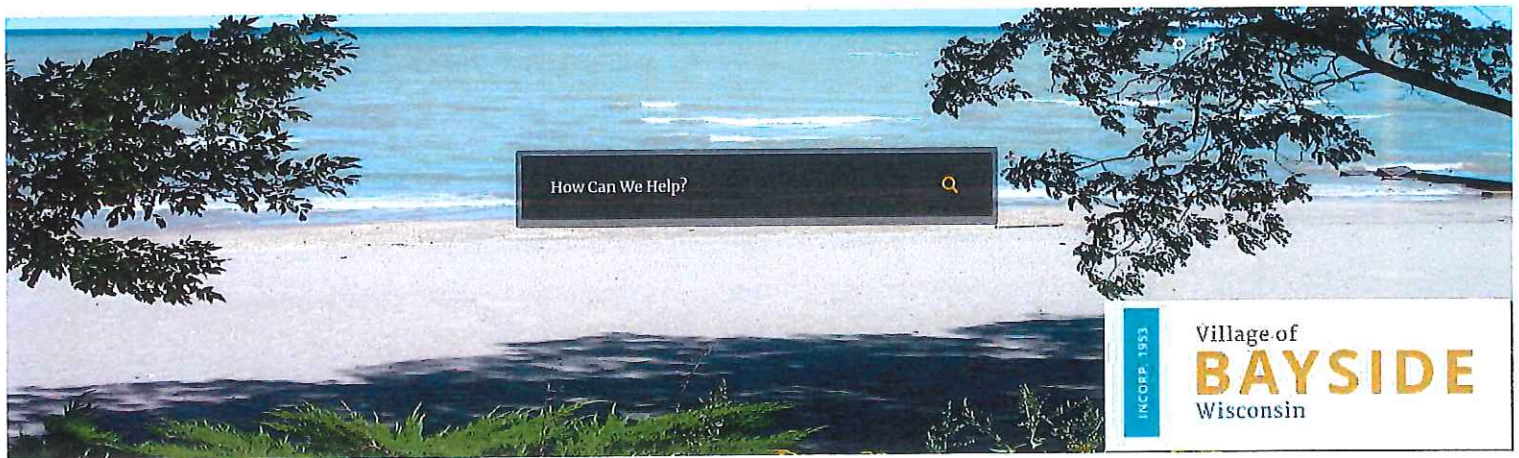
1. Storm Damage... **52% Open Rate**
2. Submit by Friday... **51% Open Rate**
3. The Grandfather Scam... **50% Open Rate**
4. Heavy Volume, Fire Hazard, Assessments Started, and more... **49% Open Rate**
5. Early Season Yard Waste Collection... **47% Open Rate**
6. Assessment notices in the mail... **47% Open Rate**

Average Open Rate
42%

Average Click Through Rate
10%

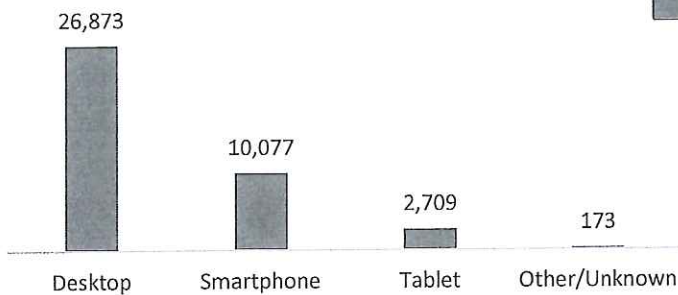
Sent
58
e-newsletters

Approximately
128,330
emails sent



Website: www.baysidewi.gov

Website Visits by Device



Top 5 Site Searches

Keyword	Searches
employment	40
mulch	40
5k	34
property taxes	29
trick or treat	26

Top 5 Pages Visited

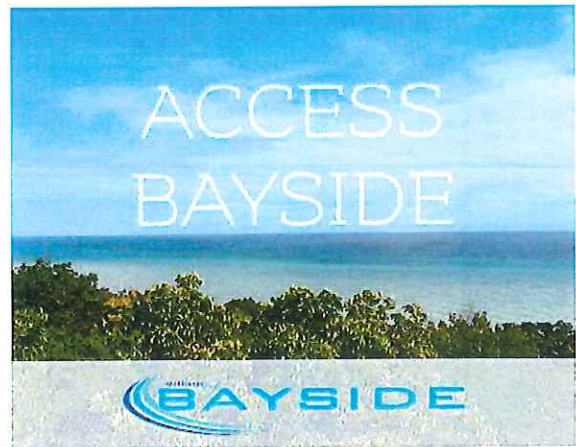
Page	Page Views	Unique Page Views
Homepage	23,678	18,223
Garbage and Recycling	3,872	3,382
Tax Information	3,417	2,579
Permits and Applications	3,129	2,231
Property Information	2,920	2,150

Top 5 Outlinks

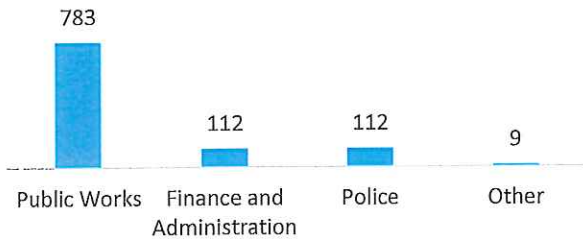
Outlink	Unique Clicks	Clicks
wi-bayside3.civicplus.com	2,739	3,233
webportal.bayside-wi.gov	1,835	2,517
www.accurateassessor.com	1,079	1,269
www.govpaynow.com	790	944
www.municode.com	163	174

Access Bayside

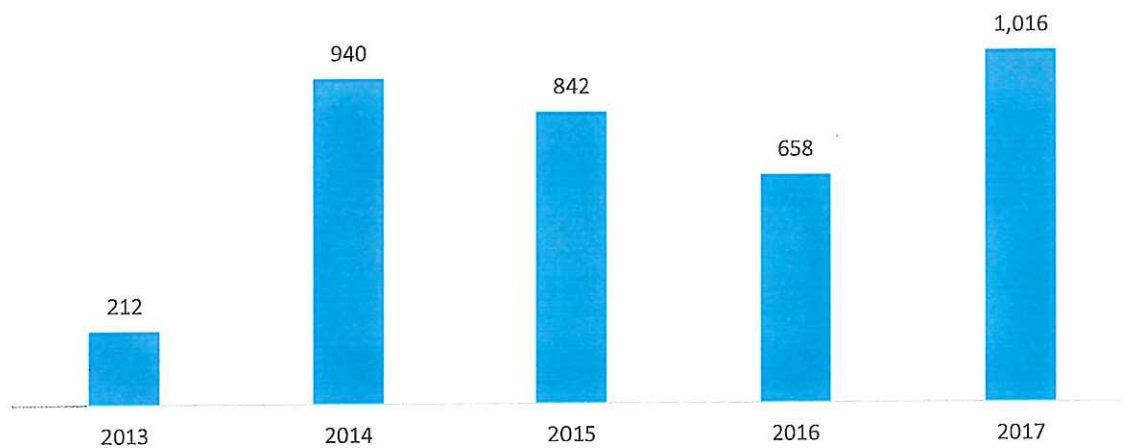
Service request and resident engagement platform
available online and as a mobile application.



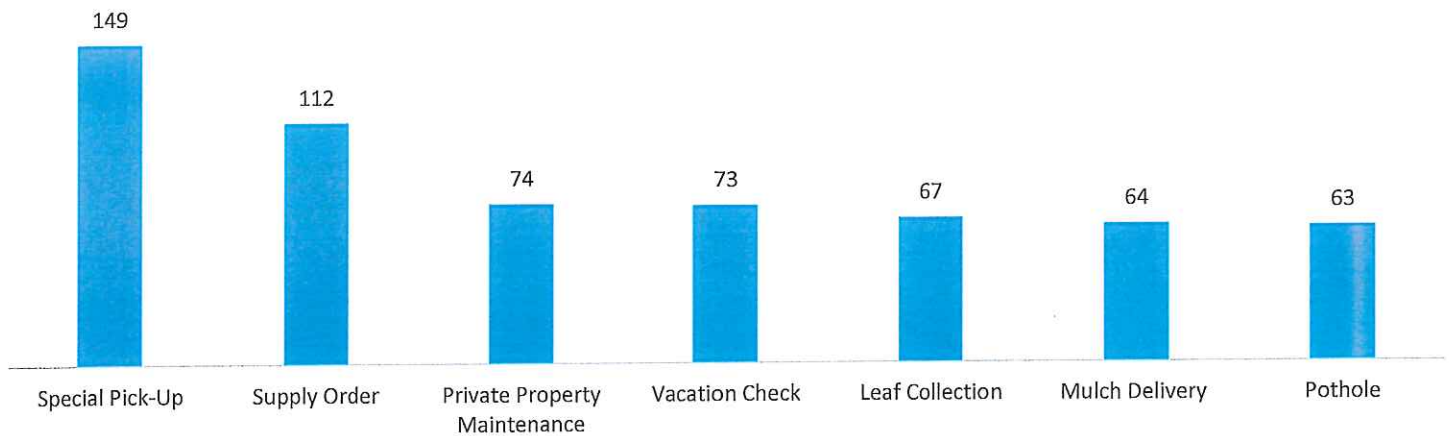
2017 Requests by Department

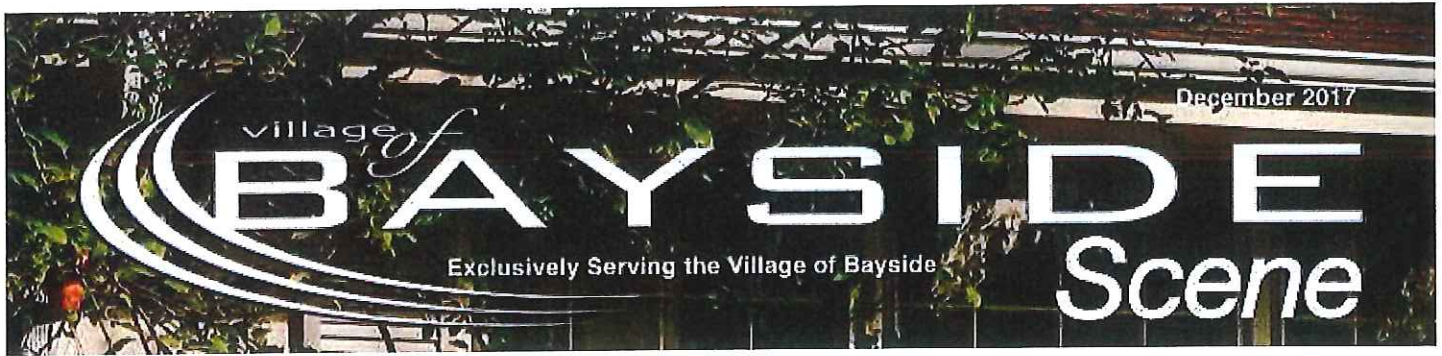


Service Requests by Year

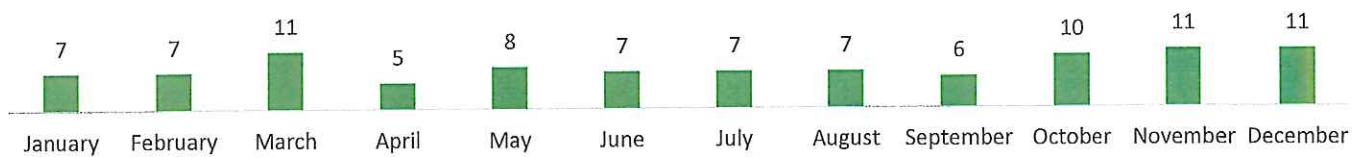


Most Common Requests

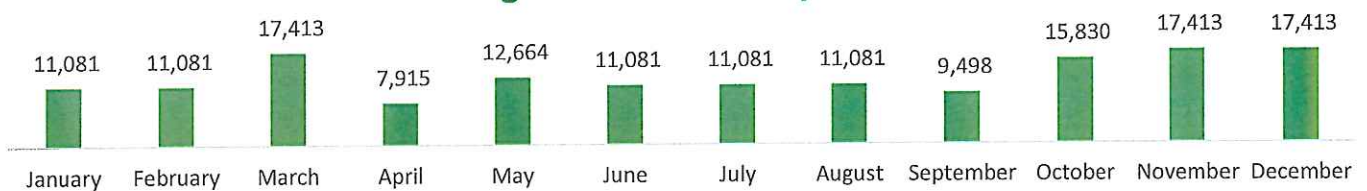




Village Articles by Month



Village Content Reach by Month



Village Scene
mailed to
1,583
homes

18,996
copies of the
Village Scene
mailed in 2017

87.1%
rate the Village
Scene as
Excellent/Good

97
Village articles
submitted

82.4%
of recipients
read the
Village Scene



CONDITIONAL USE PERMIT APPLICATION

PLEASE PRINT OR TYPE

Applicant Name(s) OSCAR MONCADA / SACK RIVERA

Name of business or development OSCAR MOTORCARS / NORTHSORE FIRST AUTO DETAILING

Address of proposed business 310 E. BROWN DEER Rd, Bayside, WI 53217

Applicant address 2300 W. GOOD HOPE / 8861 N. SENECA RD

Applicant phone number(s) 262-617-2174 / 414-704-0132

Property owner name OSCAR A. MONCADA

Property owner address 2300 W. GOOD HOPE Phone number 262-617-2174

Parcel number 0219975

Conditional Use Permit Plan of Operation

Please Answer all questions and attach additional sheets as necessary. If you do not answer a question, provide a justification for why it does not apply to you.

New Conditional Use Permit ☐

Amended Conditional Use Permit ☒

Brief overview of specific uses of entire property or lease space and summary of type of business planned: AUTO REPAIR / AUTO DETAILING

A brief description of on-site operations: SERVICE, REPAIR, AUTO DETAILING WITH LIMITED PARKING SPACE OF AT LEAST 10 CARS.

Legal description of property: _____

Tax Key ID Number/Parcel Number: 10219975

Zoning of property: COMMERCIAL

Lot size or lease space size (in square feet): 10204 1204

Building dimensions and number of floors: 1 Floor

Total floor area (in square feet): _____

Number of shifts and maximum number of employees per shift: 1 SHIFT 3 EMPLOYEES.

Days and hours of operation: MONDAY THROUGH SATURDAY 8:00 - 6:00 PM

Frequency of deliveries to site and type(s) of vehicles that will deliver: 1 - PARTS
Delivery

Projected traffic circulation: —

Signage (type, lighting, size, location, existing or new etc.) *All signs must be approved by the ARC: SEE ATTACHED DOCUMENT

Describe proposed on-site security measures: _____

Describe the noise, odors, glare, dust, potential fire hazards, or smoke resulting from the proposed use: CLEANING PRODUCTS

Status of interior plans requiring State approval: NONE

Status of State License(s) and/or Certificate(s) required for operation: NONE

List the timetable for completion of all building construction or interior construction/remodeling and the anticipated opening date: N/A.

Anticipated maximum number of facility users and visitors at one time (including special events): _____

Total number of estimated parking spots needed for operation: TEN SPOTS

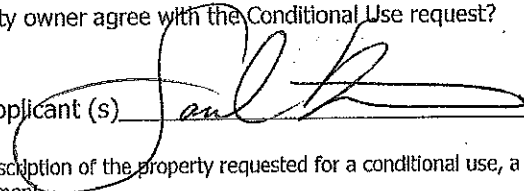
Dumpster enclosure and trash removal: _____

Does the applicant have the legal authority to act for and obligate the company or corporation? Yes ☒ No ☐

Does the applicant have the legal authority to act for and obligate the property owner? Yes ☒ No ☐

Is the property owner(s) knowledgeable of the request for a Conditional Use? Yes ☒ No ☐

Does the property owner agree with the Conditional Use request? Yes ☒ No ☐

Signature of applicant (s)  Date 12-14-17

*Attach a legal description of the property requested for a conditional use, a plat of survey of the property, and a drawing of any proposed development.

OFFICE USE ONLY:

Application received by: _____

\$300.00 application fee: _____

Public Hearing date: _____

\$85.00 occupancy permit fee: _____

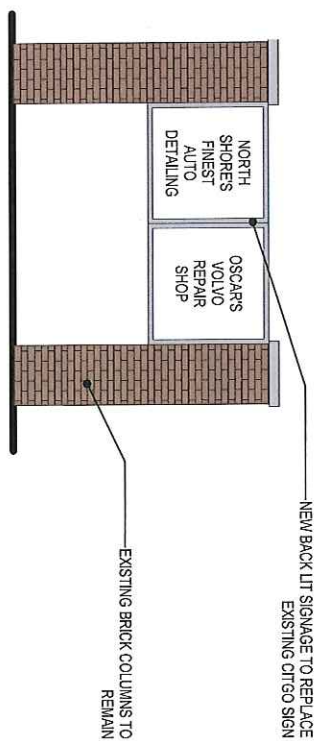
Board of Trustees Meeting: _____

Approved by Board of Trustees: _____

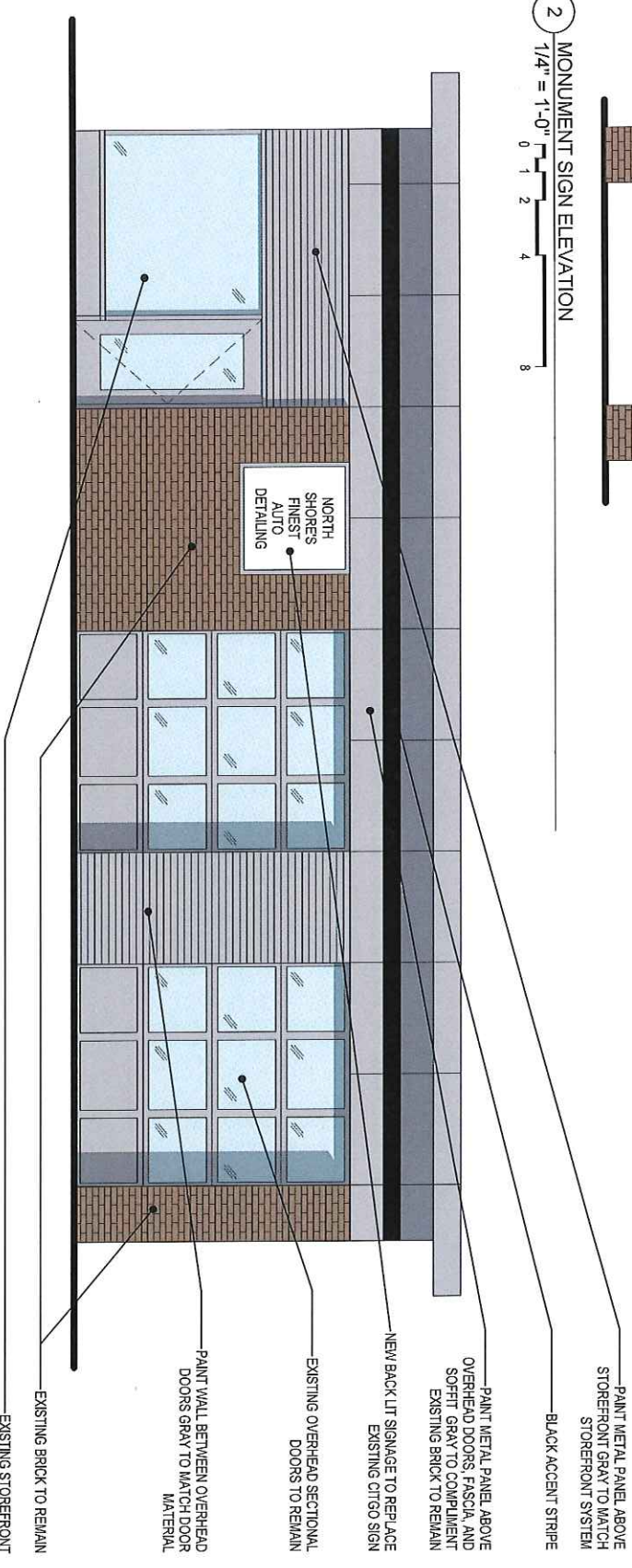
Occupancy Permit Issued?: _____

NSFD Permit Issued?: _____

option 1



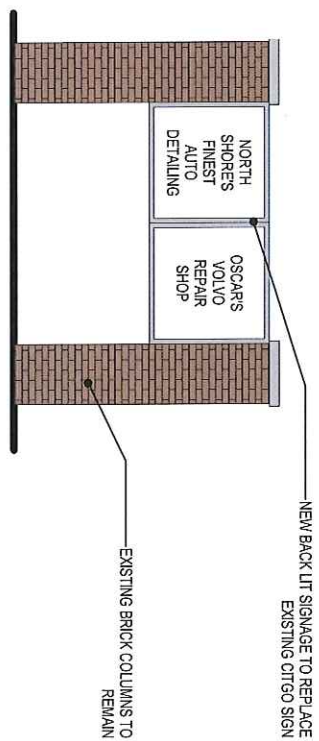
2 MONUMENT SIGN ELEVATION
1/4" = 1'-0"
0 1 2 4 8



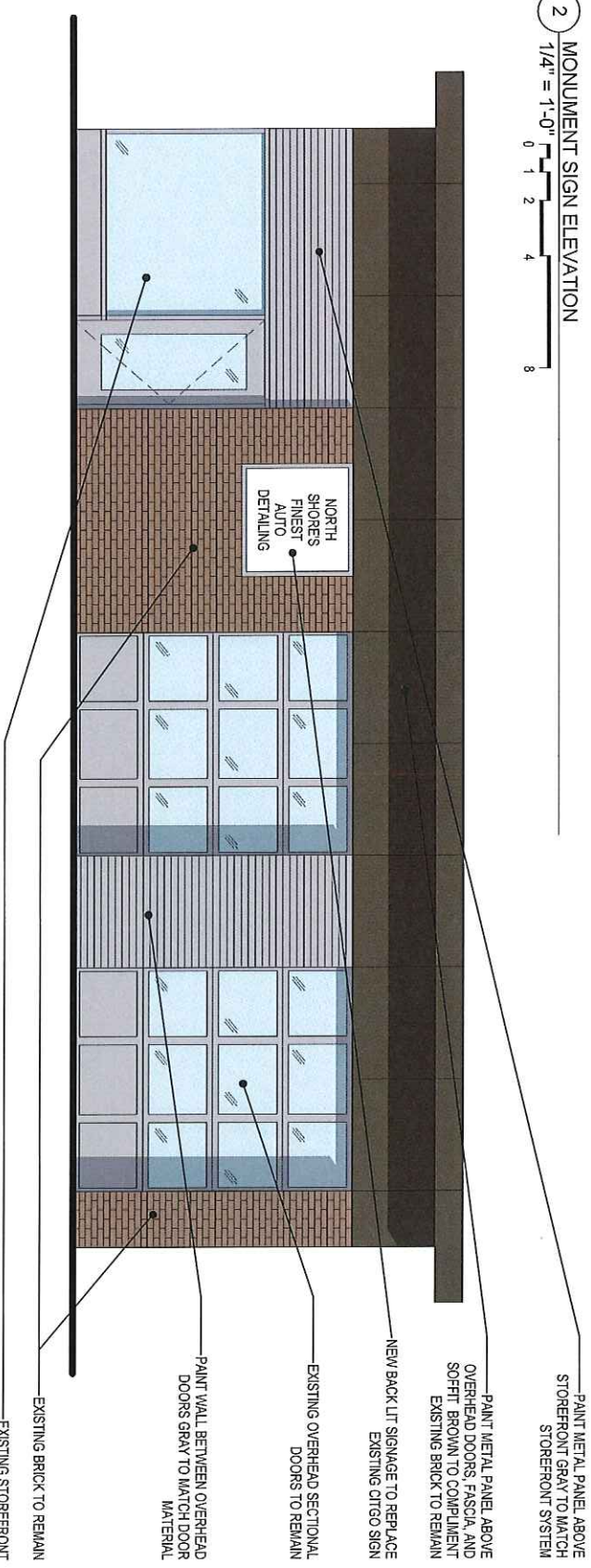
1 SOUTH BUILDING ELEVATION - PROPOSED CHANGES
1/4" = 1'-0"
0 1 2 4 8

NORTH SHORES FINEST AUTO DETAILING
310 BROWNDEN ROAD BAYSIDE, WISCONSIN 53217

option 2



2 MONUMENT SIGN ELEVATION
1/4" = 1'-0"
0 1 2 4 8



1 SOUTH BUILDING ELEVATION - PROPOSED CHANGES
1/4" = 1'-0"
0 1 2 4 8

NORTH SHORES FINEST AUTO DETAILING
310 BROWNDIETTER ROAD BAYSIDE, WISCONSIN 53217

CITY OF BAYSIDE
BOARD OF DIRECTORS.

I WOULD LIKE TO MAKE SOME CHANGES TO THE
PRESENT CONDITIONAL USE PERMIT.

1. NO MORE GAS SALES. THE PUMPS, TANKS, CANOPIES
WILL ALL BE REMOVED BY JULY, 2018.
2. ABLE TO OPERATE CAR DETAILING. NORTH SHORE finest.
3. ADDED PARKING SPACE, MINIMUM OF 10 CARS
PAZIL AT ALL TIMES.

THANK YOU

OSCAR MONCADA.

262-617-2174

SAM RIVERA.

414-704-0132

PROPOSED SIGN

