



Village of Bayside
9075 North Regent Road
Committee of the Whole Meeting
May 17, 2018
Village Board Room, 6:00 pm

**COMMITTEE OF THE WHOLE
AGENDA**

PLEASE TAKE NOTICE that a meeting of the Village of Bayside Committee of the Whole 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. BUSINESS

A. Public Works

1. Discussion/acceptance of the 2017 Tree City USA Award and Tree City USA Growth Award.
2. Discussion/update on Bayside Middle School property improvements.
3. Discussion/update on 2018 Capital Projects.
4. Discussion/recommendation on contract award for the Ravine Slope Stabilization and Sanitary Sewer Protection project.
5. Discussion/recommendation on contract award for the Indian Creek Stormwater Diversion project.
6. Discussion/recommendation on acceptance of the April 2018 Department of Public Works report.

B. Finance and Administration

1. Presentation/acceptance of 2017 Village Audit.
2. Discussion/recommendation on acceptance of the April 2018 Finance and Administrative Services report.
3. Discussion/recommendation on acceptance of the April 2018 Financial Statement and Investment report.
4. Discussion/recommendation on Ordinance 18-____, an Ordinance to repeal and recreate section 2-197 of the Municipal Code with regard to disbursements from the village treasury.
5. Discussion/recommendation on Ordinance 18-____, an Ordinance to repeal and recreate section 104-39 through Section 104-55 of the Municipal Code with regard to building code.

6. Discussion/recommendation on Resolution 18-____, a Resolution adopting the Milwaukee County Pre-Disaster Hazardous Mitigation Plan as the Official mitigation plan of the Village.
7. Discussion/recommendation on Resolution 18-____ a resolution amending resolution 18-14 revising the fee schedule as referenced by the Village of Bayside Municipal Code.
8. Discussion/recommendation on 2019 Budget Schedule.

C. Public Safety

1. Presentation of 2017 North Shore Fire/Rescue Annual Report.
2. Discussion/recommendation on Public Safety Communication(Dispatch/RMS) Intergovernmental Agreement.
3. Discussion/ recommendation on North Shore Health Department Intergovernmental Agreement.
4. Discussion/recommendation on acceptance of the April 2018 Police Department report.
5. Discussion/recommendation on acceptance of the April 2018 Communication Center report.

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

IV. ADJOURNMENT

Lynn Galyardt, Director of Finance and Administration

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3913. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Board of Trustees 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
May 17, 2018
Village Board Room, 6:00 pm

**COMMITTEE OF THE WHOLE
SUPPLEMENTAL AGENDA**

I. BUSINESS

A. Public Works

1. Discussion/acceptance of the 2017 Tree City USA Award and Tree City USA Growth Award.

The Village has been recognized as a Tree City USA for the tenth year in a row and received the Tree City USA Growth Award for the seventh consecutive year. Dan Buckler, urban forestry inventory specialist with the Wisconsin Department of Natural Resources, will present the award.

Acceptance is recommended.

2. Discussion/update on Bayside Middle School property improvements.

The Bayside Middle School will be making extensive improvements to the school grounds. These improvements include:

- Reconstructing and resurfacing the east parking lot
- Resurfacing the running track
- Constructing a stormwater pond on the south side of the east parking lot
- Making stormwater retention improvements on site
- Constructing a softball field on the west side of the property
- Repaving the northwestern parking lot
- Removing over 45,000 square feet/removing the southeast parking lot - one (1) acre of impervious surface

The proposed improvements went before the Architecture Review Committee on May 7 and were tabled to May 21 over resident concerns on lighting. All lighting elements meet Municipal Code. The Director of Facility Services for the school district will be meeting with residents to alleviate concerns. The Village Engineer has reviewed and approves of the improvement plans. The Director of Facility Services will be present to overview the project. This is informational only.

No action is required.

3. Discussion/update on 2018 Capital Projects.

After a couple of late additions, 46 culverts are going to be removed or replaced in the 2018. Current statistics for the project are as follows:

- 44 culverts are going to be replaced within the road project area
- Two (2) culverts will be replaced out of network (Lake Drive and Wakefield Court)
- 23 culvert replacements on Sleepy Hollow Road
- 11 culvert replacements on Tennyson Drive
- 10 culvert replacements on Standish Place
- Three (3) high points/culvert removals – Two (2) on Sleepy Hollow, One (1) on Standish
- 41 residents have paid for the culvert replacement; 5 have not paid

A final follow-up post card was mailed to residents who have not paid and they were given an extension until May 18, 2018, before a 40% late fee is charged. At this time, driveways have been marked and cut with apron removal beginning this week. Road repaving is anticipated to take place in mid to late August.

The cured-in-place pipe (CIPP) lining on sanitary sewer mains which took place on segments of N King Road, N Seneca Road, and N Tennyson Drive has been installed. The contractor is in the process of televising the completed project, which will be reviewed by the Village Engineer to ensure all work has been performed in a satisfactory manner.

The Ravine Lane Stabilization Project and Indian Creek Watershed Diversion Project had bid openings on May 2, 2018. The Ravine Lane Stabilization Project will stabilize the ravine and a Village-owned manhole along West Ravine Lane. The ravine has been eroding over time, which has destabilized the manhole and put it in jeopardy. Two bids were received with the low bid coming from WSO Grading and Excavating, LLC., in the amount of \$64,390, which was approximately 13% below the engineering estimate of \$74,000.

The Indian Creek Watershed Diversion project will bring stormwater from Ellsworth Park to Village Hall, as opposed to going to the 621 Brown Deer Road Pond. This stormwater improvement will ease the strain on the current system and direct water to Lake Michigan instead of Indian Creek. No bids were received for this project and the bid opening was extended by one (1) week to May 10, 2018. At that time, three (3) bids were received. The low bid of \$295,756.80 was provided by WSO Grading and Excavation, LLC., and was nearly 19% below the engineering estimate of \$364,000 for the project.

4. Discussion/recommendation on contract award for the Ravine Slope Stabilization and Sanitary Sewer Manhole Protection project.

The initial project estimate for the Ravine Lane Slope Stabilization and Manhole Protection project was \$112,000. This estimate was lowered to \$74,000 after some additional project modifications. The Village received two (2) bids on the project. The low bid was approximately 13% below the estimate. The low bid of \$64,390 was provided by WSO Grading and Excavation, LLC. This project would begin in mid-June. **Approval is recommended.**

5. Discussion/recommendation on contract award for the Indian Creek Stormwater Diversion project.

The Village received three (3) bids on the project. The low bid was within the parameters of the engineering estimate. The low bid of \$295,756.80 was provided by WSO Grading and Excavation, LLC. The low bid is nearly 19% below the engineering estimate of \$364,000. This project would begin in the summer months with the priority given to the work along the Bayside Middle School. Work near the school would be completed before students return to avoid transportation conflicts. The project is expected to conclude in the fall of this year. **Approval is recommended.**

6. Discussion/recommendation on acceptance of the April 2018 Department of Public Works report.

Included in your packet is the April 2018 Public Works report which highlights recent initiatives of the department. Of note, 1,405 piles of yard waste were collected and over 50,000 pounds of items were collected at the Spring Clean-Up Day with 235 participants attending. **Acceptance is recommended.**

B. Finance and Administration

1. Presentation/acceptance of 2017 Village Audit.

The 2017 Village Audit was successful with strong financial results and no new material weaknesses. Wendi Unger from Baker Tilly will be present to provide an overview of the audit report. **Acceptance is recommended.**

2. Discussion/recommendation on acceptance of the April 2018 Finance and Administrative Services report.

Included in your packet is the April 2018 Finance and Administrative Services report which highlights recent initiatives of the department. Of note, the Village received \$25,633.94 for the 2018 Recycling Grant Program, quarterly General Transportation aids and Connecting Highway aids of \$120,0057.07 were received, and the cost of borrowing for the bond sale came in .20% less than the pre-sale estimates. **Acceptance is recommended.**

3. Discussion/recommendation on acceptance of the April 2018 Financial Statement and Investment report.

Included in your packet is the April 2018 Financial Statement and Investment Report. **Acceptance is recommended.**

4. Discussion/recommendation on Ordinance 18-____, an Ordinance to repeal and recreate section 2-197 of the Municipal Code with regard to disbursements from the village treasury.

Senate Bill 122 was signed into law with the intent that certain local officials no longer need a fidelity bond as they are covered by an employee dishonesty insurance policy. As such, the Village insurance carrier recommends that the Village no longer renew our bonds. **Approval is recommended.**

5. Discussion/recommendation on Ordinance 18-____, an Ordinance to repeal and recreate section 104-39 through Section 104-55 of the Municipal Code with regard to building code.

These recreated sections provide commercial building code for inspection purposes. By adopting this language, SAFEbuilt will be able to conduct commercial property inspections as opposed to the State of Wisconsin. SAFEbuilt would get 90% of the permit revenue and the Village would get the remaining 10%. Current practice does not result in the Village getting any of the commercial permit revenue. Additionally, commercial building permits will be processed and inspections completed more expeditiously than is currently done by the State of Wisconsin. **Approval is recommended.**

6. Discussion/recommendation on Resolution 18-____, a Resolution adopting the Milwaukee County Pre-Disaster Hazardous Mitigation Plan as the Official mitigation plan of the Village.

This item was discussed at the April meeting, Milwaukee County requires a resolution to adopt the Pre-Disaster Hazardous Mitigation Plan. All communities in Milwaukee County must adopt the plan. However, adopting the plan does not obligate Bayside to take on any mitigation projects, but it does make the Village eligible to apply for grant funding from FEMA pre- or post-disaster. **Approval is recommended.**

7. Discussion/recommendation on Resolution 18-____ a resolution amending resolution 18-14 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

The revisions to the fee schedule makes minor revisions to the recently implemented building permit fees. In addition, a \$20 fee is being included for the recycling of computer monitors as a cost recovery measure. **Approval is recommended.**

8. Discussion/recommendation on 2019 Budget Schedule.

Included in your packet is the 2019 Budget Schedule. 2019 budgeting begins with capital improvement documents being distributed to departments and concludes with budget approval in mid-November. The Village Board of Trustees would receive the Village Manager's recommended 2019 budget in late October. **Approval is recommended.**

C. Public Safety

1. Presentation of 2017 North Shore Fire/Rescue Annual Report.

Included in your packet is the 2017 North Shore Fire/Rescue Annual Report which highlights accomplishments of the department. In 2017, North Shore Fire/Rescue:

- Responded to 7,934 total calls for services
- Responded to 413 calls for service in Bayside
- 74% of calls for service were for Emergency Medical Services/Rescue
- 26% of calls for service were for Fire/Service
- Provides hands-on CPR training in schools and to local professional sports teams
- Received the Government Finance Officer's Distinguished Budget Presentation Award

Chief Whitaker will be present to provide an overview of the 2017 Annual Report and answer any questions.

2. Discussion/recommendation on Public Safety Communication(Dispatch/RMS) Intergovernmental Agreement.

The proposed Public Safety Communication Intergovernmental Agreement is a culmination of over 18 months of conversation with our partners and greatly simplifies and stabilizes future funding for dispatch, RMS, and other public safety communications programs. The agreement has been vetted by seven North Shore Managers, the North Shore Fire/Rescue Chief, seven Police Chiefs, municipal attorneys, and insurance carriers. Bayside will be the third jurisdiction to act on the agreement as it has already passed in River Hills and the North Shore Fire/Rescue Department. The cover memo in your packet further outlines the history and highlights of the agreement. **Approval is recommended.**

3. Discussion/ recommendation on North Shore Health Department Intergovernmental Agreement.

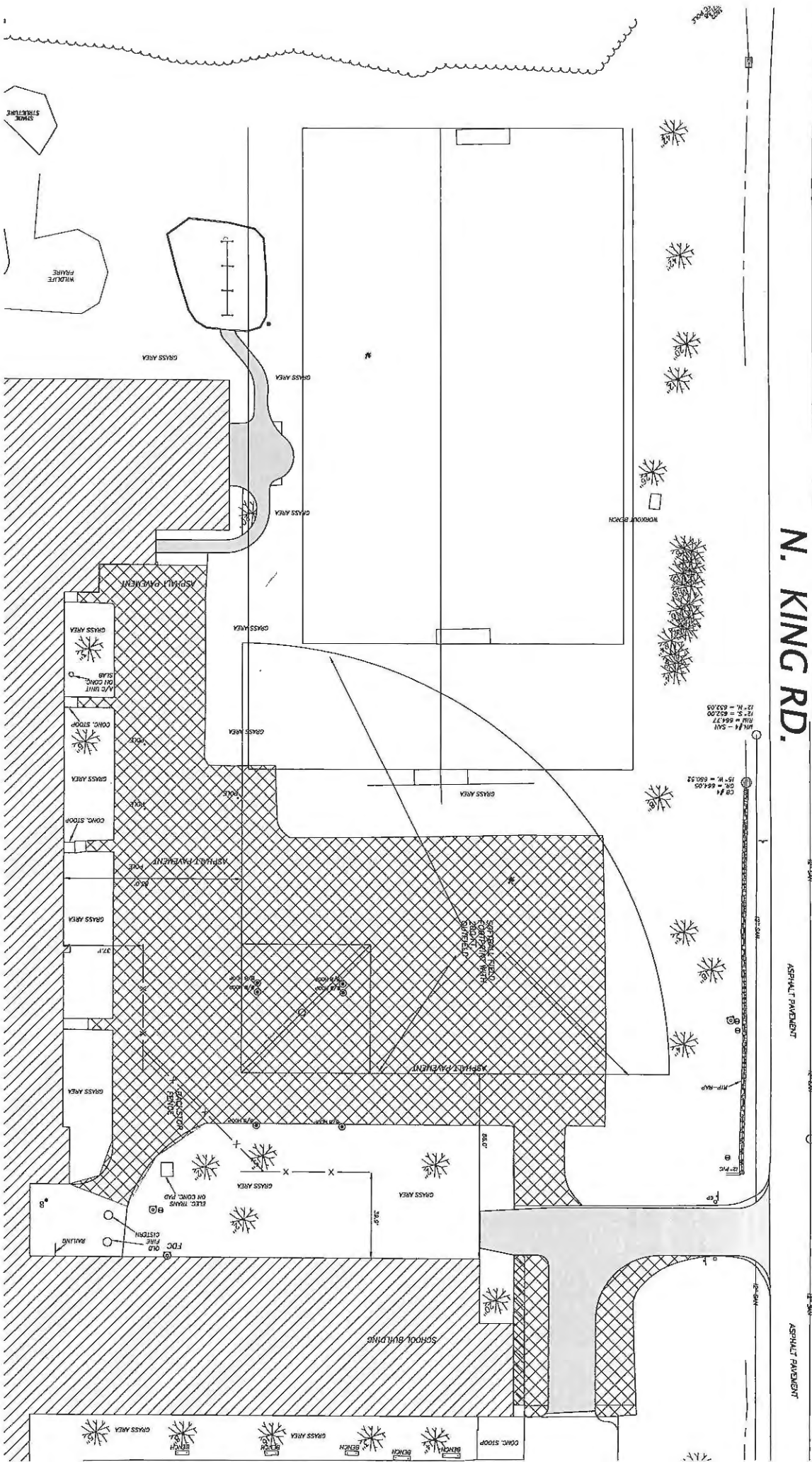
The proposed North Shore Health Department Agreement has a nominal fiscal impact and provides updates to the agreement which was modified in 2011 and 2014. **Approval is recommended.**

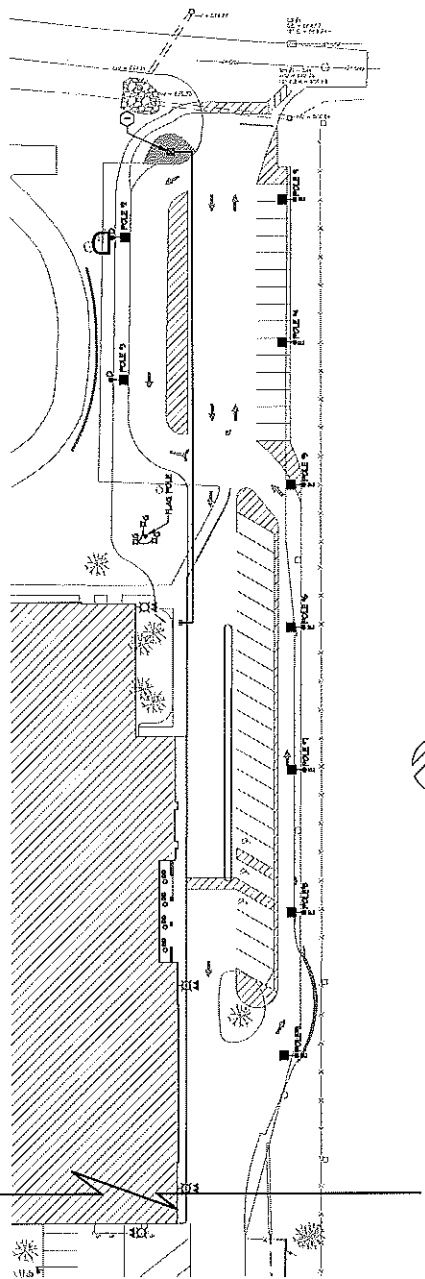
4. Discussion/recommendation on acceptance of the April 2018 Police Department report.

Included in your packet is the April 2018 Police Department report which highlights recent initiatives of the department. Of note, there were 189 traffic stops, 70 traffic violations, and 64 calls for service. **Acceptance is recommended.**

5. Discussion/recommendation on acceptance of the April 2018 Communication Center report.

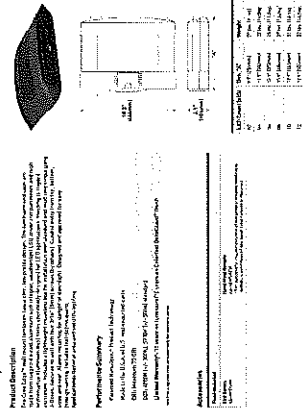
Included in your packet is the April 2018 Communications Center report which highlights recent initiatives of the department. Of note, 911 calls are up 3.5% in 2018 as compared to this time in 2017 and Director Scharnott received a scholarship to attend the Certified Public Safety Executive Program through the Association of Public Safety Communications Officials (APCO). **Acceptance is recommended.**



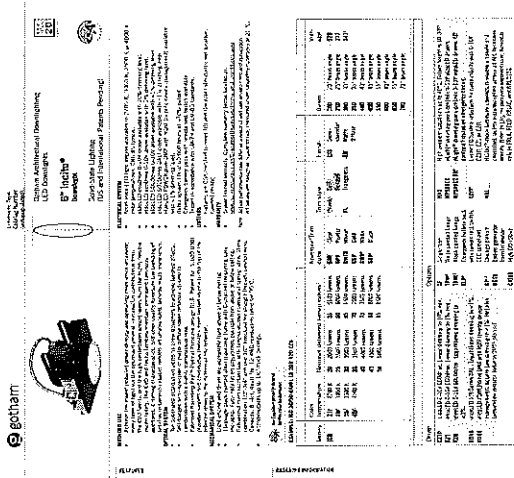


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Journal of Internal Medicine 262: 232–239

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STATISTICS						
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CENTER PARKING	+	2.5%	11.6%	0.2%	59.0%	12.5%
PARKING LOT	+	3.4%	16.8%	0.2%	84.0%	17.0%

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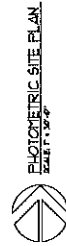
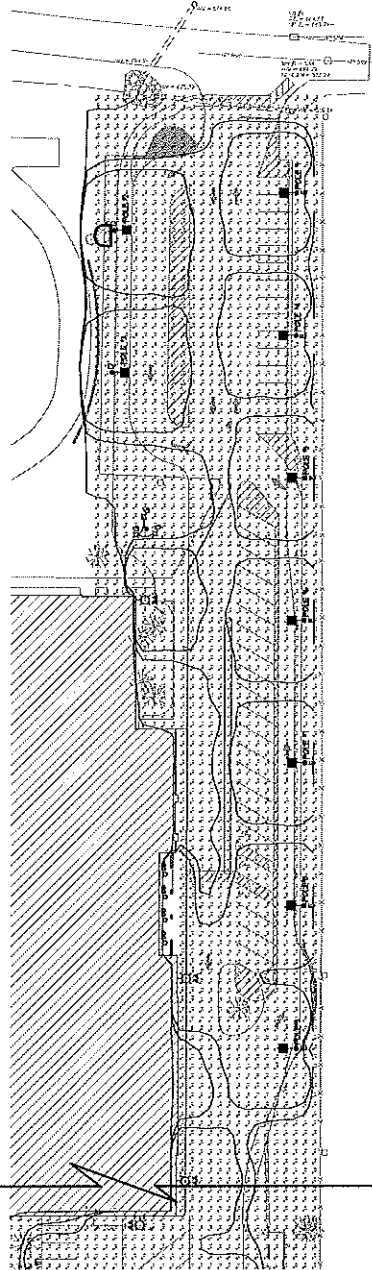
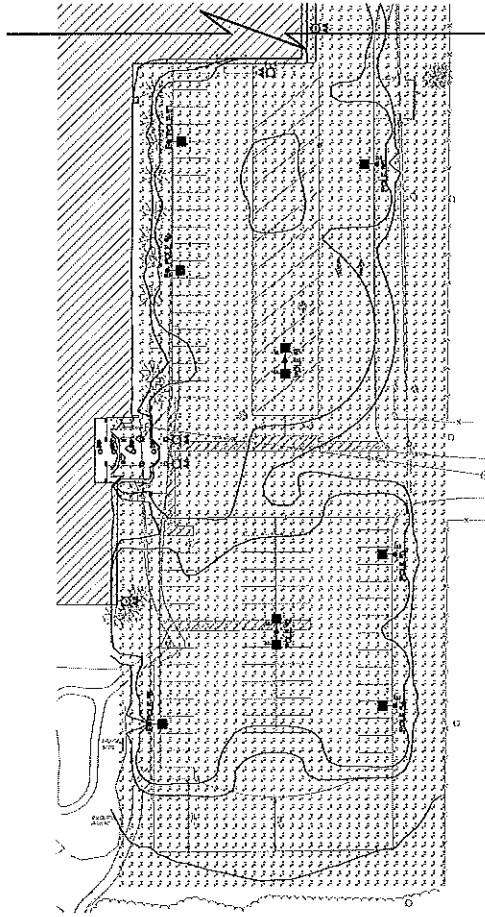
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**CZARNECKI
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INCORPORATED**
187 THREE A CORNER, SUITE 200 • WARREN, MI 48090
VOICE: (734) 961-0000 FAX: (734) 961-0000
WWW.CZARNECKIENGINEERING.COM

REVISION	FOX POINT - BAYSIDE SCHOOL DISTRICT MILWAUKEE COUNTY, WISCONSIN	PROPOSED SITE IMPROVEMENTS	BAYSIDE MIDDLE SCHOOL	601 E ELLSWORTH LANE, BAYSIDE, WI	SCHOOL				DATE	SCALE	PROJECT	SHEET NO.
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KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS

II A 4

we listen. we innovate. we turn your vision into reality.

May 2, 2018

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

Re: Ravine Slope Stabilization and Sanitary Sewer Protection
Village of Bayside

Dear Mr. Pederson:

Bids were received from two (2) General Contractors: WSO Grading and Excavation, LLC. to complete the Ravine Slope Stabilization and Sanitary Sewer Protection as detailed in the plans and specifications prepared by our office.

After review of the bids, it was determined that WSO Grading and Excavation, LLC. is the apparent low bidder with the following total base bid amount - \$ 64,390.00.

Kapur & Associates, Inc. recommends the award of this contract to WSO Grading and Excavation, LLC.

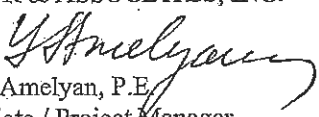
WSO Grading and Excavation, LLC. has performed this type of work on previous projects and the firm is qualified to complete the items under this contract.

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

**Ravine Slope Stabilization & Sanitary Sewer Protection
VILLAGE OF BAYSIDE, WISCONSIN**

BID OPENING: 9:00 A.M.. Wednesday, May 2, 2018

WSO Grading and Excavating	American Sewer Services Inc.
121 Highview Drive	N2768 County Rd P
Cedarburg, WI 53012	Rubicon, WI 53078
PH: 414-429-1002	PH: 262-673-3100
FX: 262-618-2597	FX: 262-673-4300

BASE BID			
ITEM NO.	ITEM	QTY.	UNIT
BASE BID: RAVINE SLOPE STABILIZATION AND SANITARY SEWER PROTECTION			
1	Clearing and Grubbing	1	LS
2	Reconstruction of Sanitary Manhole and Installation of External Seal (All Inclusive)	1	LS
3	Furnish and Install Armormax-75, HPTRM on Ravine Slope (All Inclusive: Site Preparation, Slope Regrading, Clay Soil Placement and Compaction, Armormax Laydown, Type B2 Anchors and Pins, Topsoils, Landlok Erosion Control Blanket and Vegetation Establishment, all Necessary Tools and Equipment)	330	SY
4	Rip-Rap (Heavy)	140	TON
5	Geotextile Fabric Type HR	120	SY
6	Furnish and Install 8" HDPE Dual Wall N-12 Pipe with Apron Endwall (All Inclusive)	30	LF
7	Furnish and Install 18" Nyloplast Drain Basin with Casting (All Inclusive)	1	Each
8	Backyard Regrading (After Lowering of Sanitary Manhole. See Grading Plan)	300	SY
9	Sandbags Ditch Checks	100	EACH
10	Silt Fence	600	LF
11	Landscaping Restoration at Backyard (Topsoil, Hydroseed, Fertilizer, Erosion Mat)	400	SY
12	Traffic Control	1	LS
Base Bid Total: Ravine Slope Stabilization and Sanitary Sewer Protection:			

UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
\$ 4,500.00	\$ 4,500.00	\$ 10,500.00	\$ 10,500.00
\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	\$ 12,000.00
\$ 107.00	\$ 35,310.00	\$ 60.00	\$ 19,800.00
\$ 100.00	\$ 14,000.00	\$ 90.00	\$ 12,600.00
\$ 8.00	\$ 960.00	\$ 30.00	\$ 3,600.00
\$ 25.00	\$ 750.00	\$ 225.00	\$ 6,750.00
\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
\$ 2.90	\$ 870.00	\$ 75.00	\$ 22,500.00
\$ 3.00	\$ 300.00	\$ 9.00	\$ 900.00
\$ 4.00	\$ 2,400.00	\$ 3.00	\$ 1,800.00
\$ 7.00	\$ 2,800.00	\$ 12.00	\$ 4,800.00
\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00
	\$ 64,390.00		\$ 98,600.00



we listen. we innovate. we turn your vision into reality.

May 10, 2018

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

Re: Ellsworth Park Storm Water Improvement
Village of Bayside

Dear Mr. Pederson:

Bids were received from three (3) General Contractors: WSO Grading and Excavation, LLC., Buteyn-Peterson Construction Corp. and Super Excavators, Inc. to complete the Ellsworth Park Storm Water Improvement Project as detailed in the plans and specifications prepared by our office.

After review of the bids, it was determined that WSO Grading and Excavation, LLC. is the apparent low bidder with the following total bid amounts:

- Base Bid - \$ 294,556.80 (Open cut pipe installation)
- Alternate Bid - \$11,472.20 (Increasing of the base bid amount if storm sewer pipe will be installed by directional drilling)
- Alternate Bid A - \$1,200 (Increasing of the base bid amount if the 8" standpipe will be used instead of 6" standpipe).

WSO Grading and Excavation, LLC. 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 WSO Grading and Excavation, LLC. in total amount of \$295,756.80, including the bid amount of \$294, 556.80 and Alternate Bid A - \$1,200.00

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

BID OPENING: 9:30 A.M. Thursday, May 10, 2018

WSO Grading & Excavating	Buteyn-Peterson Constr. Co.	Super Excavators, Inc.
121 Highway Drive	N7337 Dairyland Drive	N59 W14601 Bobolink Ave.
Cedarburg, WI 53012	Sheboygan, WI 53083	Menomonee Falls, WI 53051
PH: 414-429-1002	PH: 920-565-6200	PH: 262-252-3280
	FX: 920-565-6203	FX: 262-252-9079

BASE BID				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ITEM NO.	ITEM	QTY.	UNIT						
BASE BID: ELLSWORTH PARK STORM WATER IMPROVEMENT									
201.0120	Clearing (Undistributed)	40	ID	\$ 14.00	\$ 560.00	\$ 76.00	\$ 3,040.00	\$ 66.00	\$ 2,640.00
201.0220	Grubbing (Undistributed)	40	ID	\$ 14.00	\$ 560.00	\$ 76.00	\$ 3,040.00	\$ 66.00	\$ 2,640.00
203.0100	Removing Small Pipe Culverts	3	EACH	\$ 400.00	\$ 1,200.00	\$ 1,000.00	\$ 3,000.00	\$ 145.00	\$ 435.00
204.0100	Removing Pavement	1,170	SY	\$ 6.75	\$ 7,897.50	\$ 3.00	\$ 3,510.00	\$ 15.00	\$ 17,550.00
204.0155	Removing Concrete Sidewalk	5	SY	\$ 70.00	\$ 350.00	\$ 15.00	\$ 75.00	\$ 234.00	\$ 1,170.00
204.0195	Removing Concrete Bases	3	EACH	\$ 300.00	\$ 900.00	\$ 750.00	\$ 2,250.00	\$ 580.00	\$ 1,740.00
305.0110	Base Aggregate Dense 3/4-Inch	14	TON	\$ 27.00	\$ 378.00	\$ 45.00	\$ 630.00	\$ 52.00	\$ 728.00
305.0120	Base Aggregate Dense 1 1/4-Inch	530	TON	\$ 27.00	\$ 14,310.00	\$ 20.00	\$ 10,600.00	\$ 69.00	\$ 31,800.00
460.5223	HMA Pavement 3 LT 58-28 S (Lower Layer)	120	TON	\$ 126.65	\$ 15,198.00	\$ 103.00	\$ 12,360.00	\$ 115.00	\$ 13,800.00
460.5225	HMA Pavement 5 LT 58-28 S (Upper Layer)	72	TON	\$ 163.40	\$ 11,764.80	\$ 127.00	\$ 9,144.00	\$ 140.00	\$ 10,080.00
465.0120	Asphaltic Surface Driveways and Field Entrances	18	TON	\$ 56.50	\$ 1,017.00	\$ 173.00	\$ 3,114.00	\$ 192.00	\$ 3,456.00
611.2004	Manholes 4-FT Diameter	1	EACH	\$ 2,600.00	\$ 2,600.00	\$ 3,200.00	\$ 3,200.00	\$ 6,552.00	\$ 6,552.00
611.3220	Inlets 2x2-FT	3	EACH	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00	\$ 2,640.00	\$ 7,920.00
625.0105	Topsoil	7,250	SY	\$ 5.50	\$ 39,875.00	\$ 7.00	\$ 50,750.00	\$ 5.00	\$ 36,250.00
627.0200	Mulching	3,070	SY	\$ 1.00	\$ 3,070.00	\$ 0.25	\$ 767.50	\$ 1.00	\$ 3,070.00
628.1504	Silt Fence	450	LF	\$ 4.00	\$ 1,800.00	\$ 1.50	\$ 675.00	\$ 2.00	\$ 900.00
628.2006	Erosion Mat Urban Class I, Type A	4,180	SY	\$ 2.25	\$ 9,405.00	\$ 1.42	\$ 5,935.60	\$ 1.50	\$ 6,270.00
628.7504	Temporary Ditch Checks	15	EACH	\$ 90.00	\$ 1,350.00	\$ 70.00	\$ 1,050.00	\$ 50.00	\$ 750.00
629.0210	Fertilizer Type B	5	CWT	\$ 68.00	\$ 340.00	\$ 75.00	\$ 375.00	\$ 61.00	\$ 305.00
630.0140	Seeding Mixture No. 40	130	LB	\$ 7.00	\$ 910.00	\$ 6.00	\$ 780.00	\$ 7.00	\$ 910.00
690.0150	Sawing Asphalt	3,000	LF	\$ 2.45	\$ 7,350.00	\$ 1.50	\$ 4,500.00	\$ 2.00	\$ 6,000.00
690.0250	Sawing Concrete	5	LF	\$ 25.00	\$ 125.00	\$ 10.00	\$ 50.00	\$ 20.00	\$ 100.00
SPV.2001	Ditch Regrading Special	910	LF	\$ 12.00	\$ 10,920.00	\$ 10.00	\$ 9,100.00	\$ 29.00	\$ 26,390.00
SPV.2004	Storm Water Pond and Site Grading at Village Hall Special	1	LS	\$ 49,264.00	\$ 49,264.00	\$ 95,000.00	\$ 95,000.00	\$ 90,000.00	\$ 90,000.00
SPV.3804	Sanitary Manhole Seal - Internal Special	1	EACH	\$ 2,200.00	\$ 2,200.00	\$ 550.00	\$ 550.00	\$ 830.00	\$ 830.00
SPV.5000	Stand Pipes at Ellsworth Park Special	1	LS	\$ 13,280.00	\$ 13,280.00	\$ 5,000.00	\$ 5,000.00	\$ 12,300.00	\$ 12,300.00
SPV.4108	PVC Storm Sewer 8-Inch Pressure Pipe (Excavated Backfill) Special	120	LF	\$ 43.00	\$ 5,160.00	\$ 60.00	\$ 7,200.00	\$ 55.00	\$ 6,600.00
SPV.4112	PVC Storm Sewer 12-Inch (Excavated Backfill) Special	395	LF	\$ 45.00	\$ 17,775.00	\$ 64.00	\$ 25,280.00	\$ 56.00	\$ 22,120.00
SPV.5108	PVC Storm Sewer 8-Inch Pressure Pipe (Granular Backfill) Special	1,290	LF	\$ 46.50	\$ 59,985.00	\$ 97.00	\$ 125,130.00	\$ 71.00	\$ 91,590.00
SPV.5112	PVC Storm Sewer 12-Inch (Granular Backfill) Special	95	LF	\$ 47.50	\$ 4,512.50	\$ 72.00	\$ 6,840.00	\$ 81.00	\$ 7,695.00
SPV.6430	Traffic Control Special	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,900.00	\$ 3,900.00
SPV.9004	Inlet Cover, R-2540 Special	3	EACH	\$ 1,000.00	\$ 3,000.00	\$ 500.00	\$ 1,500.00	\$ 580.00	\$ 1,740.00
Base Bid Total: Ellsworth Park Storm Water Improvement:					\$ 294,556.80		\$ 410,946.10		\$ 418,231.00

ALTERNATE BID: ELLSWORTH PARK STORM WATER IMPROVEMENT				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
305.012	Base Aggregate Dense 1 1/4-Inch DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	530	TON	\$ (27.00)	\$ (14,310.00)	\$ (20.00)	\$ (10,600.00)	\$ (60.00)	\$ (31,800.00)
460.5223	HMA Pavement 3 LT 58-28 S (Lower Layer) DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	120	TON	\$ (126.65)	\$ (15,198.00)	\$ (103.00)	\$ (12,360.00)	\$ (115.00)	\$ (13,800.00)
460.5225	HMA Pavement 5 LT 58-28 S (Upper Layer) DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	72	TON	\$ (163.40)	\$ (11,764.80)	\$ (127.00)	\$ (9,144.00)	\$ (140.00)	\$ (10,080.00)
SPV.4108	PVC Storm Sewer 8-Inch Pressure Pipe (Excavated Backfill) Special DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	110	LF	\$ (43.00)	\$ (4,730.00)	\$ (60.00)	\$ (6,600.00)	\$ (55.00)	\$ (6,050.00)
SPV.5108	PVC Storm Sewer 8-Inch Pressure Pipe (Granular Backfill) Special DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	1,250	LF	\$ (46.50)	\$ (58,125.00)	\$ (97.00)	\$ (121,250.00)	\$ (71.00)	\$ (88,750.00)
SPV.6001	PVC Storm Sewer 8-Inch Pressure Pipe (Horizontal Directional Drilling) Special	1,360	LF	\$ 85.00	\$ 115,600.00	\$ 120.00	\$ 163,200.00	\$ 90.00	\$ 122,400.00
ALTERNATE BID TOTAL: ELLSWORTH PARK STORM WATER IMPROVEMENT:						\$ 11,472.20		\$ 3,246.00	\$ (28,080.00)

ALTERNATE BID A: ELLSWORTH PARK STORM WATER IMPROVEMENT				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
SPV.5000	Stand Pipes at Ellsworth Park Special DEDUCT – MUST BE SAME UNIT PRICE AS BASE BID	1	LS	\$ (13,280.00)	\$ (13,280.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (12,300.00)	\$ (12,300.00)
SPV.5000A	Stand Pipes at Ellsworth Park Special-8" Standpipe	1	LS	\$ 14,480.00	\$ 14,480.00	\$ 8,500.00	\$ 8,500.00	\$ 13,300.00	\$ 13,300.00
ALTERNATE BID A TOTAL: ELLSWORTH PARK STORM WATER IMPROVEMENT:					\$ 1,200.00		\$ 3,500.00		\$ 1,000.00

Department of Public Works April 2018 Report

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

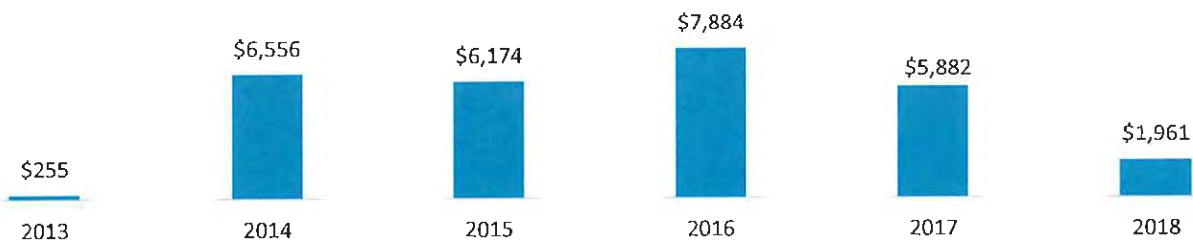
Highlights/Accomplishments

- The Spring Clean-Up Day was held with over 50,000 pounds of items collected.
- Crews completed two yard waste collections with 1,405 piles of yard waste collected.
- Crews utilized 70 tons of salt in snow-ice clearing in the month of April.
- Crews installed a driveway culvert on N Lake Drive and cross culverts at the intersection of N Lake Drive and E Crocker Place and on a cul-de-sac on N Broadmoor Road.
- The annual MS4 stormwater permit was submitted to the Wisconsin Department of Natural Resources and salt shed inspection submitted to the Wisconsin Department of Transportation.
- The DPW crew assisted with Board Room set-up/clean-up and signage for the Spring Election.

Stat of the Month

The yard waste that the Village collects throughout the year is put through a grinding machine and converted into mulch. That mulch is then made available to residents the following spring for home improvement projects. The mulch can be picked up for free in the sled hill parking lot or delivered on-site for a fee. The Village has collected \$1,961 in mulch revenue so far in 2018.

Mulch Delivery Revenue



Priorities for May

- 2018 Driveway Culvert Replacement Program – driveway cuts, apron removal, culvert replacement, and ditch regrading.
- Open the pavilion at Ellsworth Park.
- Complete stump grinding for trees removed in 2018 project.
- Rebuild manholes in 2018 road project area.
- Complete a regular yard waste collection, a bagged yard waste collection, and host the May Drop-Off Day for recycling, electronics, scrap metal, and yard waste.

Picture of the Month



Spring Clean-Up Day

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VILLAGE OF BAYSIDE

Bayside, Wisconsin

FINANCIAL STATEMENTS

Including Independent Auditors' Report

As of and for the Year Ended December 31, 2017

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INDEPENDENT AUDITORS' REPORT

To the Village Board
Village of Bayside
Bayside, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bayside, Wisconsin, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Village of Bayside's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village of Bayside's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Village of Bayside's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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To the Village Board
Village of Bayside

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bayside, Wisconsin, as of December 31, 2017 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Bayside's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

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To the Village Board
Village of Bayside

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Bayside's basic financial statements. The introductory and statistical sections are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Milwaukee, Wisconsin
June XX, 2018

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VILLAGE OF BAYSIDE

STATEMENT OF NET POSITION As of December 31, 2017

	Governmental Activities	Business Type Activities	Totals
ASSETS			
Cash and investments	\$ 3,267,806	\$ 314,826	\$ 3,582,632
Receivables			
Taxes	4,857,912	767,520	5,625,432
Accounts	196,368	18,905	215,273
Due from other governments	1,365,000	-	1,365,000
Prepaid items	72,914	1,110	74,024
Restricted Assets			
Cash and investments	-	52,454	52,454
Capital Assets (net of accumulated depreciation)			
Land	3,561,528	-	3,561,528
Construction in progress	-	14,300	14,300
Other capital assets, net of depreciation	14,400,447	3,892,232	18,292,679
Total Assets	<u>27,721,975</u>	<u>5,061,347</u>	<u>32,783,322</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred loss on refunding	24,930	382	25,312
Deferred outflows related to pensions	1,625,929	53,131	1,679,060
Total Deferred Outflows of Resources	<u>1,650,859</u>	<u>53,513</u>	<u>1,704,372</u>
LIABILITIES			
Accounts payable and accrued expenses	467,923	25,713	493,636
Unearned revenue	17,997	-	17,997
Noncurrent Liabilities			
Due within one year	1,237,190	289,020	1,526,210
Due in more than one year	8,667,551	1,462,751	10,130,302
Total Liabilities	<u>10,390,661</u>	<u>1,777,484</u>	<u>12,168,145</u>
DEFERRED INFLOWS OF RESOURCES			
Unearned revenue	4,839,304	767,520	5,606,824
Deferred inflows related to pensions	795,074	23,043	818,117
Total Deferred Inflows of Resources	<u>5,634,378</u>	<u>790,563</u>	<u>6,424,941</u>
NET POSITION			
Net investment in capital assets	9,438,558	2,161,073	11,599,631
Restricted for			
Debt service	241,538	50,222	291,760
Unrestricted	<u>3,667,699</u>	<u>335,518</u>	<u>4,003,217</u>
TOTAL NET POSITION	<u>\$ 13,347,795</u>	<u>\$ 2,546,813</u>	<u>\$ 15,894,608</u>

See accompanying notes to financial statements.

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VILLAGE OF BAYSIDE

STATEMENT OF ACTIVITIES For the Year Ended December 31, 2017

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 829,490	\$ 95,615	\$ -	\$ -
Public safety	5,209,814	2,032,197	29,611	51,317
Public works	1,483,434	538,273	67,518	402,837
Culture, education and recreation	195,437	359	-	7,601
Conservation and development	6,375	-	-	-
Interest and fiscal charges	257,667	-	-	-
Total Governmental Activities	<u>7,982,217</u>	<u>2,666,444</u>	<u>97,129</u>	<u>461,755</u>
Business-type Activities				
Sewer	772,969	902,714	-	-
Total Business-type Activities	<u>772,969</u>	<u>902,714</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 8,755,186</u>	<u>\$ 3,569,158</u>	<u>\$ 97,129</u>	<u>\$ 461,755</u>

General Revenues

Taxes

Property taxes, levied for general purposes

Property taxes, levied for debt service

Other taxes

Intergovernmental revenues not restricted to specific programs

Investment income

Gain on disposal of assets

Miscellaneous

Total General Revenues

Change in net position

NET POSITION - Beginning of Year

NET POSITION - END OF YEAR

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Net (Expenses) Revenues and Changes in Net Position

<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
\$ (733,875)	\$ -	\$ (733,875)
(3,096,689)	-	(3,096,689)
(474,806)	-	(474,806)
(187,477)	-	(187,477)
(6,375)	-	(6,375)
<u>(257,667)</u>	<u>-</u>	<u>(257,667)</u>
<u>(4,756,889)</u>	<u>-</u>	<u>(4,756,889)</u>
<u>-</u>	<u>129,745</u>	<u>129,745</u>
<u>-</u>	<u>129,745</u>	<u>129,745</u>
<u>(4,756,889)</u>	<u>129,745</u>	<u>(4,627,144)</u>
3,799,656	-	3,799,656
681,525	-	681,525
65,161	-	65,161
410,336	-	410,336
55,435	430	55,865
17,500	-	17,500
<u>526,756</u>	<u>-</u>	<u>526,756</u>
<u>5,556,369</u>	<u>430</u>	<u>5,556,799</u>
799,480	130,175	929,655
<u>12,548,315</u>	<u>2,416,638</u>	<u>14,964,953</u>
<u>\$ 13,347,795</u>	<u>\$ 2,546,813</u>	<u>\$ 15,894,608</u>

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VILLAGE OF BAYSIDE

BALANCE SHEET GOVERNMENTAL FUNDS As of December 31, 2017

		Special Revenue Funds		
	General	Consolidated Services	Consolidated Dispatch	Debt Service
ASSETS				
Cash and investments	\$ 1,285,924	\$ 22,593	\$ 362,723	\$ 427,454
Receivables				
Taxes	2,419,747	1,044,421	281,484	737,895
Accounts	7,642	-	3,788	-
Due from other governments	-	-	-	1,365,000
Prepaid items	27,887	-	44,317	-
TOTAL ASSETS	\$ 3,741,200	\$ 1,067,014	\$ 692,312	\$ 2,530,349
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 66,906	\$ 2,002	\$ 14,190	\$ -
Accrued liabilities	156,457	-	101,708	-
Total Liabilities	223,363	2,002	115,898	-
Deferred Inflows of Resources				
Unearned revenues	2,419,136	1,044,421	281,484	737,894
Unavailable revenues	-	-	-	1,365,000
Total Deferred Inflows of Resources	2,419,136	1,044,421	281,484	2,102,894
Fund Balances				
Nonspendable	28,498	-	44,317	-
Restricted	-	-	-	427,455
Committed	-	20,591	250,613	-
Assigned	339,447	-	-	-
Unassigned	730,756	-	-	-
Total Fund Balances	1,098,701	20,591	294,930	427,455
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 3,741,200	\$ 1,067,014	\$ 692,312	\$ 2,530,349

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DPW Capital Projects	Nonmajor Governmental Funds	Totals
\$ 706,876	\$ 462,236	\$ 3,267,806
2,780	371,586	4,857,913
10,176	174,762	196,368
-	-	1,365,000
-	710	72,914
<u>\$ 719,832</u>	<u>\$ 1,009,294</u>	<u>\$ 9,760,001</u>

\$ 16,240	\$ 23,540	\$ 122,878
-	969	259,134
<u>16,240</u>	<u>24,509</u>	<u>382,012</u>

2,780	371,586	4,857,301
-	-	1,365,000
<u>2,780</u>	<u>371,586</u>	<u>6,222,301</u>

-	710	73,525
-	-	427,455
700,812	612,489	1,584,505
-	-	339,447
-	-	730,756
<u>700,812</u>	<u>613,199</u>	<u>3,155,688</u>

<u>\$ 719,832</u>	<u>\$ 1,009,294</u>	<u>\$ 9,760,001</u>
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See accompanying notes to financial statements.

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VILLAGE OF BAYSIDE

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION As of December 31, 2017

Total Fund Balances - Governmental Funds	\$ 3,155,688
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental funds are not financial resources and, therefore, are not reported in the funds.	17,961,975
--	------------

Some receivables that are not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	1,365,000
--	-----------

The net pension liability does not relate to current financial resources and is not reported in the governmental funds.	(187,952)
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Deferred outflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	1,625,929
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Deferred inflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	(795,074)
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Some liabilities, including long-term debt, are not due and payable in the current period and therefore, are not reported in the funds.

Bonds and notes payable	(8,916,553)
Compensated absences	(85,724)
Accrued interest	(85,912)
Unamortized debt premium	(187,617)
Unamortized loss of refunding	24,930
Capital Leases	(362,597)
Net OPEB Obligation	<u>(164,298)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 13,347,795</u>
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VILLAGE OF BAYSIDE

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS For the Year Ended December 31, 2017

	General	Special Revenue Funds		
		Consolidated Services	Consolidated Dispatch	Debt Service
REVENUES				
Taxes	\$ 2,471,752	\$ 1,017,064	\$ 263,166	\$ 681,525
Intergovernmental	629,413	20,948	-	-
Licenses and permits	174,036	-	-	-
Fines, forfeitures and penalties	53,090	-	-	-
Public charges for services	55,027	-	-	-
Intergovernmental charges for services	111,824	-	1,948,260	244,139
Investment income	55,435	-	-	-
Miscellaneous	63,918	1,250	173,952	22,434
Total Revenues	<u>3,614,495</u>	<u>1,039,262</u>	<u>2,385,378</u>	<u>948,098</u>
EXPENDITURES				
Current				
General government	653,053	-	-	-
Public safety	1,719,438	823,534	2,153,817	-
Public works	778,130	-	-	-
Health and human services	-	27,788	-	-
Culture, recreation and education	7,714	159,179	-	-
Capital Outlay	-	-	91,984	-
Debt Service				
Principal	-	28,830	65,500	1,014,941
Interest and fiscal charges	-	4,269	11,802	253,532
Total Expenditures	<u>3,158,335</u>	<u>1,043,600</u>	<u>2,323,103</u>	<u>1,268,473</u>
Excess (deficiency) of revenues over expenditures	<u>456,160</u>	<u>(4,338)</u>	<u>62,275</u>	<u>(320,375)</u>
OTHER FINANCING SOURCES (USES)				
Capital lease proceeds	-	-	-	-
Transfers out	(457,545)	(6,240)	-	-
Transfers in	6,240	-	46,058	350,175
Sale of capital assets	9,034	-	-	-
Total Other Financing Sources (Uses)	<u>(442,271)</u>	<u>(6,240)</u>	<u>46,058</u>	<u>350,175</u>
Net Change in Fund Balances	13,889	(10,578)	108,333	29,800
FUND BALANCES - Beginning of Year	<u>1,084,812</u>	<u>31,169</u>	<u>186,597</u>	<u>397,655</u>
FUND BALANCES - END OF YEAR	<u>\$ 1,098,701</u>	<u>\$ 20,591</u>	<u>\$ 294,930</u>	<u>\$ 427,455</u>

See accompanying notes to financial statements.

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DPW Capital Projects	Nonmajor Governmental Funds	Totals
\$ 43,394	\$ 69,441	\$ 4,546,342
-	29,395	679,756
-	-	174,036
-	-	53,090
12,051	499,874	566,952
-	119,114	2,423,337
-	-	55,435
-	179,661	441,215
<u>55,445</u>	<u>897,485</u>	<u>8,940,163</u>
-	-	653,053
-	-	4,696,789
-	143,834	921,964
-	-	27,788
-	18,671	185,564
466,295	340,149	898,428
31,936	82,765	1,223,972
2,371	-	271,974
<u>500,602</u>	<u>585,419</u>	<u>8,879,532</u>
<u>(445,157)</u>	<u>312,066</u>	<u>60,631</u>
-	37,016	37,016
-	(362,703)	(826,488)
300,000	124,015	826,488
-	-	9,034
<u>300,000</u>	<u>(201,672)</u>	<u>46,050</u>
(145,157)	110,394	106,681
<u>845,969</u>	<u>502,805</u>	<u>3,049,007</u>
<u>\$ 700,812</u>	<u>\$ 613,199</u>	<u>\$ 3,155,688</u>

See accompanying notes to financial statements.

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VILLAGE OF BAYSIDE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES For the Year Ended December 31, 2017

Net change in fund balances - total governmental funds	\$	106,681
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements	898,428
Some items reported as capital outlay were not capitalized	(198,473)
Depreciation is reported in the government-wide financial statements	(764,992)
Net book value of assets retired	(17,560)

Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.

Payment on loan receivable	(185,000)
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Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Capital lease proceeds	(37,016)
Principal repaid	1,043,770
Principal repaid on capital leases	180,201

Governmental funds report debt premiums and discounts as other financing sources (uses) or financing sources or uses. However, in the statement of net position, these are reported as additions to or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense.

Amortization of debt premium	19,841
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Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	16,456
Net OPEB obligation	(17,559)
Accrued interest on debt	11,154
Amortization of deferred charge on refunding	(16,278)
Net pension liability	181,348
Deferred outflows of resources related to pensions	(433,580)
Deferred inflows of resources related to pensions	<u>12,059</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>799,480</u>
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VILLAGE OF BAYSIDE

STATEMENT OF NET POSITION PROPRIETARY FUND As of December 31, 2017

	<u>Sewer Utility</u>
ASSETS	
Current Assets	
Cash and investments	\$ 314,826
Receivables	
Taxes	767,520
Accounts	18,905
Prepaid items	1,110
Restricted Assets	
Cash and investments	52,454
Total Current Assets	<u>1,154,815</u>
Noncurrent Assets	
Capital Assets	
Construction in progress	14,300
Property and equipment	8,070,927
Less: Accumulated depreciation	<u>(4,178,695)</u>
Total Noncurrent Assets	<u>3,906,532</u>
Total Assets	<u>5,061,347</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred loss on refunding	382
Deferred outflow related to pensions	<u>53,131</u>
Total Deferred Outflows of Resources	<u>53,513</u>

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VILLAGE OF BAYSIDE

STATEMENT OF NET POSITION PROPRIETARY FUND As of December 31, 2017

	<u>Sewer Fund</u>
LIABILITIES	
Current Liabilities	
Accounts payable	4,027
Accrued liabilities	8,750
Accrued interest	10,706
Current portion of general obligation debt	213,686
Liabilities Payable from Restricted Assets	
Current portion of revenue bonds	75,334
Accrued interest	<u>2,232</u>
Total Current Liabilities	<u>314,735</u>
Noncurrent Liabilities	
Long-Term Debt	
General obligation debt	946,259
Unamortized premium	19,254
Revenue bonds	490,926
Pension related debt	<u>6,312</u>
Total Noncurrent Liabilities	<u>1,462,751</u>
Total Liabilities	<u>1,777,486</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned revenues	767,520
Deferred inflows related to pensions	<u>23,043</u>
Total Deferred Inflows of Resources	<u>790,563</u>
NET POSITION	
Net investment in capital assets	2,161,073
Restricted for	
Debt service	50,222
Unrestricted	<u>335,516</u>
TOTAL NET POSITION	<u><u>\$ 2,546,811</u></u>
Net Position Business-type Activities	

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VILLAGE OF BAYSIDE

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION PROPRIETARY FUND

For the Year Ended December 31, 2017

	<u>Sewer Utility</u>
OPERATING REVENUES	
Public charges for services	\$ 902,714
Total Operating Revenues	<u>902,714</u>
OPERATING EXPENSES	
Sewage service	506,709
Depreciation	<u>217,849</u>
Total Operating Expenses	<u>724,558</u>
Operating Income	<u>178,156</u>
NONOPERATING REVENUES (EXPENSES)	
Investment income	430
Interest expense	(49,668)
Amortization of debt premium and loss on refunding	<u>1,255</u>
Total Nonoperating Revenues (Expenses)	<u>(47,983)</u>
Change in Net Position	130,173
NET POSITION - Beginning of Year	<u>2,416,638</u>
NET POSITION- END OF YEAR	<u>\$ 2,546,811</u>

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VILLAGE OF BAYSIDE

STATEMENT OF CASH FLOWS PROPRIETARY FUND For the Year Ended December 31, 2017

	<u>Sewer Utility</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Received from customers	\$ 890,648
Paid to suppliers for goods and services	(357,767)
Paid to employees for services	<u>(140,148)</u>
Net Cash Flows From Operating Activities	<u>392,733</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment income	<u>430</u>
Net Cash Flows From Investing Activities	<u>430</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Debt retired	(282,652)
Interest paid	(53,048)
Acquisition and construction of capital assets	<u>(70,829)</u>
Net Cash Flows From Capital and Related Financing Activities	<u>(406,529)</u>
Net Change in Cash and Cash Equivalents	(13,366)
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>380,646</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 367,280</u>

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VILLAGE OF BAYSIDE

STATEMENT OF CASH FLOWS PROPRIETARY FUND For the Year Ended December 31, 2017

	<u>Sewer Utility</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income	\$ 178,156
Adjustments to Reconcile Operating Income to Net Cash Flows From Operating Activities	
Depreciation	217,849
Changes in assets and liabilities	
Accounts receivable	(12,066)
Other accounts receivable	(9,594)
Prepayments	379
Accounts payable	(1,301)
Other current liabilities	1,947
Deferred inflow of resources	9,594
Pension related deferrals and liabilities	<u>7,769</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 392,733</u>
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION - PROPRIETARY FUNDS	
Cash and investments	\$ 314,826
Restricted cash and investments	<u>52,454</u>
CASH AND CASH EQUIVALENTS	<u>\$ 367,280</u>
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES	
Amortization of debt premium	\$ <u>2,022</u>
Amortization of loss on refunding	\$ <u>(767)</u>

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VILLAGE OF BAYSIDE

STATEMENT OF ASSETS AND LIABILITIES AGENCY FUNDS As of December 31, 2017

	<u>Total</u>
ASSETS	
Cash and investments	\$ 11,485,375
Receivables - (net)	
Taxes	2,746,146
Special assessments	<u>5,144,654</u>
TOTAL ASSETS	<u><u>\$ 19,376,175</u></u>
LIABILITIES	
Accounts payable	\$ 2,147
Due to bondholders	6,060,339
Due to other governments	<u>13,313,689</u>
TOTAL LIABILITIES	<u><u>\$ 19,376,175</u></u>

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VILLAGE OF BAYSIDE

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Village of Bayside, Wisconsin conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

A. REPORTING ENTITY

This report includes all of the funds of the Village. The reporting entity for the Village consists of the primary government and its component unit. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should also be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government or its component units, is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

Component units are reported using one of two methods, discrete presentation or blending. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens, or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

A. REPORTING ENTITY (cont.)

Discretely Presented Component Unit

Community Development Authority

The government-wide financial statements include the Community Development Authority ("CDA") as a component unit. The CDA is a legally separate organization. The board of the CDA is appointed by the village board. Wisconsin Statutes provide for circumstances whereby the Village can impose its will on the CDA, and also create a potential financial benefit to or burden on the Village. The Community Development Authority is part of the reporting entity of the Village of Bayside. However, the CDA had no financial transactions during 2017 which are material to these financial statements. Also, the CDA does not own any assets nor is it liable for any debt. Therefore, no financial statements are presented in this report. The CDA does not issue separate financial statements.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the Village are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues, and expenditures/expenses.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Fund Financial Statements (cont.)

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the Village believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

- General Fund - accounts for the Village's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.
- Special Revenue Fund - Consolidated Services Fund - used to account for and report grants and local revenues committed to supporting expenditures for the program.
- Special Revenue Fund - Consolidated Dispatch - used to account for and report grants and local revenues legally restricted or committed to supporting expenditures for the program.
- Debt Service Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the payment of general long-term debt principal, interest, and related costs, other than enterprise debt.
- Capital Projects Fund - DPW Capital Projects - \.

The Village reports the following major enterprise funds:

- Sewer Utility - accounts for operations of the sewer system.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Fund Financial Statements (cont.)

The Village reports the following nonmajor governmental funds:

Special Revenue Funds - used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

Stormwater

Records Management System

Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Capital Projects - General Capital Projects, Dispatch Capital Projects, Records Management System Capital Projects

In addition, the Village reports the following fund types:

Agency Funds - used to account for and report assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, and/or other governmental units.

Tax Collection Fund
Special Assessment B Bonds

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Village's sewer and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (cont.)

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the Village is entitled to the resources and the amounts are available. Amounts owed to the Village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and fiduciary fund financial statements (other than agency funds) are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note. Agency funds follow the accrual basis of accounting, and do not have a measurement focus.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the sewer utility are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY

1. Deposits and Investments

For purposes of the statement of cash flows, the Village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of Village funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The Village has adopted an investment policy. That policy follows the state statute for allowable investments. In addition the village's policy states that the village will minimize both credit and interest rate risk. Credit risk is the risk of loss due to the failure of the security issuer or backer whereas interest rate risk is the risk that market value of securities in the portfolio will fall due to changes in market interest rates.

The Village's investment policy regarding custodial credit risk requires the Village to maintain collateral agreements for 105% of the balance that exceeds the FDIC and State Deposit Guarantee Insurance, however, there are times during the year when the Village is not in compliance with this policy. The Village's investment policy does not address credit risk, interest rate risk, concentration of credit risk, or foreign currency risk.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on methods and inputs as outlined in Note III. A. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

1. Deposits and Investments (cont.)

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2017, the fair value of the Village's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

See Note III. A. for further information.

2. Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the Village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of assets and liabilities - agency funds.

Property tax calendar - 2017 tax roll:

Lien date and levy date	December 2017
Tax bills mailed	December 2017
Payment in full, or	January 31, 2018
First installment due	January 31, 2018
Second installment due	March 31, 2018
Third installment due	May 31, 2018
Personal property taxes in full	January 31, 2018
Tax sale - 2017 delinquent real estate taxes	October 2020

Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the sewer utility because they have the right by law to place substantially all delinquent bills on the tax roll, and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

3. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

5. Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and \$5,000 for infrastructure assets, and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. For tax-exempt debt, the amount of interest capitalized equals the interest expense incurred during construction netted against any interest revenue from temporary investment of borrowed fund proceeds. No interest was capitalized during the current year. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

5. Capital Assets (cont.)

Government-Wide Statements (cont.)

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation and amortization reflected in the statement of net position. Depreciation and amortization is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	20-50 Years
Land Improvements	15-40 Years
Machinery and Equipment	5-20 Years
Utility System	15-40 Years
Infrastructure	15-40 Years
Intangible - Software	5-10 Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

6. Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and the net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

7. Compensated Absences

It is the Village's policy to permit employees to accumulate earned but unused sick leave benefits in accordance with bargaining unit agreements. All sick leave is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

7. *Compensated Absences* (cont.)

The Village provides postemployment health insurance benefits for all eligible employees. Eligibility is based on years of service and Wisconsin Retirement System participation. The benefits are based on the contractual agreements with the employee groups, local ordinances, or employee benefit policies. Employees may convert 40% of accumulated sick leave to pay for health care premiums. The cost of those premiums is recognized as an expenditure as the premiums are paid. The entire cost is paid by the Village. Funding for these costs is provided out of the current operating budget of the general fund. The contributions are financed on a pay as you go basis. Total expenditures for such premiums during the year were \$32,623. The number of participants currently eligible to receive benefits is 10. The total amount outstanding at year end to be paid in the future is \$85,724.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2017 are determined on the basis of current salary rates and include salary related payments.

8. *Long-Term Obligations/Conduit Debt*

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

The Village may approve the issuance of industrial revenue bonds (IRB) for the benefit of private business enterprises. IRB's are secured by mortgages or revenue agreements on the associated projects, and do not constitute indebtedness of the Village. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. There were no IRB's outstanding at year end.

9. *Deferred Inflows of Resources*

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

10. Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. Nonspendable - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Village Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village Board that originally created the commitment.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

10. Equity Classifications (cont.)

Fund Statements (cont.)

- d. Assigned - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Village Board has, by resolution, adopted a financial policy authorizing the Finance Committee to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. Unassigned - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The Village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

See Note III. H. for further information.

11. Pension

For purposes of measuring the net pension asset (liability), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

12. Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Village OPEB Plan and additions to/deductions from the Village OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the Village OPEB Plan. For this purpose, the Village OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. LIMITATIONS ON THE VILLAGE'S TAX LEVY

Wisconsin law limits the Village's future tax levies. Generally the Village is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the Village's equalized value due to new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The Village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

NOTE III - DETAILED NOTES ON ALL FUNDS

A. DEPOSITS AND INVESTMENTS

The Village's deposits and investments at year end were comprised of the following:

	Carrying Value	Statement Balances	Associated Risks
Deposits	\$ 5,434,318	\$ 5,225,948	Custodial Credit Risk
LGIP	301,550	301,550	Credit Risk
US treasuries	1,964,036	1,964,036	Custodial Credit Risk, Interest Rate Risk
US & Foreign Corporate Bonds	1,416,656	1,416,656	Custodial Credit Risk, Credit and Interest Rate Risk, Foreign Currency Risk
Money Market Mutual Fund	6,003,401	3,468,342	Credit Risk, Interest Rate Risk
Petty cash	500	-	N/A
Total Deposits and Investments	<u>\$ 15,120,461</u>	<u>\$ 12,376,532</u>	
Reconciliation to financial statements			
Per statement of net position			
Unrestricted cash and investments	\$ 3,582,632		
Restricted cash and investments	52,454		
Per statement of assets and liabilities -			
agency funds			
Agency Funds	<u>11,485,375</u>		
Total Deposits and Investments	<u>\$ 15,120,461</u>		

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. DEPOSITS AND INVESTMENTS (cont.)

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

The Village categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The valuation methods for recurring fair value measurements are as follows:

- Market approach - prices or other information from market transactions involving identical or similar assets.

Investment Type	December 31, 2017			
	Level 1	Level 2	Level 3	Total
Money Market Mutual Funds	\$ -	\$ 3,468,342	\$ -	\$ 3,468,342
US & Foreign Corporate Bonds	-	1,416,656	-	1,416,656
US Treasuries	-	1,964,036	-	1,964,036
Certificate of Deposit	-	24,998	-	24,998
Total	\$ -	\$ 6,874,032	\$ -	\$ 6,874,032

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Village's deposits may not be returned to the Village.

As of December 31, 2017, \$4,092,200 of the Village's total bank balances were exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 4,092,200
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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. DEPOSITS AND INVESTMENTS (cont.)

Custodial Credit Risk (cont.)

Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Village will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

As of December 31, 2017, the Village's investments were exposed to custodial credit risk as follows:

US & Foreign Corporate Bonds

Neither insured nor registered and held by counterparty \$ 1,416,656

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

As of December 31, 2017, the Village's investments were rated as follows:

<u>Investment Type</u>	<u>Moody's Investors Services</u>
Money Market Mutual Funds	Aaa
Corporate Bonds	A1 to Aa3

The Village also held investments in the following external pools which are not rated:

Wisconsin Local Government Investment Pool

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. DEPOSITS AND INVESTMENTS (cont.)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the value of an investment.

As of December 31, 2017, the Village's investments were as follows:

Investment Type	Fair Value	Maturity (In Years)			
		Less than 1 year	1 - 5 years	5 - 10 years	More than 10 years
US treasuries	\$ 1,964,036	\$ 598,761	\$ 1,365,275	\$ -	\$ -
US & Foreign Corporate Bonds	1,416,656	471,457	936,672	8,527	-
Certificate of Deposit	24,998	24,998	-	-	-
Totals	<u>\$ 3,405,690</u>	<u>\$ 1,095,216</u>	<u>\$ 2,301,947</u>	<u>\$ 8,527</u>	<u>\$ -</u>

Investment Type	Fair Value	Weighted Average Maturity
Money Market Mutual Fund	<u>\$ 3,468,342</u>	29

See Note I.D.1. for further information on deposit and investment policies.

B. RECEIVABLES

All of the receivables on the balance sheet are expected to be collected within one year, except for the North Shore Fire Department loan receivable, of which \$805,000 is not expected to be collected within one year, the Village of River Hills loan receivable, of which \$200,000 is not expected to be collected within one year, and Village of Fox Point loan receivable of which \$175,000 is not expected to be collected within one year.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

B. RECEIVABLES (cont.)

Governmental funds report *unavailable or unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	<u>Unearned</u>	<u>Unavailable</u>
Property taxes receivable for subsequent year	\$ 4,503,712	\$ -
North Shore Fire Department - loan	-	965,000
Village of River Hills - loan	-	215,000
Village of Fox Point - loan	-	185,000
Stormwater user fees	<u>353,589</u>	<u>-</u>
 Total Unearned/Unavailable Revenue for Governmental Funds	 <u>\$ 4,857,301</u>	 <u>\$ 1,365,000</u>
 Total Unearned Revenue for Governmental Funds	 <u>\$ 4,857,301</u>	

At the end of the current fiscal year, the various components of unearned revenue in the proprietary funds were as follows:

	<u>Unearned</u>
Property taxes receivable for subsequent year	\$ <u>767,520</u>
 Total Unearned Revenue for Proprietary Funds	 <u>\$ 767,520</u>

C. RESTRICTED ASSETS

The following represent the balances of the restricted assets:

Long-Term Debt Accounts

Redemption - Used to segregate resources accumulated for debt service payments over the next twelve months.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

C. RESTRICTED ASSETS (cont.)

Following is a list of restricted assets at December 31, 2017:

	Restricted Assets	Liabilities Payable from Restricted Assets	Restricted Net Position
Bond redemption account	\$ 52,454	\$ 2,232	\$ 50,222
Total	<u>\$ 52,454</u>	<u>\$ 2,232</u>	<u>\$ 50,222</u>

D. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities				
Capital assets not being depreciated/amortized				
Land	\$ 3,561,528	\$ -	\$ -	\$ 3,561,528
Total Capital Assets Not Being Depreciated/Amortized	<u>3,561,528</u>	<u>-</u>	<u>-</u>	<u>3,561,528</u>
Capital assets being depreciated/amortized				
Land improvements	592,130	9,688	-	601,818
Building and improvements	8,205,788	-	-	8,205,788
Machinery and equipment	3,404,038	65,969	57,131	3,412,876
Infrastructure	8,750,544	553,900	185,491	9,118,953
Software	1,317,276	70,400	-	1,387,676
Total Capital Assets Being Depreciated/Amortized	<u>22,269,776</u>	<u>699,957</u>	<u>242,622</u>	<u>22,727,111</u>
Total Capital Assets	<u>25,831,304</u>	<u>699,957</u>	<u>242,622</u>	<u>26,288,639</u>

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. CAPITAL ASSETS (cont.)

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities (cont.)				
Less: Accumulated depreciation/amortization for				
Land improvements	(258,108)	(12,054)	-	(270,162)
Building and improvements	(1,598,132)	(140,555)	-	(1,738,687)
Machinery and equipment	(1,768,703)	(242,949)	39,571	(1,972,081)
Infrastructure	(3,242,114)	(210,137)	185,491	(3,266,760)
Software	(919,677)	(159,297)	-	(1,078,974)
Total Accumulated Depreciation/Amortization	(7,786,734)	(764,992)	225,062	(8,326,664)
Net Capital Assets Being Depreciated/Amortized	14,483,042	(65,035)	17,560	14,400,447
Total Governmental Activities Capital Assets, Net of Accumulated Depreciation/Amortization	<u>\$ 18,044,570</u>	<u>\$ (65,035)</u>	<u>\$ 17,560</u>	<u>\$ 17,961,975</u>

Depreciation/amortization expense was charged to functions as follows:

Governmental Activities

General government	\$ 143,198
Public safety	243,057
Public works, which includes the depreciation of roads, sidewalks and storm sewers	368,864
Culture, education and recreation	9,873
Total Governmental Activities Depreciation/Amortization Expense	<u>\$ 764,992</u>

	Beginning Balance	Additions	Deletions	Ending Balance
Business-type Activities				
Capital assets not being depreciation				
Construction in progress	\$ 14,300	\$ -	\$ -	\$ 14,300
Total Capital Assets Not Being Depreciation	14,300	-	-	14,300
Capital assets being depreciated				
Infrastructure	7,799,761	53,196	-	7,852,957
Equipment	209,938	8,032	-	217,970
Total Capital Assets Being Depreciated	8,009,699	61,228	-	8,070,927
Total Capital Assets	8,023,999	61,228	-	8,085,227

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. CAPITAL ASSETS (cont.)

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Business-type Activities (cont.)				
Less: Accumulated depreciation for				
Infrastructure	(3,905,190)	(170,076)	-	(4,075,266)
Equipment	(65,257)	(38,172)	-	(103,429)
Total Accumulated Depreciation	<u>(3,970,447)</u>	<u>(208,248)</u>	<u>-</u>	<u>(4,178,695)</u>
Net Capital Assets Being Depreciated	<u>4,039,252</u>	<u>(147,020)</u>	<u>-</u>	<u>3,892,232</u>
Business-type Capital Assets, Net of Accumulated Depreciation	<u>\$ 4,053,552</u>	<u>\$ (147,020)</u>	<u>\$ -</u>	<u>\$ 3,906,532</u>

Depreciation/amortization expense was charged to functions as follows:

Business-type Activities

Sewer	<u>\$ 208,248</u>
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Total Business-type Activities Depreciation Expense	<u>\$ 208,248</u>
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Depreciation/amortization expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations, or costs associated with the disposal of assets.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

E. INTERFUND TRANSFERS

The following is a schedule of interfund transfers:

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>	<u>Principal Purpose</u>
Debt Service Fund	General Fund	\$ 100,000	To fund debt service payments
Debt Service Fund	Stormwater Fund	250,175	To fund debt service payments
	Records Management		
Consolidated Dispatch	System	46,058	To fund shared expenditures
Dispatch Fund	General Fund	7,545	To fund shared expenditures
	Capital Projects RMS		
Dispatch Fund	Fund	66,470	To fund shared expenditures
Capital Projects Funds	General Fund	50,000	To fund future capital project
General Fund	Consolidated Services	6,240	To fund shared expenditures
			To cover expenditures for road
DCUS Capital Projects	General Fund	<u>300,000</u>	construction
Total - Fund Financial Statements		826,488	
Less: Fund eliminations		<u>(826,488)</u>	
Total Transfers - Government-Wide Statement of Activities		<u>\$ -</u>	

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS

Long-term obligations activity for the year ended December 31, 2017, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Governmental Activities					
Bonds and Notes Payable					
General obligation debt - Village debt	\$ 8,835,323	\$ -	\$ 883,770	\$ 7,951,553	\$ 930,764
General obligation debt - NSFD debt	1,125,000	-	160,000	965,000	160,000
(Discounts)/Premiums	207,458	-	19,841	187,617	-
Sub-totals	10,167,781	-	1,063,611	9,104,170	1,090,764
Other Liabilities					
Vested compensated absences	102,180	50,775	67,231	85,724	8,755
Capital leases	505,782	37,016	180,201	362,597	137,671
Net pension liability	369,300	-	181,348	187,952	-
Net OPEB obligation	146,739	17,559	-	164,298	-
Total Other Liabilities	1,124,001	105,350	428,780	800,571	146,426
Total Governmental Activities Long-Term Liabilities	\$ 11,291,782	\$ 105,350	\$ 1,492,391	\$ 9,904,741	\$ 1,237,190
Business-type Activities					
Bonds and Notes Payable					
General obligation debt	\$ 1,369,005	\$ -	\$ 209,060	\$ 1,159,945	\$ 213,686
Revenue bonds	639,852	-	73,592	566,260	75,334
(Discounts)/Premiums	21,276	-	2,022	19,254	-
Sub-totals	2,030,133	-	284,674	1,745,459	289,020
Other Liabilities					
Net pension liability	13,590	-	7,278	6,312	-
Total Other Liabilities	13,590	-	7,278	6,312	-
Total Business-type Activities Long-Term Liabilities	\$ 2,043,723	\$ -	\$ 291,952	\$ 1,751,771	\$ 289,020

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5% of the equalized value of taxable property within the Village's jurisdiction. The debt limit as of December 31, 2017, was \$32,719,120. Total general obligation debt outstanding at year end was \$10,076,498.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

General Obligation Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the Village. Notes and bonds in the governmental funds will be retired by future property tax levies accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

Governmental Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2017
Corp. Purpose - NSFD	04/26/2012	08/01/2023	2.5-3.5%	\$ 1,605,000	\$ 965,000
State Trust Fund Loan	08/13/2003	03/15/2023	5.25	266,558	149,058
North Shore Fire	11/01/2010	04/01/2022	0.51-2.91	199,368	102,610
North Shore Fire	08/01/2003	08/01/2023	2.5-4.2	162,173	59,830
Refunding	12/04/2007	03/01/2018	3.5-4.0	716,224	103,664
Corporate Purpose Bonds	11/14/2011	11/01/2031	2.0-3.4	1,758,741	1,406,391
Corporate Purpose Bonds - Refunding	12/10/2014	12/01/2034	2.0-3.25	6,485,000	5,095,000
Corporate Purpose Bonds	06/28/2016	03/01/2026	2.0	1,035,000	1,035,000
Total Governmental Activities - General Obligation Debt					<u>\$ 8,916,553</u>

Business-type Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2017
State Trust Fund Loan	11/02/2010	03/01/2026	1.0-3.6%	\$ 475,000	\$ 290,000
Refunding	12/04/2007	03/01/2018	3.5-4.0	43,776	6,336
Corporate Purpose Bonds	11/14/2011	11/01/2031	2.0-3.4	411,259	328,609
Corporate Purpose Bonds - Refunding	12/10/2014	12/01/2034	2.0-3.25	860,000	535,000
Total Business-type Activities - General Obligation Debt					<u>\$ 1,159,945</u>

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

General Obligation Debt (cont.)

Debt service requirements to maturity are as follows:

Years	Governmental Activities General Obligation Debt		Business-type Activities General Obligation Debt	
	Principal	Interest	Principal	Interest
2018	\$ 1,090,764	\$ 230,537	\$ 213,686	\$ 32,912
2019	762,010	207,641	68,750	28,351
2020	764,630	191,906	68,750	26,558
2021	773,250	175,607	73,750	-
2022	781,870	158,680	73,750	-
2023-2027	2,756,538	520,837	378,750	-
2028-2032	1,742,491	188,303	227,509	-
2033-2034	245,000	10,237	55,000	-
Totals	\$ 8,916,553	\$ 1,683,748	\$ 1,159,945	\$ 87,821

Revenue Debt

Business-type activities revenue bonds are payable only from revenues derived from the operation of the Sewer.

The Village has pledged future sewer revenues, net of specified operating expenses, to repay revenue bonds issued in 2004. Proceeds from the bonds provided financing for the Village's Sewer System. The bonds are payable solely from sewer revenues and are payable through 2024. Annual principal and interest payments on the bonds are expected to require 26.00% of net revenues. The total principal and interest remaining to be paid on the bonds is \$615,361. Principal and interest paid for the current year and total customer net revenues were \$87,855 and \$340,936, respectively.

Revenue debt payable at December 31, 2017, consists of the following:

Business-type Activities Revenue Debt

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2017
<u>Sewer Utility</u>					
Revenue Bonds	08/25/2004	05/01/2024	2.365%	\$ 1,342,169	\$ 566,260
Total Business-type Activities - Revenue Debt					\$ 566,260

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

Revenue Debt (cont.)

Debt service requirements to maturity are as follows:

Years	Business-type Activities Revenue Debt	
	Principal	Interest
2018	\$ 75,334	\$ 12,501
2019	77,115	10,699
2020	78,939	8,853
2021	80,806	6,964
2022	82,717	6,009
2023-2024	171,349	4,076
Totals	<u>\$ 566,260</u>	<u>\$ 49,102</u>

Special Assessment B-Bonds

B-Bonds are payable only from special assessments levied on affected properties.

Special assessment B-Bonds at December 31, 2017, consists of the following:

Governmental Activities	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2017
Special Assessment B-Bonds					
Special Assessment B-Bonds	05/16/2013	05/01/2033	1.55-4.15%	\$ 1,015,000	\$ 725,000
Special Assessment B-Bonds	05/07/2015	05/01/2035	1.25-4.10	4,390,000	<u>3,940,000</u>
Total Governmental Activities Special Assessment B-Bonds					<u>\$ 4,665,000</u>

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

Special Assessment B-Bonds (cont.)

Debt service requirements to maturity are as follows:

Years	Governmental Activities Special Assessment B-Bonds	
	Principal	Interest
2018	\$ 270,000	\$ 135,073
2019	265,000	130,671
2020	265,000	125,669
2021	265,000	120,226
2022	265,000	114,319
2022-2026	1,325,000	468,394
2027-2031	1,310,000	260,110
2032-2035	<u>700,000</u>	<u>40,876</u>
Totals	<u>\$ 4,665,000</u>	<u>\$ 1,395,338</u>

Other Debt Information

Estimated payments of compensated absences and the net OPEB obligation are not included in the debt service requirement schedules. Compensated absence and the net OPEB obligation attributable to governmental activities will be liquidated primarily by the general fund.

A statutory mortgage lien upon the sewer fund's system and any additions, improvements, and extensions thereto is created by Section 66.066 of the Wisconsin Statutes as provided for in the ordinances creating the revenue bond issue. The sewer fund's system and the earnings of the system remain subject to the lien until payment in full of principal and interest on the bonds.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

G. LEASE DISCLOSURES

Lessee - Capital Leases

In 2011, 2012, 2013, 2015, 2016 and 2017 the acquired capital assets through a lease/purchase agreement. The gross amount of these assets under capital leases is \$1,032,739, which are included in capital assets in the governmental activities. The future minimum lease obligations and the net present value on these minimum lease payments as of December 31, 2017, are as follows:

Years	Governmental Activities		
	Principal	Interest	Totals
2018	\$ 137,671	\$ 10,953	\$ 148,624
2019	77,798	7,627	85,425
2020	72,346	4,957	77,303
2021	74,782	2,519	77,301
Totals	<u>\$ 362,597</u>	<u>\$ 26,056</u>	<u>\$ 388,653</u>

H. NET POSITION/FUND BALANCES

Net position reported on the government wide statement of net position at December 31, 2017, includes the following:

Governmental Activities

Net Investment in Capital Assets

Land	\$ 3,561,528
Other capital assets, net of accumulated depreciation	14,400,447
Less: Long-term debt outstanding	(9,441,836)
Plus: Unspent capital related debt proceeds	(358,078)
Plus: Noncapital debt proceeds	<u>1,276,497</u>
Total Net Investment in Capital Assets	<u>\$ 9,438,558</u>

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. NET POSITION/FUND BALANCES (cont.)

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2017, include the following:

Nonspendable	
Major Funds	
General Fund	
Delinquent personal property taxes	\$ 611
Prepaid items	27,887
Total	<u>\$ 28,498</u>
Special Revenue Funds	
Consolidated Dispatch - prepaid items	<u>\$ 44,317</u>
Nonmajor Funds	
Special Revenue Fund	
Stormwater - prepaid items	<u>\$ 710</u>
Restricted	
Major Fund	
Debt Service Fund	
Debt service	<u>\$ 427,455</u>
Committed	
Major Funds	
Capital Projects Fund - DPW Capital Project	<u>\$ 700,812</u>
Special Revenue Funds	
Consolidated Services	\$ 20,591
Consolidated Dispatch	250,613
Sub-Total	<u>\$ 271,204</u>
Nonmajor Funds	
Special Revenue Fund - Stormwater	<u>\$ 155,287</u>
Capital Projects Fund	<u>\$ 457,202</u>
Assigned	
Major Funds	
General Fund	
Future retirement costs	<u>\$ 339,447</u>
Unassigned	
Major Fund	
General fund	<u>\$ 730,756</u>

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. NET POSITION/FUND BALANCES (cont.)

Business-type Activities

Net Investment in Capital Assets	
Construction in progress	\$ 14,300
Other capital assets, net of accumulated depreciation	3,892,232
Less: Long-term debt outstanding	<u>(1,745,459)</u>
Total Net Investment in Capital Assets	<u>\$ 2,161,073</u>

NOTE IV - OTHER INFORMATION

A. EMPLOYEES' RETIREMENT SYSTEM

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

Post-retirement adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3.0%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$228,356 in contributions from the Village.

Contribution rates as of December 31, 2017 are:

Employee Category	Employee	Employer
General (Executives & Elected Officials)	6.8%	6.8%
Protective with Social Security	6.8%	10.8%
Protective without Social Security	6.8%	15.1%

Pension Liability (asset), Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the Village reported a liability (asset) of \$194,264 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2015 rolled forward to December 31, 2016. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension liability (asset) was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2016, the Village's proportion was 0.02356891%, which was an increase of 0.00000615% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the Village recognized pension expense of \$492,555.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

At December 31, 2017, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 74,073	\$ 796,259
Changes in assumptions	203,111	-
Net differences between projected and actual earnings on pension plan investments	1,152,276	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	4,963	21,858
Employer contributions subsequent to the measurement date	244,637	-
Totals	<u>\$ 1,679,060</u>	<u>\$ 818,117</u>

\$244,637 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Deferred Outflows of Resources	Deferred Inflows of Resources
2018	\$ 521,380	\$ 243,281
2019	521,378	243,281
2020	422,841	237,656
2021	(31,542)	93,899
2022	366	-

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Actuarial assumptions. The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2015
Measurement Date of Net Pension Liability (Asset):	December 31, 2016
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality:	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*:	2.1%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 – 2014. The total pension liability for December 31, 2016 is based upon a roll-forward of the liability calculated from the December 31, 2015 actuarial valuation.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Long-term expected return on plan assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Core Fund Asset Class	Current Asset Allocation %	Destination Target Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
Global Equities	50%	45%	8.3%	5.4%
Fixed Income	24.5	37	4.24	1.4
Inflation Sensitive Assets	15.5	20	4.3	1.5
Real Estate	8	7	6.5	3.6
Private Equity/Debt	7	7	9.4	6.5
Multi-Asset	4	4	6.6	3.7
Total Core Fund	110	120	7.4	4.5
<u>Variable Fund Asset Class</u>				
U.S Equities	70	70	7.6	4.7
International Equities	30	30	8.5	5.6
Total Variable Fund	100	100	7.9	5.0

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%
Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Single discount rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.78%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Village's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the Village's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what the Village's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
Village's proportionate share of the net pension liability (asset)	\$2,555,669	\$194,264	\$(1,624,124)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

At December 31, 2017, the Village reported a payable to the pension plan \$44,443 which represents contractually required contributions outstanding as of the end of the year.

B. RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

C. COMMITMENTS AND CONTINGENCIES

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

C. COMMITMENTS AND CONTINGENCIES (cont.)

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

The Village has active construction projects as of December 31, 2017. Work that has been completed on these projects but not yet paid for (including contract retainages) is reflected as accounts payable and expenditures.

D. JOINT VENTURES

North Shore Fire Department

By agreement dated December 30, 1994, the North Shore Fire Department (NSFD) was created. The NSFD, which provides a unified integrated fire and emergency medical service, began operations on January 1, 1996. The NSFD was created pursuant to the provisions of Wisconsin Statutes 61.65 and 66.30. Participants are the City of Glendale, Village of Fox Point, Village of Shorewood, Village of Brown Deer, Village of River Hills, Village Whitefish Bay and Village of Bayside. The NSFD is operated by a Board of Directors consisting of seven members, which includes the mayor and village presidents of each participating municipality. The affirmative vote of majority of the members of the Board of Directors is required on most matters. Also established by the agreement is a Joint Fire Commission that has the powers related to appointments, promotions, suspensions, removals, dismissals, reemployment, compensation, rest days, etc.

The powers of the Board of Directors include authorizing repair, maintenance, and renewal of physical assets and recommending adoptions of the department's budget. The capital and operating budget of the department must receive approval of at least five of seven participating municipalities.

Each participating municipality's annual financial contribution to the NSFD's operations and capital budget shall be based on its prorated share of population, equalized valuation and usage of all the municipalities. The Village accounts for its share of the operations of the NSFD in the Consolidated Services fund. The Village made a payment totaling \$790,105 to NSFD for 2017. The Village believes that the fire department will continue to provide services in the future at similar rates. Complete 2017 financial information is available from NSFD at 4401 West River Lane, Brown Deer, WI 53223. The Village does not report an equity interest in this joint venture.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

D. JOINT VENTURES (cont.)

North Shore Library System

The City of Glendale and the Villages of Fox Point, River Hills, and Bayside operate the North Shore Library under a Joint Library Agreement dated January 1, 1985. Under the joint agreement, a Joint Library Board is created to operate the North Shore Library. The Joint Board is composed of ten members: five members from Glendale, two members each from Fox Point and Bayside, one member from River Hills, and the Superintendent of Schools for Nicolet School District. The Joint Library Board has the powers to repair, maintain, and renew physical assets for the library and to prepare and adopt a budget for the library's operating expenses and a budget for the library's capital improvement expenses. The operating budget must be approved by at least three of the four municipalities. In addition, the Joint Library Board has the power to appoint the Library Director and such other assistants and employees as it deems necessary. Operating and capital expenses are shared proportionately based upon population estimates published in October.

The Village made payments totaling \$150,355 to the Library in 2017. The village accounts for its share of the operations of the North Shore Library in the Library special revenue fund. The Village believes that the library will continue to provide services in the future at similar rates. Complete 2017 financial information is available from the Village of Fox Point. The Village does not report an equity interest in this joint venture.

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

D. JOINT VENTURES (cont.)

Dispatch Services

The Village of Fox Point, River Hills, and Bayside jointly operate a dispatch service under a joint service agreement. Under the joint agreement, the Village of Bayside provides dispatch services to the municipalities. The cost of these services is shared between the communities as agreed upon in the individual agreements. A separate board has not been established to govern the dispatch service activities. Changes to the agreements and to the services provided require the approval of all three Village boards. Complete 2017 financial information is provided in these statements and accompanying footnotes. The Village does not report an equity interest in this joint venture.

During 2011, the Village of Brown Deer and North Shore Public Safety Communications Commission ("Commission") also entered into an intergovernmental cooperation agreement with the Village of Bayside. Effective January 1, 2012, joint operating costs of the dispatch services are shared between Village of Fox Point, River Hills, Bayside, Brown Deer, and the Commission as agreed upon in the individual agreements. During 2012, the Village received approximately \$246,000 from Fox Point, \$978,236 from the Commission, \$344,306 from Brown Deer, and \$92,526 from River Hills. The Village's contribution was approximately \$246,846 and was funded through tax levy.

To accommodate expansion of the dispatch operation, the Village began construction of the Bayside Communications Center. Capital costs of the expansion are financed by each municipality as agreed upon in the individual agreements. During 2012, the Village received the remaining fifty percent of the capital contributions from Village of Brown Deer and the Commission in the amount of \$188,543 and \$588,956, respectively. In 2011 to finance Fox Point, River Hills, and Bayside contributions, the Village issued general obligation corporate purpose bonds and loaned \$245,000 of the proceeds to the Village of Fox Point and \$305,000 to the Village of River Hills. On December 31, 2017 the Village has reported a \$400,000 contract receivable (and deferred revenue in the fund statements) representing amounts due from Fox Point and River Hills.

E. OTHER POSTEMPLOYMENT BENEFITS

The Village administers a single-employer defined benefit healthcare plan. The plan provides for eligible retirees and their spouses through the Village's which covers both active and retired members. Benefit provisions are established through and state that eligible retirees and their spouses at established contribution rates.

Contribution requirements are established through collective bargaining agreements and may be amended only through negotiations between the Village and the union. Administrative costs of the plan are financed through investment earnings.

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

E. OTHER POSTEMPLOYMENT BENEFITS (cont.)

The Village's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC). The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Village's annual OPEB cost for the year, the amount actually contributed to plan, and changes in the Village's net OPEB obligation to the Retiree Health Plan:

Annual required contribution	\$	21,566
Interest on net OPEB obligation		5,870
Adjustment to annual required contribution		<u>(9,877)</u>
Annual OPEB cost		17,559
Contributions made		<u>-</u>
Increase in net OPEB obligation		17,559
Net OPEB Obligation - Beginning of Year		<u>146,739</u>
Net OPEB Obligation - End of Year	\$	<u><u>164,298</u></u>

The Village's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 and the preceding two years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
December 31, 2015	\$ 19,917	60.02%	\$ 113,640
December 31, 2016	26,112	31.77	146,739
December 31, 2017	17,559	-	164,298

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VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

E. OTHER POSTEMPLOYMENT BENEFITS (cont.)

The funded status of the plan as of January 1, 2014, the most recent actuarial valuation date, was as follows:

Actuarial accrued liability (AAL)	\$ 193,143
Actuarial value of plan assets	<u>-</u>
Unfunded Actuarial Accrued Liability (UAAL)	<u>\$ 193,143</u>
Funded ratio (actuarial value of plan assets/AAL)	-%
Covered payroll (active plan members)	\$ 725,293
UAAL as a percentage of covered payroll	26.63%

Actuarial valuations of an ongoing plan involve estimates for the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and plan members to that point. The methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2014 actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions include a 4% investment rate of return and an annual healthcare cost trend rate of 8% initially, reduced by decrements to an ultimate rate of 5% after 10 years. Both rates include a 3% inflation assumption. The actuarial value of Retiree Health Plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a three-year period. The plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis. The amortization period at December 31, 2017, was 30 years.

F. SUBSEQUENT EVENTS

New debt in 2018 - Sale is April 11, once complete get info from client and add to this FN

VILLAGE OF BAYSIDE

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2017

NOTE IV - OTHER INFORMATION (cont.)

G. EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT-PERIOD FINANCIAL STATEMENTS

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 83, Certain Asset Retirement Obligations
- Statement No. 84, Fiduciary Activities
- Statement No. 85, Omnibus 2017
- Statement No. 86, Certain Debt Extinguishment Issues
- Statement No. 87, Leases

When they become effective, application of these standards may restate portions of these financial statements.

H. CONTRACTS RECEIVABLE

In 2003, the Village issued \$2.53 million General Obligation Fire Department Bonds and loaned the proceeds to the North Shore Fire Department. Each of the municipalities that participate in North Shore Fire Department, including the Village, have formally pledged to finance the debt service payments on these bonds in accordance with cost sharing arrangements. Terms of the contract receivable are identical to the underlying bonds outstanding (See Note III.F.). In 2012 the Village refunded \$1.625 million of this debt with \$1.605 million of new General Obligation Fire Department Debt. On December 31, 2017 the village has reported a \$1,365,000 contract receivable (and deferred revenue in the fund statements) representing amounts due from the other participating municipalities.

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REQUIRED SUPPLEMENTARY INFORMATION

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VILLAGE OF BAYSIDE

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 2,460,614	\$ 2,460,614	\$ 2,471,752	\$ 11,138
Intergovernmental	621,005	621,005	629,413	8,408
Licenses and permits	160,350	160,350	174,036	13,686
Fines, forfeitures and penalties	67,658	67,658	53,090	(14,568)
Public charges for services	41,385	41,385	55,027	13,642
Intergovernmental charges for services	104,683	104,683	111,824	7,141
Investment Income	46,450	60,031	55,435	(4,596)
Miscellaneous	-	-	63,918	63,918
Total Revenues	<u>3,502,145</u>	<u>3,515,726</u>	<u>3,614,495</u>	<u>98,769</u>
EXPENDITURES				
General government	692,843	671,097	653,053	18,044
Public safety	2,002,745	1,984,492	1,719,438	265,054
Public works	864,156	854,155	778,130	76,025
Culture, recreation and education	8,098	8,098	7,714	384
Total Expenditures	<u>3,567,842</u>	<u>3,517,842</u>	<u>3,158,335</u>	<u>359,507</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(65,697)</u>	<u>(2,116)</u>	<u>456,160</u>	<u>458,276</u>
OTHER FINANCING SOURCES (USES)				
Sale of capital assets	67,000	67,000	9,034	(57,966)
Transfers in	6,240	6,240	6,240	-
Transfers out	<u>(7,545)</u>	<u>(457,545)</u>	<u>(457,545)</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>65,695</u>	<u>(384,305)</u>	<u>(442,271)</u>	<u>(57,966)</u>
Net Change in Fund Balance	<u>\$ (2)</u>	<u>\$ (386,421)</u>	<u>13,889</u>	<u>\$ 400,310</u>
FUND BALANCE - Beginning of Year			<u>1,084,812</u>	
FUND BALANCE - END OF YEAR			<u>\$ 1,098,701</u>	

See independent auditors' report and accompanying notes to required supplementary information.

VILLAGE OF BAYSIDE

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SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - CONSOLIDATED SERVICES FUND
SPECIAL REVENUE FUND

For the Year Ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	\$ 1,017,064	\$ 1,017,064	\$ 1,017,064	\$ -
Intergovernmental	19,273	19,273	20,948	1,675
Miscellaneous	-	-	1,250	1,250
Total Revenues	<u>1,036,337</u>	<u>1,036,337</u>	<u>1,039,262</u>	<u>2,925</u>
EXPENDITURES				
Current				
Public safety	\$ 842,477	842,477	823,534	18,943
Health and human services	27,288	27,288	27,788	(500)
Culture, recreation, and education	166,572	166,572	159,179	7,393
Debt Service				
Principal	-	-	33,099	(33,099)
Interest and fiscal charges	-	-	-	-
Total Expenditures	<u>1,036,337</u>	<u>1,036,337</u>	<u>1,043,600</u>	<u>(7,263)</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>(4,338)</u>	<u>(4,338)</u>
OTHER FINANCING USES				
Transfers out	-	-	(6,240)	(6,240)
Total Other Financing Uses	<u>-</u>	<u>-</u>	<u>(6,240)</u>	<u>(6,240)</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>(10,578)</u>	<u>\$ (10,578)</u>
FUND BALANCE - Beginning of Year			<u>31,169</u>	
FUND BALANCE - END OF YEAR			<u>\$ 20,591</u>	

See independent auditors' report and accompanying notes to required supplementary information.

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VILLAGE OF BAYSIDE

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - CONSOLIDATED DISPATCH SPECIAL REVENUE FUND

For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 263,166	\$ 263,166	\$ 263,166	\$ -
Intergovernmental charges for service	1,985,587	1,985,587	1,948,260	(37,327)
Miscellaneous	32,324	165,433	173,952	8,519
Total Revenues	<u>2,281,077</u>	<u>2,414,186</u>	<u>2,385,378</u>	<u>(28,808)</u>
EXPENDITURES				
Current				
Public Safety	2,186,507	2,210,813	2,153,817	56,996
Capital Outlay	17,268	95,505	91,984	3,521
Debt Service				
Principal	65,500	65,500	65,500	-
Interest and fiscal charges	11,802	11,802	11,802	-
Total Expenditures	<u>2,281,077</u>	<u>2,383,620</u>	<u>2,323,103</u>	<u>60,517</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>30,566</u>	<u>62,275</u>	<u>31,709</u>
OTHER FINANCING SOURCES				
Proceeds of capital leases	-	-	-	-
Transfers in	-	-	46,058	46,058
Total Other Financing Uses	<u>-</u>	<u>-</u>	<u>46,058</u>	<u>46,058</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ 30,566</u>	<u>108,333</u>	<u>\$ 77,767</u>
FUND BALANCE - Beginning of Year			<u>186,597</u>	
FUND BALANCE - END OF YEAR			<u>\$ 294,930</u>	

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VILLAGE OF BAYSIDE

OTHER POST EMPLOYMENT BENEFITS SCHEDULE OF FUNDING PROGRESS For the Year Ended December 31, 2017

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Projected Unit (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
01/01/06	\$ -	\$ 2,202,400	\$ 2,202,400	0%	\$ 1,725,947	128%
01/01/09	-	271,906	271,906	0%	1,875,046	15%
01/01/14	-	193,143	193,143	0%	725,293	27%

The Village is required to present the above information for the three most recent actuarial studies. The study completed as of January 1, 2014 was the third study performed for the Village.

In 2009, the Village switched health insurance plans resulting in elimination of the implicit rate subsidy.

VILLAGE OF BAYSIDE

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SCHEDULE OF UTILITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) -
WISCONSIN RETIREMENT SYSTEM
For the Year Ended December 31, 2017

WRS Fiscal Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/14	0.023754160%	\$ (583,467)	\$ 2,849,315	20.48%	102.74%
12/31/15	0.023562760%	382,890	2,871,255	13.34%	92.80%
12/31/16	0.023568910%	194,264	2,979,406	6.52%	99.12%

SCHEDULE OF EMPLOYER CONTRIBUTIONS - WISCONSIN RETIREMENT SYSTEM ,
For the Year Ended December 31, 2017

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/15	\$ 225,852	\$ 225,852	\$ -	\$ 2,871,255	7.87%
12/31/16	230,920	230,920	-	2,979,406	7.75%
12/31/17	244,636	244,636	-	2,972,131	8.23%

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VILLAGE OF BAYSIDE

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION For the Year Ended December 31, 2017

BUDGETARY INFORMATION

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note I. C.

The budgeted amounts presented include any amendments made. The Village may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds action.

Appropriations lapse at year end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the function level of expenditure.

WISCONSIN RETIREMENT SYSTEM

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The Village is required to present the last ten years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. There were no changes in assumptions.

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SUPPLEMENTARY INFORMATION

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VILLAGE OF BAYSIDE

COMBINING BALANCE SHEET NONMAJOR GOVERNMENTAL FUNDS As of December 31, 2017

	Special Revenue Funds		Capital Projects	
	Stormwater Fund	Records Management System	Capital Projects Funds	Total Nonmajor Governmental Funds
ASSETS				
Cash and investments	\$ 1,885	\$ -	\$ 460,351	\$ 462,236
Receivables				
Taxes	353,589	-	17,997	371,586
Accounts	174,761	-	1	174,762
Prepaid items	<u>710</u>	<u>-</u>	<u>-</u>	<u>710</u>
TOTAL ASSETS	<u>\$ 530,945</u>	<u>\$ -</u>	<u>\$ 478,349</u>	<u>\$ 1,009,294</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 20,390	\$ -	\$ 3,150	\$ 23,540
Accrued liabilities	<u>969</u>	<u>-</u>	<u>-</u>	<u>969</u>
Total Liabilities	<u>21,359</u>	<u>-</u>	<u>3,150</u>	<u>24,509</u>
Deferred Inflows of Resources				
Unearned revenues	<u>353,589</u>	<u>-</u>	<u>17,997</u>	<u>371,586</u>
Total Deferred Inflows of Resources	<u>353,589</u>	<u>-</u>	<u>17,997</u>	<u>371,586</u>
Fund Balances				
Nonspendable	710	-	-	710
Committed	<u>155,287</u>	<u>-</u>	<u>457,202</u>	<u>612,489</u>
Total Fund Balances	<u>155,997</u>	<u>-</u>	<u>457,202</u>	<u>613,199</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 530,945</u>	<u>\$ -</u>	<u>\$ 478,349</u>	<u>\$ 1,009,294</u>

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VILLAGE OF BAYSIDE

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS For the Year Ended December 31, 2017

	Special Revenues		Capital Projects	Total Nonmajor Governmental Funds
	Stormwater Fund	Records Management System	Capital Projects Funds	
REVENUES				
Taxes	\$ -	\$ -	\$ 69,441	\$ 69,441
Intergovernmental	25,000	-	4,395	29,395
Intergovernmental charges for services	-	-	119,114	119,114
Public charges for services	499,874	-	-	499,874
Miscellaneous	158,526	-	21,135	179,661
Total Revenues	683,400	-	251,101	934,501
EXPENDITURES				
Current				
Public works	143,834	-	-	143,834
Culture, recreation and education	-	-	18,671	18,671
Capital outlay	203,494	-	136,655	340,149
Debt Service				
Principal	-	-	82,765	82,765
Total Expenditures	347,328	-	238,091	585,419
Excess (deficiency) of revenues over expenditures	336,072	-	13,010	349,082
OTHER FINANCING SOURCES (USES)				
Proceeds of capital leases	-	-	37,016	37,016
Transfers in	-	-	124,015	124,015
Transfers out	(250,175)	(46,058)	(66,470)	(362,703)
Total Other Financing Sources (Uses)	(250,175)	(46,058)	57,545	(238,688)
Net Change in Fund Balances	85,897	(46,058)	70,555	110,394
FUND BALANCES - Beginning of Year	70,100	46,058	386,647	502,805
FUND BALANCES - END OF YEAR	\$ 155,997	\$ -	\$ 457,202	\$ 613,199

VILLAGE OF BAYSIDE

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SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - STORMWATER FUND
SPECIAL REVENUE FUND
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Intergovernmental	\$ -	\$ 75,000	\$ 25,000	\$ (50,000)
Public charges for service	495,973	495,973	499,874	3,901
Miscellaneous	-	-	158,526	-
Total Revenues	495,973	570,973	683,400	112,427
EXPENDITURES				
Current				
Public works	212,142	212,142	143,833	68,309
Capital Outlay	33,656	132,187	203,494	(71,307)
Total Expenditures	245,798	344,329	347,327	(2,998)
Excess (deficiency) of revenues over expenditures	250,175	226,644	336,073	109,429
OTHER FINANCING USES				
Transfers out	(250,175)	(250,175)	(250,175)	-
Total Other Financing Uses	(250,175)	(250,175)	(250,175)	-
Net Change in Fund Balance	\$ -	\$ (23,531)	85,898	\$ 109,429
FUND BALANCE - Beginning of Year			70,100	
FUND BALANCE - END OF YEAR			\$ 155,998	

VILLAGE OF BAYSIDE

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SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - BUDGET AND ACTUAL - RECORDS MANAGEMENT SYSTEM FUND
 SPECIAL REVENUE FUND
 For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Intergovernmental charges for service	\$ -	\$ -	\$ -	\$ -
Total Revenues	-	-	-	-
EXPENDITURES				
Current				
Public safety	-	-	-	-
Total Expenditures	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	-	-
OTHER FINANCING USES				
Transfers out	-	-	(46,058)	(46,058)
Total Other Financing Uses	-	-	(46,058)	(46,058)
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	(46,058)	<u>\$ (46,058)</u>
FUND BALANCE - Beginning of Year			<u>46,058</u>	
FUND BALANCE - END OF YEAR			<u>\$ -</u>	

VILLAGE OF BAYSIDE

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SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - DEBT SERVICE FUND
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 681,525	\$ 681,525	\$ 681,525	\$ -
Intergovernmental charges for service	217,948	231,198	244,139	12,941
Miscellaneous	21,716	21,716	22,434	718
Total Revenues	921,189	934,439	948,098	13,659
EXPENDITURES				
Debt Service				
Principal	1,047,388	1,027,273	1,014,941	12,332
Interest and fiscal charges	221,598	241,713	253,532	(11,819)
Total Expenditures	1,268,986	1,268,986	1,268,473	513
Excess (deficiency) of revenues over expenditures	(347,797)	(334,547)	(320,375)	14,172
OTHER FINANCING SOURCES				
Premium on debt issued	-	-	-	-
Transfers in	-	350,175	350,175	-
Total Other Financing Sources	-	350,175	350,175	-
Net Change in Fund Balance	<u>\$ (347,797)</u>	<u>\$ 15,628</u>	29,800	<u>\$ 14,172</u>
FUND BALANCE - Beginning of Year			<u>397,655</u>	
FUND BALANCE - END OF YEAR			<u>\$ 427,455</u>	

VILLAGE OF BAYSIDE

DRAFT

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - DPW CAPITAL PROJECTS FUND
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 43,394	\$ 43,394	\$ 43,394	\$ -
Public charges for service	5,000	5,000	12,051	7,051
Total Revenues	<u>48,394</u>	<u>48,394</u>	<u>55,445</u>	<u>7,051</u>
EXPENDITURES				
Capital outlay	491,977	557,253	466,295	90,958
Debt service				
Principal	-	-	31,936	(31,936)
Interest and fiscal charges	-	-	2,371	(2,371)
Total Expenditures	<u>491,977</u>	<u>557,253</u>	<u>500,602</u>	<u>56,651</u>
Excess (deficiency) of revenues over expenditures	<u>(443,583)</u>	<u>(508,859)</u>	<u>(445,157)</u>	<u>63,702</u>
OTHER FINANCING SOURCES				
General obligation debt issued	-	-	-	-
Transfers in	-	300,000	300,000	-
Sale of capital assets	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>300,000</u>	<u>300,000</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ (443,583)</u>	<u>\$ (208,859)</u>	<u>(145,157)</u>	<u>\$ 63,702</u>
FUND BALANCE - Beginning of Year			<u>845,969</u>	
FUND BALANCE - END OF YEAR			<u>\$ 700,812</u>	

VILLAGE OF BAYSIDE

DRAFT

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - CAPITAL PROJECTS FUND
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
REVENUES				
Taxes	\$ 69,441	\$ 69,441	\$ 69,441	\$ -
Intergovernmental	-	-	4,396	4,396
Intergovernmental charges for service	117,772	117,772	119,114	1,342
Miscellaneous	8,000	8,000	21,135	13,135
Total Revenues	195,213	195,213	214,086	18,873
EXPENDITURES				
Current				
Culture, recreation, and education	9,935	9,935	18,671	(8,736)
Capital outlay	120,235	144,535	136,655	7,880
Debt service				
Principal	-	82,765	82,765	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	130,170	237,235	238,091	(856)
Excess (deficiency) of revenues over expenditures	65,043	(42,022)	(24,005)	18,017
OTHER FINANCING SOURCES (USES)				
Proceeds of capital leases	-	-	37,016	37,016
Transfers in	6,729	56,729	124,015	67,286
Transfers out	-	-	(66,470)	(66,470)
Total Other Financing Sources (Uses)	6,729	56,729	94,561	37,832
Net Change in Fund Balance	<u>\$ 71,772</u>	<u>\$ 14,707</u>	70,556	<u>\$ 55,849</u>
FUND BALANCE - Beginning of Year			386,647	
FUND BALANCE - END OF YEAR			<u>\$ 457,203</u>	

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VILLAGE OF BAYSIDE

COMBINING STATEMENT OF ASSETS AND LIABILITIES

AGENCY FUNDS

As of December 31, 2017

	Tax Collection Fund	2013 Special Assessment B Bonds	2015 Special Assessment B Bonds	Total Agency Funds
ASSETS				
Cash and investments	\$ 10,817,569	\$ 125,742	\$ 542,064	\$ 11,485,375
Receivables				
Taxes	2,351,160	68,577	326,409	2,746,146
Special assessments	-	875,040	4,269,614	5,144,654
TOTAL ASSETS	<u>\$ 13,168,729</u>	<u>\$ 1,069,359</u>	<u>\$ 5,138,087</u>	<u>\$ 19,376,175</u>
LIABILITIES				
Accounts payable	\$ 2,147	\$ -	\$ -	\$ 2,147
Due to bondholders	-	922,252	5,138,087	6,060,339
Due to other governments	13,166,582	147,107	-	13,313,689
TOTAL LIABILITIES	<u>\$ 13,168,729</u>	<u>\$ 1,069,359</u>	<u>\$ 5,138,087</u>	<u>\$ 19,376,175</u>

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VILLAGE OF BAYSIDE

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES AGENCY FUNDS

For the Year Ended December 31, 2017

	Balance Beginning of year	Additions	Deductions	Balance End of year
TAX COLLECTION FUND				
ASSETS				
Cash and investments	\$ 10,773,115	\$ 44,202,470	\$ 44,158,016	\$ 10,817,569
Receivables				
Taxes	<u>2,166,927</u>	<u>2,351,160</u>	<u>2,166,927</u>	<u>2,351,160</u>
TOTAL ASSETS	<u>\$ 12,940,042</u>	<u>\$ 46,553,630</u>	<u>\$ 46,324,943</u>	<u>\$ 13,168,729</u>
LIABILITIES				
Accounts payable	\$ 5,186	\$ 2,147	\$ 5,186	\$ 2,147
Due to other governments	<u>12,934,856</u>	<u>13,166,582</u>	<u>12,934,856</u>	<u>13,166,582</u>
TOTAL LIABILITIES	<u>\$ 12,940,042</u>	<u>\$ 13,168,729</u>	<u>\$ 12,940,042</u>	<u>\$ 13,168,729</u>
2013 SPECIAL ASSESSMENT B BONDS				
ASSETS				
Cash and investments	\$ 122,211	\$ 89,243	\$ 85,712	\$ 125,742
Receivables				
Taxes	73,676	68,577	73,676	68,577
Special assessments	<u>959,184</u>	<u>-</u>	<u>84,144</u>	<u>875,040</u>
TOTAL ASSETS	<u>\$ 1,155,071</u>	<u>\$ 157,820</u>	<u>\$ 243,532</u>	<u>\$ 1,069,359</u>
LIABILITIES				
Accounts payable	\$ -	\$ -	\$ -	\$ -
Due to bondholders	994,001	-	71,749	922,252
Due to other governments	<u>161,070</u>	<u>-</u>	<u>13,963</u>	<u>147,107</u>
TOTAL LIABILITIES	<u>\$ 1,155,071</u>	<u>\$ -</u>	<u>\$ 85,712</u>	<u>\$ 1,069,359</u>

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VILLAGE OF BAYSIDE

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES AGENCY FUNDS

For the Year Ended December 31, 2017

	Balance			Balance
	Beginning of year	Additions	Deductions	End of year
2015 SPECIAL ASSESSMENT B BONDS				
ASSETS				
Cash and investments	\$ 922,127	\$ 595,795	\$ 975,858	\$ 542,064
Receivables				
Taxes	344,907	326,409	344,907	326,409
Special assessments	<u>4,448,755</u>	<u>-</u>	<u>179,141</u>	<u>4,269,614</u>
TOTAL ASSETS	<u>\$ 5,715,789</u>	<u>\$ 922,204</u>	<u>\$ 1,499,906</u>	<u>\$ 5,138,087</u>
LIABILITIES				
Accounts payable	\$ 46,058	\$ -	\$ 46,058	\$ -
Due to bondholders	<u>5,669,731</u>	<u>-</u>	<u>531,644</u>	<u>5,138,087</u>
TOTAL LIABILITIES	<u>\$ 5,715,789</u>	<u>\$ -</u>	<u>\$ 577,702</u>	<u>\$ 5,138,087</u>
TOTAL - ALL AGENCY FUNDS				
ASSETS				
Cash and investments	\$ 11,817,453	\$ 44,887,508	\$ 45,219,586	\$ 11,485,375
Receivables				
Taxes	2,585,510	2,746,146	2,585,510	2,746,146
Special assessments	<u>5,407,939</u>	<u>-</u>	<u>263,285</u>	<u>5,144,654</u>
TOTAL ASSETS	<u>\$ 19,810,902</u>	<u>\$ 47,633,654</u>	<u>\$ 48,068,381</u>	<u>\$ 19,376,175</u>
LIABILITIES				
Accounts payable	\$ 51,244	\$ 2,147	\$ 51,244	\$ 2,147
Due to bondholders	6,663,732	-	603,393	6,060,339
Due to other governments	<u>13,095,926</u>	<u>13,166,582</u>	<u>12,948,819</u>	<u>13,313,689</u>
TOTAL LIABILITIES	<u>\$ 19,810,902</u>	<u>\$ 13,168,729</u>	<u>\$ 13,603,456</u>	<u>\$ 19,376,175</u>

Finance and Administration April 2018 Report

Activity by the Numbers

- The 2017 Community Development Block Grant Funds in the amount of \$5,518 were received.
- The Department of Natural Resources has awarded the Village with \$25,633.94 for the 2018 Recycling Grant Program. This is \$10.59 less than the amount received in 2017.
- The 2018 Expenditure Restraint worksheet was completed and submitted. In 2017 the Village received \$96,025 and it is anticipated that \$88,308 will be received this year.
- The Request for Chargeback for Rescinded or Refunded Taxes in the amount of \$1,803.14 has been submitted to the Department of Revenue for 9255 N Thrush Lane. The property was over-assessed in 2017 due to a major project that was started in 2016.
- The 2018 Bond Sale was held on April 11 with the cost of the borrowing coming in 0.20% less than presale estimates.
- The quarterly General Transportation aids of \$115,815.73 and the Connecting Highway aids of \$4,241.34 were received.
- Revenue budget variance over actual – 31.50% This is normal as the bulk of revenues come in early in the year. At this time last year, the variance was 29.3% over actual.
- Expenditure budget variance over actual – 1.1%

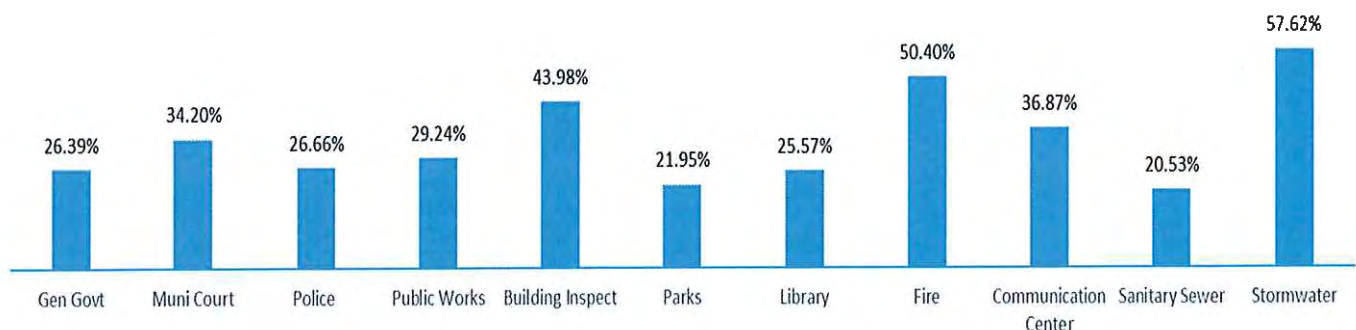
Finance and Administration Highlights

- Staff assisted in the Spring Clean Up Day event.
- 2018 Village Picnic planning continued with the reserving of various items and activities.
- The Spring Election process was completed and all reports were submitted to the Wisconsin Election Data System.
- Staff attended the Workforce of the Future Workshop.
- The United Heartland Workers Comp audit was completed.

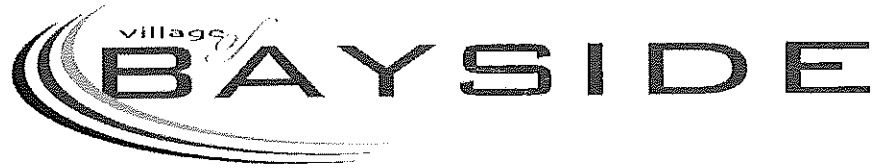
Month Ahead

- Complete the 2017 Comprehensive Annual Financial report.
- Set up updated Mipay online payroll program.

Percentage of 2018 Budget Spent



Revenues					
	<u>2018 YTD</u>	<u>2017 YTD</u>	<u>2018 vs. 2017</u>	<u>2018 Budget</u>	<u>Trending</u>
General Fund	\$2,290,511.28	\$1,781,603.99	28.6%	\$3,552,709	64%
Sanitary Sewer	\$797,403.87	\$763,940.91	4.4%	\$987,298	81%
Stormwater	\$429,183.28	\$355,999.92	20.6%	\$529,887	81%
Consolidated Dispatch	\$1,293,741.21	\$1,229,209.02	5.2%	\$2,317,610	56%
Expenditures					
	<u>2018 YTD</u>	<u>2017 YTD</u>	<u>2018 vs. 2017</u>	<u>2018 Budget</u>	<u>Trending</u>
General Fund	\$1,327,179.37	\$775,846.71	71.1%	\$3,892,156	34%
Sanitary Sewer	\$202,650.08	\$165,212.35	22.7%	\$987,298	21%
Stormwater	\$305,338.18	\$273,389.60	11.7%	\$529,887	58%
Consolidated Dispatch	\$878,876.38	\$532,869.61	64.9%	\$2,383,735	37%



APRIL 2018

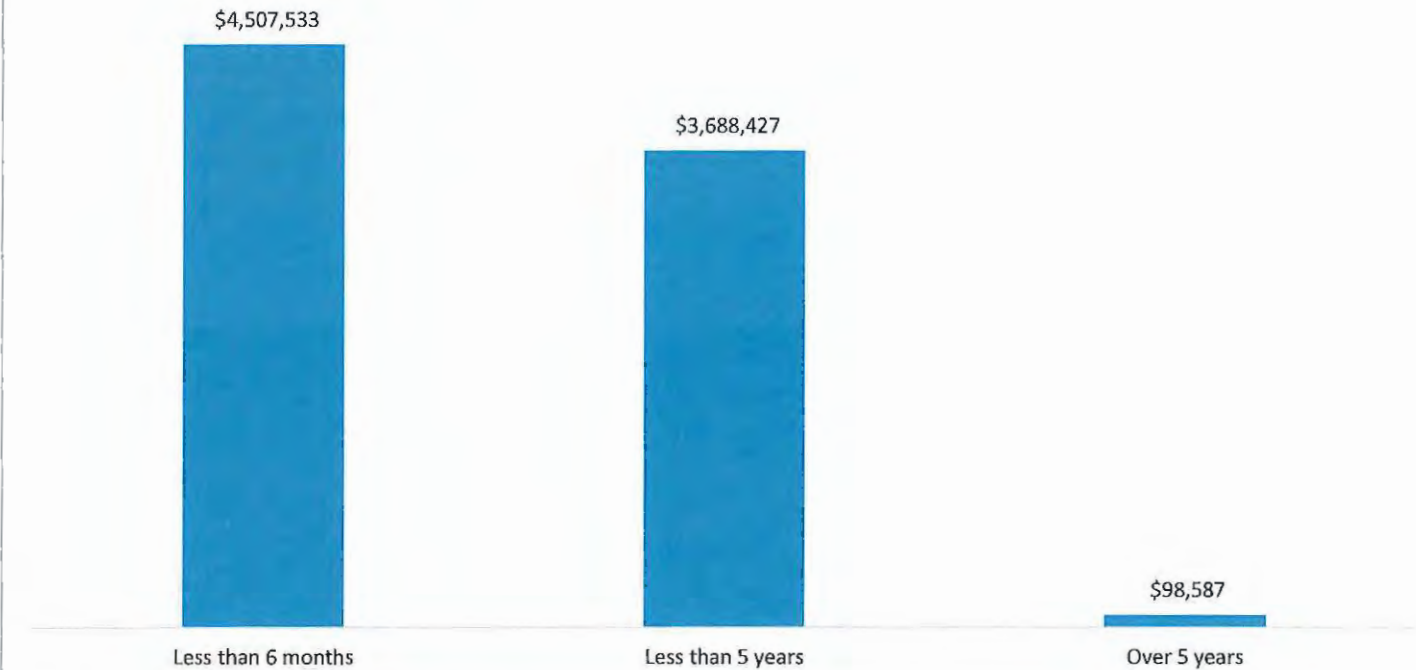
**FINANCIAL STATEMENT
and
INVESTMENT REPORT**

Village of Boyds
Monthly Investment returns

2018

		January		February		March	
Investment		EOM Balance	Interest Income	EOM Balance	Interest Income	EOM Balance	Interest Income
Investment	Cornerstone Community Bank	712,172.55	-	289,551.35	-	425,889.68	-
	CWFL Reserve	73,450.19	16.60	73,464.28	1.09	73,479.38	15.10
	Money Market	128,950.15	46.62	128,989.72	39.57	129,040.26	50.54
	Fees	-	-	-	-	-	-
First Business Bank		257,190.75	118.11	257,190.75	118.11	257,423.75	120.54
	Fees	-	-	-	-	-	-
Waterstone Bank		135,557.81	11.85	135,732.19	10.41	145,653.36	11.84
	Fees	-	-	-	-	-	-
Money Market		10,016.01	0.85	10,016.78	0.77	10,017.63	0.85
	CD-23 month	244,663.09	257.40	244,920.76	257.67	245,153.73	232.97
Commerce State Bank CD		200,000.00	-	200,000.00	-	201,944.66	-
	LGIP General	301,882.00	266.86	302,206.55	324.55	302,604.31	397.76
LGIP Sewer		4.23	-	4.23	0.01	4.24	0.01
	LGIP Road Reserve	9.76	0.01	9.76	0.01	9.81	0.01
Trust Investment		10,449,177.99	2,766.94	7,594,990.35	10,174.67	7,877,136.55	9,574.77
	Fees	-	(426.90)	-	(424.07)	-	(426.17)
Non Cash Asset Transaction tee			(294.02)		(425.65)		(170.63)
Total Investment portfolio		\$ 12,513,074.53	\$ 2,767.32	\$ 9,237,076.72	\$ 10,093.13	\$ 9,668,357.36	\$ 9,810.59
			0.76%		0.78%		0.81%
Investment	Cornerstone Community Bank	425,889.68		350,887.10		0.00%	0.00%
	CWFL Reserve	73,479.38	15.10	73,530.21	50.83	0.25%	0.25%
	Money Market	129,040.26	50.54	129,144.55	104.29	0.40%	0.40%
	Fees	-	-	-	-	-	-
First Business Bank		257,423.75	120.54	257,523.69	99.94	0.45%	0.45%
	Fees	-	-	-	-	-	-
Waterstone Bank		145,653.36	11.84	148,780.68	12.22	0.00%	0.00%
	Fees	-	3.00	-	-	-	-
Money Market		10,017.63	0.85	10,018.45	0.82	0.10%	0.10%
	CD-23 month	245,153.73	232.97	245,153.73	258.19	1.24%	1.24%
Commerce State Bank CD		201,944.66	-	201,944.66	-	1.30%	1.30%
	LGIP General	302,604.31	397.76	303,035.71	431.40	1.73%	1.52%
LGIP Sewer		4.24	0.01	4.25	0.01	1.73%	1.52%
	LGIP Road Reserve	9.81	0.01	9.82	0.01	1.73%	1.52%
Trust Investment		7,877,136.55	9,574.77	6,574,517.18	11,062.15	1.66%	1.47%
	Fees	-	(426.17)	-	(439.40)	-	-
Non Cash Asset Transaction tee			(170.63)		(288.17)		-
Total Investment portfolio		\$ 9,668,357.36	\$ 9,810.59	\$ 8,294,550.03	\$ 11,292.29	0.88%	0.81%

Investment Portfolio by Maturity Date



Summary of Investment Types



VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>TAXES</u>					
10-41100 PROPERTY TAXES	258,227.26	1,773,666.00	2,419,136.00	645,470.00	73.3
10-41300 INTEREST - DELINQUENT TAXES	2,803.14	4,469.92	12,000.00	7,530.08	37.3
10-41500 PILOT PAYMENT	.00	.00	42,366.00	42,366.00	.0
TOTAL TAXES	261,030.40	1,778,135.92	2,473,502.00	695,366.08	71.9
<u>INTERGOVERNMENTAL</u>					
10-43210 CDBG	4,316.00	5,518.00	5,598.00	80.00	98.6
10-43220 COURT REVENUE	.00	21,472.50	42,945.00	21,472.50	50.0
10-43225 DISPATCH ADMINISTRATIVE CHARG	.00	92,435.00	92,435.00	.00	100.0
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	231,631.46	402,837.00	171,205.54	57.5
10-43545 ST 32 HIGHWAY AIDS	4,241.34	8,482.68	16,873.00	8,390.32	50.3
10-43600 EXPENDITURE RESTRAINT	.00	.00	88,308.00	88,308.00	.0
TOTAL INTERGOVERNMENTAL	124,373.07	359,539.64	749,766.00	390,226.36	48.0
<u>LICENSES & PERMITS</u>					
10-44100 OPERATORS LICENSE	110.00	275.00	1,300.00	1,025.00	21.2
10-44120 LIQUOR LICENSE	.00	3,000.00	2,400.00	600.00-	125.0
10-44140 CIGARETTE LICENSE	100.00	300.00	300.00	.00	100.0
10-44220 ANIMAL LICENSES	18.00	1,113.42	1,500.00	386.58	74.2
10-44300 CABLE FRANCHISE FEES	5,936.07	24,714.81	72,000.00	47,285.19	34.3
10-44415 ARC APPLICATION FEES	480.00	780.00	2,580.00	1,800.00	30.2
10-44420 OCCUPANCY PERMITS	.00	40.00	.00	40.00-	.0
10-44425 ADMINISTRATIVE FEE	1,208.03	5,445.25	19,400.00	13,954.75	28.1
10-44435 TRANSIENT MERCHANT PERMIT	170.00	170.00	300.00	130.00	56.7
10-44460 BUILDING PERMITS	3,149.80	13,720.09	48,500.00	34,779.91	28.3
10-44480 VACANT PROPERTY FEE	.00	250.00	.00	250.00-	.0
10-44495 EXCAVATION PERMIT	700.00	2,800.00	8,500.00	5,700.00	32.9
10-44530 RUMMAGE SALE PERMITS	20.00	30.00	220.00	190.00	13.6
10-44535 UNENCLOSED STORAGE	.00	30.00	.00	30.00-	.0
10-44540 SIGN PERMITS	.00	85.00	700.00	615.00	12.1
10-44550 CONDITIONAL USE APPLICATION	.00	.00	300.00	300.00	.0
10-44555 BOARD OF ZONING APPEALS FEES	500.00	1,500.00	.00	1,500.00-	.0
10-44560 TREE PROGRAM	1,800.00	3,000.00	.00	3,000.00-	.0
10-44570 SPECIAL EVENT PERMIT REVENUE	50.00	50.00	1,200.00	1,150.00	4.2
TOTAL LICENSES & PERMITS	14,241.90	57,303.57	159,200.00	101,896.43	36.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	%
<u>FINES & FORFEITURES</u>					
10-45100 FINES & FORFEITURES	5,105.47	23,573.20	60,000.00	36,426.80	39.3
10-45120 COURT SERVICE FEE	50.00	225.00	625.00	400.00	36.0
10-45125 DOCUMENTATION SERVICE FEE	86.00	369.00	650.00	281.00	56.8
10-45600 COURT CASE RE-OPENING FEES	.00	.00	75.00	75.00	.0
TOTAL FINES & FORFEITURES	5,241.47	24,167.20	61,350.00	37,182.80	39.4
<u>PUBLIC CHARGES FOR SERVICES</u>					
10-46110 PROPERTY STATUS REVENUE	560.00	1,960.00	2,000.00	40.00	98.0
10-46120 PUBLICATION FEES	.00	175.00	175.00	.00	100.0
10-46130 DATA SALES	50.00	225.00	500.00	275.00	45.0
10-46135 POLICE UNIFORM	.00	.00	100.00	100.00	.0
10-46310 SPECIAL PICK-UPS	452.00	1,877.00	8,000.00	6,123.00	23.5
10-46315 MULCH DELIVERY	1,569.00	1,717.50	5,500.00	3,782.50	31.2
10-46320 GARBAGE CONTAINER & FEES	75.00	1,589.40	2,500.00	910.60	63.6
10-46330 WELL PERMIT/ABANDONMENT FEES	.00	.00	250.00	250.00	.0
10-46400 EQUIPMENT RENTAL SEWER FUND	.00	15,000.00	15,000.00	.00	100.0
10-46415 EQUIPMENT RENTAL STORMWATER	.00	10,000.00	10,000.00	.00	100.0
10-46710 FACILITIES RENTAL	140.00	140.00	700.00	560.00	20.0
10-46715 DCUS SERVICES REVENUE	.00	25.00	500.00	475.00	5.0
TOTAL PUBLIC CHARGES FOR SERVI	2,846.00	32,708.90	45,225.00	12,516.10	72.3
<u>MISCELLANEOUS REVENUE</u>					
10-48100 INTEREST	11,944.87	47,120.05	48,466.00	1,345.95	97.2
10-48110 UNREALIZED GAIN/LOSS	(7,611.41)	(30,327.59)	.00	30,327.59	.0
10-48120 REALIZED GAIN/LOSS	310.02	4,335.63	.00	4,335.63	.0
10-48200 MISCELLANEOUS REVENUE	1,061.68	1,138.95	500.00	638.95	227.8
10-48210 COPIES	170.50	380.49	500.00	119.51	76.1
10-48220 FALSE ALARM FEES	.00	500.00	1,200.00	700.00	41.7
10-48230 RECYCLING PROCEEDS	.00	500.00	2,000.00	1,500.00	25.0
10-48260 INSURANCE AWARDS/DIVIDENDS	.00	14,962.92	.00	14,962.92	.0
10-48310 EQUIPMENT SALE PROCEEDS	345.00	477.00	11,000.00	10,523.00	4.3
TOTAL MISCELLANEOUS REVENUE	6,220.66	39,087.45	63,666.00	24,578.55	61.4
TOTAL FUND REVENUE	413,953.50	2,290,942.68	3,552,709.00	1,261,766.32	64.5

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL GOVERNMENT</u>					
10-51000-109 SALARIES	26,715.78	61,531.93	236,514.00	174,982.07	26.0
10-51000-117 HEALTH INS BUYOUT	245.84	779.19	900.00	120.81	86.6
10-51000-119 DENTAL INS BUYOUT	24.32	72.96	118.00	45.04	61.8
10-51000-120 TRUSTEE SALARIES	700.00	2,800.00	8,400.00	5,600.00	33.3
10-51000-125 ELECTION SALARIES	1,536.63	2,435.70	5,400.00	2,964.30	45.1
10-51000-130 ELECTIONS	590.17	1,884.27	4,803.00	2,918.73	39.2
10-51000-150 WRS EMPLOYER	1,224.20	4,899.59	18,191.00	13,291.41	26.9
10-51000-151 SOCIAL SECURITY	1,435.50	5,734.95	21,492.00	15,757.05	26.7
10-51000-152 LIFE INSURANCE	75.26	374.05	922.00	547.95	40.6
10-51000-153 HEALTH INSURANCE	1,638.86	8,722.26	43,860.00	35,137.74	19.9
10-51000-154 DENTAL INSURANCE	26.86	174.77	1,019.00	844.23	17.2
10-51000-180 RECRUITMENT	.00	69.95	.00	-69.95	.0
10-51000-208 LEGAL SERVICES-MISC	578.50	949.00	2,000.00	1,051.00	47.5
10-51000-210 CONTRACT SERVICES	280.41	2,318.03	12,625.00	10,306.97	18.4
10-51000-211 LEGAL SERVICES	9,698.54	12,629.04	57,840.00	45,210.96	21.8
10-51000-213 LEGAL - LABOR NEGOTIATIONS	.00	.00	1,000.00	1,000.00	.0
10-51000-214 AUDIT SERVICES	9,487.25	9,487.25	18,063.00	8,575.75	52.5
10-51000-219 ASSESSOR	.00	6,400.00	32,000.00	25,600.00	20.0
10-51000-221 COMMUNICATIONS EXPENSE	164.65	135.45	3,340.00	3,204.55	4.1
10-51000-223 VHALL COMPUTER SUPPORT	.00	.00	1,000.00	1,000.00	.0
10-51000-226 BENEFIT ADMINISTRATIVE FEES	95.00	675.15	1,360.00	684.85	49.6
10-51000-229 FINANCIAL SERVICES	442.40	1,752.54	8,000.00	6,247.46	21.9
10-51000-230 MATERIALS & SUPPLIES	259.37	567.18	2,000.00	1,432.82	28.4
10-51000-300 ADMINISTRATIVE	.00	.00	800.00	800.00	.0
10-51000-310 OFFICE SUPPLIES	23.91	1,893.92	4,000.00	2,106.08	47.4
10-51000-311 POSTAGE	1.40	2,604.71	2,700.00	95.29	96.5
10-51000-321 DUES & SUBSCRIPTIONS	280.00	2,182.14	3,918.00	1,735.86	55.7
10-51000-322 TRAINING, SAFETY & CERTS	629.49	3,760.27	6,000.00	2,239.73	62.7
10-51000-323 WELLNESS AND RECOGNITION	200.00	200.00	1,000.00	800.00	20.0
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	.00	6,607.00	20,370.00	13,763.00	32.4
10-51000-511 AUTO LIABILITY	.00	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	.00	27,819.00	59,859.00	32,040.00	46.5
10-51000-515 COMMERCIAL CRIME POLICY	.00	1,467.46	1,865.00	397.54	78.7
10-51000-516 PROPERTY INSURANCE	.00	534.45	7,817.00	7,282.55	6.8
10-51000-517 MISC PUBLIC OFFICIALS	.00	3,896.11	14,334.00	10,437.89	27.2
10-51000-591 MUNICIPAL CODE	2,233.44	2,233.44	8,250.00	6,016.56	27.1
TOTAL GENERAL GOVERNMENT	57,736.94	180,118.08	682,639.00	502,520.92	26.4

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>MUNICIPAL COURT</u>					
10-51200-110 SALARIES FT	3,966.40	15,865.61	51,555.00	35,689.39	30.8
10-51200-113 JUDGE FEES	.00	900.00	3,600.00	2,700.00	25.0
10-51200-150 WRS EMPLOYER	265.74	1,062.97	3,454.00	2,391.03	30.8
10-51200-151 SOCIAL SECURITY	259.48	1,121.39	3,944.00	2,822.61	28.4
10-51200-152 LIFE INSURANCE	4.45	22.25	72.00	49.75	30.9
10-51200-153 HEALTH INSURANCE	2,192.42	10,962.10	26,309.00	15,346.90	41.7
10-51200-154 DENTAL INSURANCE	36.30	181.50	436.00	254.50	41.6
10-51200-208 SPECIAL PROSECUTORIAL SERVICES	1,793.50	1,793.50	5,000.00	3,206.50	35.9
10-51200-210 CONTRACT SERVICES	.00	5,679.29	5,620.00	-59.29	101.1
10-51200-211 LEGAL SERVICES	3,866.38	3,866.38	22,989.00	19,122.62	16.8
10-51200-310 OFFICE SUPPLIES	24.53	24.53	500.00	475.47	4.9
10-51200-311 POSTAGE	.00	500.00	500.00	.00	100.0
10-51200-321 DUES & SUBSCRIPTIONS	.00	105.00	200.00	95.00	52.5
10-51200-322 TRAINING, SAFETY & CERTS	109.87	109.87	230.00	120.13	47.8
10-51200-325 JUDICIAL EDUCATION	.00	700.00	899.00	199.00	77.9
10-51200-513 WORKERS COMP	.00	.00	120.00	120.00	.0
TOTAL MUNICIPAL COURT	12,519.07	42,894.39	125,428.00	82,533.61	34.2

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>POLICE</u>					
10-52100-110 SALARIES FT	78,000.56	279,365.65	1,019,457.00	740,091.35	27.4
10-52100-111 OVERTIME	10,659.17	37,755.68	50,000.00	12,244.32	75.5
10-52100-116 HOLIDAY PAY	.00	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	.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	8,246.66	32,069.34	121,680.00	89,610.66	26.4
10-52100-151 SOCIAL SECURITY	5,587.67	21,818.65	85,898.00	64,079.35	25.4
10-52100-152 LIFE INSURANCE	99.08	604.41	2,267.00	1,662.59	26.7
10-52100-153 HEALTH INSURANCE	14,868.48	66,484.69	255,480.00	188,995.31	26.0
10-52100-154 DENTAL INSURANCE	182.83	1,020.41	3,871.00	2,850.59	26.4
10-52100-180 RECRUITMENT	.00	1,017.00	1,500.00	483.00	67.8
10-52100-209 HOC FEES	.00	.00	1,000.00	1,000.00	.0
10-52100-210 CONTRACT SERVICES	887.86	8,552.87	26,406.00	17,853.13	32.4
10-52100-213 LEGAL - LABOR NEGOTIATIONS	1,964.00	4,983.75	.00	-4,983.75	.0
10-52100-215 MADACC	283.44	566.88	1,160.00	593.12	48.9
10-52100-221 COMMUNICATIONS EXPENSE	120.41	936.76	5,845.00	4,908.24	16.0
10-52100-225 POLICE COMPUTER SUPPORT	290.00	290.00	5,000.00	4,710.00	5.8
10-52100-230 MATERIALS & SUPPLIES	87.59	1,994.63	8,700.00	6,705.37	22.9
10-52100-231 VEHICLE MAINTENANCE	163.91	3,317.41	8,000.00	4,682.59	41.5
10-52100-310 OFFICE SUPPLIES	.00	298.62	1,500.00	1,201.38	19.9
10-52100-311 POSTAGE	138.29	530.65	500.00	-30.65	106.1
10-52100-321 DUES & SUBSCRIPTIONS	.00	185.00	1,352.00	1,167.00	13.7
10-52100-322 TRAINING, SAFETY & CERTS	442.35	1,897.82	4,375.00	2,477.18	43.4
10-52100-323 AMMUNITION	.00	39.98	1,500.00	1,460.02	2.7
10-52100-330 CLOTHING/EMPLOYEE EXPENSES	.00	6,395.72	6,500.00	104.28	98.4
10-52100-333 MEDICAL SUPPLIES	.00	154.20	1,000.00	845.80	15.4
10-52100-340 FUEL MAINTENANCE/MOTOR/LUBE	1,568.95	6,892.35	25,000.00	18,107.65	27.6
10-52100-350 EQUIPMENT REPLACEMENT	.00	.00	104,100.00	104,100.00	.0
10-52100-518 POLICE PROFESSIONAL LIABILITY	.00	3,574.86	15,862.00	12,287.14	22.5
10-52100-519 GASB 45 OBLIGATIONS	25.00	25.00	.00	-25.00	.0
TOTAL POLICE	123,375.43	481,109.61	1,804,847.00	1,323,737.39	26.7
<u>BUILDING INSPECTION</u>					
10-52400-110 SALARIES FT	.00	20,000.00	20,000.00	.00	100.0
10-52400-250 BUILDING INSPECTIONS	2,603.24	7,996.38	43,650.00	35,653.62	18.3
TOTAL BUILDING INSPECTION	2,603.24	27,996.38	63,650.00	35,653.62	44.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT OF PUBLIC WORKS</u>					
10-53000-110 SALARIES FT	40,945.52	123,211.10	345,338.00	222,126.90	35.7
10-53000-111 OVERTIME	528.02	1,990.66	5,006.00	3,015.34	39.8
10-53000-117 HEALTH INSURANCE BUYOUT	.00	.00	1,450.00	1,450.00	.0
10-53000-119 DENTAL INS BUYOUT	18.15	54.45	158.00	103.55	34.5
10-53000-150 WRS EMPLOYER	1,716.47	6,953.69	21,304.00	14,350.31	32.6
10-53000-151 SOCIAL SECURITY	2,373.20	8,515.30	25,727.00	17,211.70	33.1
10-53000-152 LIFE INSURANCE	87.24	455.92	593.00	137.08	76.9
10-53000-153 HEALTH INSURANCE	6,026.42	37,972.35	108,947.00	70,974.65	34.9
10-53000-154 DENTAL INSURANCE	99.72	505.28	1,803.00	1,297.72	28.0
10-53000-200 BUILDING MAINTENANCE/SUPPLIES	1,040.27	5,648.07	20,000.00	14,351.93	28.2
10-53000-201 CLEANING SERVICES	805.80	3,223.20	11,500.00	8,276.80	28.0
10-53000-202 HVAC MAINTENANCE	.00	.00	4,200.00	4,200.00	.0
10-53000-210 CONTRACT SERVICES	236.81	1,134.24	32,304.00	31,169.76	3.5
10-53000-220 UTILITY EXPENSES	4,211.05	13,840.92	62,000.00	48,159.08	22.3
10-53000-221 COMMUNICATIONS EXPENSE	1.45	718.66	3,252.00	2,533.34	22.1
10-53000-230 MATERIALS & SUPPLIES	309.42	1,380.71	5,150.00	3,769.29	26.8
10-53000-231 VEHICLE MAINTENANCE	2,910.00	8,051.60	35,600.00	27,548.40	22.6
10-53000-233 TOOLS	.00	.00	2,500.00	2,500.00	.0
10-53000-310 OFFICE SUPPLIES	.00	107.76	150.00	42.24	71.8
10-53000-321 DUES & SUBSCRIPTIONS	.00	125.00	1,035.00	910.00	12.1
10-53000-322 TRAINING, SAFETY & CERTS	126.59	556.59	4,000.00	3,443.41	13.9
10-53000-330 CLOTHING/EMPLOYEE EXPENSES	58.00	1,117.00	2,000.00	883.00	55.9
10-53000-334 SALT/SAND/ICE REMOVAL	16,299.74	17,054.95	30,780.00	13,725.05	55.4
10-53000-340 FUEL MAINTENANCE/MOTOR/LUBE	1,818.93	5,734.75	27,000.00	21,265.25	21.2
10-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	.00	3,600.00	3,600.00	.0
10-53000-370 TIPPING FEES	5,588.34	13,119.77	65,000.00	51,880.23	20.2
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	1,875.00	6,000.00	4,125.00	31.3
10-53000-450 SIGNAGE & TRAFFIC SAFETY	173.80	303.80	2,000.00	1,696.20	15.2
10-53000-460 FORESTRY/LANDSCAPE MAINTENAN	30.67	241.02	5,000.00	4,758.98	4.8
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	85,402.71	253,891.79	868,297.00	614,405.21	29.2
<u>PARKS</u>					
10-55200-110 SALARIES FT	400.00	1,600.00	5,200.00	3,600.00	30.8
10-55200-151 SOCIAL SECURITY	30.60	122.40	398.00	275.60	30.8
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	430.60	1,722.40	7,848.00	6,125.60	22.0
<u>DEPARTMENT 59242</u>					
10-59242-900 TRANSFER OUT	.00	339,446.72	339,446.72	.00	100.0
TOTAL DEPARTMENT 59242	.00	339,446.72	339,446.72	.00	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
TOTAL FUND EXPENDITURES	282,067.99	1,327,179.37	3,892,155.72	2,564,976.35	34.1
NET REVENUE OVER EXPENDITURES	131,885.51	963,763.31	339,446.72-	-1,303,210.03	283.9

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 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	78,184.82	759,784.82	770,880.00	11,095.18	98.6
20-46420 COMMERCIAL SEWER	12,536.68	32,413.46	141,418.00	109,004.54	22.9
20-46430 SEWER CONNECTION FEE	2,500.00	5,000.00	.00	-5,000.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	93,221.50	797,198.28	987,298.00	190,099.72	80.8
<u>MISCELLANEOUS REVENUE</u>					
20-48100 INTEREST	74.98	205.60	.00	-205.60	.0
TOTAL MISCELLANEOUS REVENUE	74.98	205.60	.00	-205.60	.0
TOTAL FUND REVENUE	93,296.48	797,403.88	987,298.00	189,894.12	80.8

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

SANITARY SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>GENERAL SEWER</u>					
20-51000-110 SALARIES FT	29,578.04	56,395.97	137,040.00	80,644.03	41.2
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	619.34	2,409.43	9,232.00	6,822.57	26.1
20-51000-151 SOCIAL SECURITY	679.84	2,673.15	10,571.00	7,897.85	25.3
20-51000-152 LIFE INSURANCE	21.82	74.29	248.00	173.71	30.0
20-51000-153 HEALTH INSURANCE	3,206.63	7,200.97	31,046.00	23,845.03	23.2
20-51000-154 DENTAL INSURANCE	53.00	118.75	587.00	468.25	20.2
20-51000-210 MMSD USAGE CHARGES	.00	68,782.26	241,534.00	172,751.74	28.5
20-51000-212 CONTRACT SERVICES	77.60	543.71	5,846.00	5,302.29	9.3
20-51000-214 AUDIT SERVICES	1,838.31	1,838.31	3,500.00	1,661.69	52.5
20-51000-216 ENGINEERING	13,028.11	13,797.82	32,943.00	19,145.18	41.9
20-51000-220 UTILITY EXPENSES	752.06	1,602.09	7,000.00	5,397.91	22.9
20-51000-221 COMMUNICATIONS EXPENSE	.00	60.80	750.00	689.20	8.1
20-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	87.93	170.00	82.07	51.7
20-51000-230 MATERIALS & SUPPLIES	.00	720.07	3,600.00	2,879.93	20.0
20-51000-232 SEWER MAINTENANCE	200.08	3,691.08	14,550.00	10,858.92	25.4
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	.00	400.00	400.00	.00	100.0
20-51000-322 TRAINING, SAFETY & CERTS	126.60	626.60	3,000.00	2,373.40	20.9
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	15,000.00	15,000.00	.00	100.0
20-51000-510 GENERAL LIABILITY	.00	751.42	3,351.00	2,599.58	22.4
20-51000-513 WORKERS COMPENSATION	.00	1,916.00	1,916.00	.00	100.0
20-51000-515 COMMERCIAL CRIME POLICY	.00	108.87	144.00	35.13	75.6
20-51000-516 PROPERTY INSURANCE	.00	216.71	3,071.00	2,854.29	7.1
20-51000-813 INFRASTRUCTURE & REPAIRS	.00	945.00	62,424.00	61,479.00	1.5
TOTAL GENERAL SEWER	50,181.43	179,961.23	646,174.00	466,212.77	27.9
<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	6,336.00	213,686.00	207,350.00	3.0
20-58100-621 INTEREST - BOND	4,821.37	9,656.84	34,262.00	24,605.16	28.2
20-58100-626 INTEREST-CLEAN WATER FUND LOA	6,696.01	6,696.01	12,501.00	5,804.99	53.6
TOTAL DEBT	11,517.38	22,688.85	335,783.00	313,094.15	6.8

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

SANITARY SEWER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>%</u>
TOTAL FUND EXPENDITURES	<u>61,698.81</u>	<u>202,650.08</u>	<u>987,298.00</u>	<u>784,647.92</u>	<u>20.5</u>
NET REVENUE OVER EXPENDITURES	<u>31,597.67</u>	<u>594,753.80</u>	<u>.00</u>	<u>-594,753.80</u>	<u>.0</u>

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
22-43210 INTERGOVERNMENTAL GRANTS	.00	25,000.00	.00	-25,000.00	.0
TOTAL SOURCE 43	.00	25,000.00	.00	-25,000.00	.0
PUBLIC CHARGES FOR SERVICES					
22-46405 RESIDENTIAL STORMWATER	36,036.46	350,020.80	353,567.00	3,546.20	99.0
22-46425 COMMERCIAL STORMWATER	15,699.25	33,182.48	139,442.00	106,259.52	23.8
22-46430 RIGHT-OF-WAY MANAGEMENT	20,080.00	20,980.00	36,878.00	15,898.00	56.9
TOTAL PUBLIC CHARGES FOR SERVI	71,815.71	404,183.28	529,887.00	125,703.72	76.3
TOTAL FUND REVENUE	71,815.71	429,183.28	529,887.00	100,703.72	81.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

STORMWATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
22-53000-110 SALARIES FT	10,322.70	17,950.07	63,168.00	45,217.93	28.4
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	124.92	621.13	4,293.00	3,671.87	14.5
22-53000-151 SOCIAL SECURITY	141.11	702.68	4,927.00	4,224.32	14.3
22-53000-152 LIFE INSURANCE	1.05	21.01	125.00	103.99	16.8
22-53000-153 HEALTH INSURANCE	106.31	2,745.26	22,981.00	20,235.74	12.0
22-53000-154 DENTAL INSURANCE	1.74	45.35	380.00	334.65	11.9
22-53000-210 CONTRACT SERVICES	53.07	303.22	365.00	61.78	83.1
22-53000-214 AUDIT SERVICES	837.22	837.22	1,594.00	756.78	52.5
22-53000-216 ENGINEERING	14,342.77	14,342.77	35,100.00	20,757.23	40.9
22-53000-220 UTILITY EXPENSES	33.51	369.73	2,400.00	2,030.27	15.4
22-53000-221 COMMUNICATIONS EXPENSE	.00	.00	500.00	500.00	.0
22-53000-226 BENEFIT ADMINISTRATIVE FEES	.00	87.93	170.00	82.07	51.7
22-53000-230 MATERIALS & SUPPLIES	845.92	1,586.71	1,000.00	-586.71	158.7
22-53000-327 CULVERT MATERIALS	302.60	302.60	28,000.00	27,697.40	1.1
22-53000-328 LANDSCAPING MATERIALS	.00	.00	28,000.00	28,000.00	.0
22-53000-329 DITCH MAINTENANCE	.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	6,964.50	5,358.50	45,000.00	39,641.50	11.9
22-53000-350 EQUIPMENT REPLACEMENT	.00	.00	7,845.00	7,845.00	.0
22-53000-360 EQUIPMENT RENTAL - GEN FUND	.00	10,000.00	10,000.00	.00	100.0
TOTAL DEPARTMENT 53000	34,077.42	55,274.18	279,823.00	224,548.82	19.8
TRANSFER TO OTHER FUND					
22-59200-900 TRANSFER OUT	.00	250,064.00	250,064.00	.00	100.0
TOTAL TRANSFER TO OTHER FUND	.00	250,064.00	250,064.00	.00	100.0
TOTAL FUND EXPENDITURES	34,077.42	305,338.18	529,887.00	224,548.82	57.6
NET REVENUE OVER EXPENDITURES	37,738.29	123,845.10	.00	-123,845.10	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

COMM DEVELOPMENT AUTHORITY

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

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

COMM DEVELOPMENT AUTHORITY

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

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

PUBLIC SAFETY COMMUNICATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
26-41100 PROPERTY TAXES	.00	281,484.00	281,484.00	.00	100.0
TOTAL TAXES	.00	281,484.00	281,484.00	.00	100.0
<u>INTERGOVERNMENT REVENUE</u>					
26-47130 DISPATCH OPERATIONAL REVENUE	96,344.95	1,000,121.32	1,970,149.00	970,027.68	50.8
TOTAL INTERGOVERNMENT REVENUE	96,344.95	1,000,121.32	1,970,149.00	970,027.68	50.8
<u>MISCELLANEOUS REVENUE</u>					
26-48100 CONSOLIDATED SERVICE BILLINGS	14,390.01	12,135.89	65,977.00	53,841.11	18.4
TOTAL MISCELLANEOUS REVENUE	14,390.01	12,135.89	65,977.00	53,841.11	18.4
TOTAL FUND REVENUE	110,734.96	1,293,741.21	2,317,610.00	1,023,868.79	55.8

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

PUBLIC SAFETY COMMUNICATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>PUBLIC SAFETY COMMUNICATIONS</u>					
26-51000-110 SALARIES	84,406.64	332,564.14	1,244,117.00	911,552.86	26.7
26-51000-111 OVERTIME	9,016.37	26,242.30	46,000.00	19,757.70	57.1
26-51000-116 HOLIDAY PAY	.00	.00	29,816.00	29,816.00	.0
26-51000-117 HEALTH INS BUYOUT	791.66	2,583.32	12,000.00	9,416.68	21.5
26-51000-119 DENTAL INS BUYOUT	65.34	214.17	1,394.00	1,179.83	15.4
26-51000-150 WRS EMPLOYER	5,976.91	22,906.44	88,436.00	65,529.56	25.9
26-51000-151 SOCIAL SECURITY	6,869.70	26,467.84	101,999.00	75,531.16	26.0
26-51000-152 LIFE INSURANCE	113.28	597.14	1,896.00	1,298.86	31.5
26-51000-153 HEALTH INSURANCE	19,917.99	96,546.00	271,735.00	175,189.00	35.5
26-51000-154 DENTAL INSURANCE	296.09	1,197.40	3,877.00	2,679.60	30.9
26-51000-156 HEALTH REIMBURSEMENT ACCOUNT	.00	83.33	.00	-83.33	.0
26-51000-180 RECRUITMENT	.00	500.40	.00	-500.40	.0
26-51000-200 BUILDING MAINTENANCE/SUPPLIES	.00	83.31	7,505.00	7,421.69	1.1
26-51000-201 CLEANING SERVICES	561.00	1,683.00	7,754.00	6,071.00	21.7
26-51000-210 CONTRACT SERVICES	724.99	15,524.53	21,572.00	6,047.47	72.0
26-51000-213 LABOR LEGAL SERVICES	1,445.50	1,445.50	1,000.00	-445.50	144.6
26-51000-214 AUDIT SERVICES	837.22	837.22	1,594.00	756.78	52.5
26-51000-216 LICENSING & MAINTENANCE	25.12	113,899.99	134,421.00	20,521.01	84.7
26-51000-220 UTILITIES	2,111.64	6,321.02	28,000.00	21,678.98	22.6
26-51000-221 COMMUNICATIONS EXPENSE	7,631.40	24,638.54	114,388.00	89,749.46	21.5
26-51000-225 COMPUTER SERVICES	.00	24,260.00	61,543.00	37,283.00	39.4
26-51000-226 BENEFIT ADMINISTRATIVE FEES	.00	205.15	1,700.00	1,494.85	12.1
26-51000-230 MATERIALS & SUPPLIES	253.19	806.10	5,600.00	4,793.90	14.4
26-51000-310 OFFICE SUPPLIES	.00	306.70	1,800.00	1,493.30	17.0
26-51000-311 POSTAGE	.00	400.00	500.00	100.00	80.0
26-51000-321 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
26-51000-322 TRAINING, SAFETY & CERTS	100.00	100.00	5,000.00	4,900.00	2.0
26-51000-351 EQUIPMENT MAINTENANCE	75,005.29	80,355.29	213,425.00	133,069.71	37.7
26-51000-500 CONTINGENCY	.00	.00	5,000.00	5,000.00	.0
26-51000-510 GENERAL LIABILITY	.00	1,666.04	7,285.00	5,618.96	22.9
26-51000-513 WORKERS COMPENSATION	.00	2,896.00	2,896.00	.00	100.0
26-51000-515 COMMERCIAL CRIME POLICY	.00	791.67	1,049.00	257.33	75.5
26-51000-516 PROPERTY INSURANCE	.00	318.84	3,621.00	3,302.16	8.8
TOTAL PUBLIC SAFETY COMMUNIC	214,699.35	786,441.38	2,427,423.00	1,640,981.62	32.4
<u>TRANSFER TO OTHER FUND</u>					
26-59217-900 ADMINISTRATIVE (DISPATCH)	.00	92,435.00	92,435.00	.00	100.0
TOTAL TRANSFER TO OTHER FUND	.00	92,435.00	92,435.00	.00	100.0
TOTAL FUND EXPENDITURES	214,699.35	878,876.38	2,519,858.00	1,640,981.62	34.9
NET REVENUE OVER EXPENDITURES	103,964.39-	414,864.83	202,248.00-	-617,112.83	205.1

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

CONSOLIDATED SERVICES FUND

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

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

CONSOLIDATED SERVICES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
	<u>HEALTH DEPARTMENT</u>					
28-51000-217	PUBLIC HEALTH SERVICES	6,924.25	13,848.50	27,697.00	13,848.50	50.0
	TOTAL HEALTH DEPARTMENT	6,924.25	13,848.50	27,697.00	13,848.50	50.0
	<u>NORTH SHORE FIRE & RESCUE</u>					
28-52200-224	NORTH SHORE FIRE DEPT	.00	402,398.00	804,794.00	402,396.00	50.0
28-52200-228	NORTH SHORE FIRE CAPITAL	.00	32,842.00	37,781.00	4,939.00	86.9
28-52200-376	FIRE INSURANCE DUES	.00	.00	20,948.00	20,948.00	.0
	TOTAL NORTH SHORE FIRE & RESCU	.00	435,240.00	863,523.00	428,283.00	50.4
	<u>LIBRARY</u>					
28-55100-225	CAPITAL	.00	.00	20,787.00	20,787.00	.0
28-55100-227	NORTH SHORE LIBRARY	12,249.39	56,780.62	153,362.00	96,581.38	37.0
	TOTAL LIBRARY	12,249.39	56,780.62	174,149.00	117,368.38	32.6
	TOTAL FUND EXPENDITURES	19,173.64	505,869.12	1,065,369.00	559,499.88	47.5
	NET REVENUE OVER EXPENDITURES	19,173.64-	538,551.88	.00	-538,551.88	.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
30-41100 PROPERTY TAXES	.00	737,894.00	737,894.00	.00	100.0
TOTAL TAXES	.00	737,894.00	737,894.00	.00	100.0
<u>LICENSES & PERMITS</u>					
30-44350 CELL TOWER FEES	1,919.24	7,593.88	21,716.00	14,122.12	35.0
TOTAL LICENSES & PERMITS	1,919.24	7,593.88	21,716.00	14,122.12	35.0
<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	18,792.00	18,792.00	.00	100.0
TOTAL INTERGOVERNMENT REVENUE	.00	18,792.00	55,500.00	36,708.00	33.9
<u>MISCELLANEOUS REVENUE</u>					
30-48300 NSFD	.00	9,097.50	178,195.00	169,097.50	5.1
TOTAL MISCELLANEOUS REVENUE	.00	9,097.50	178,195.00	169,097.50	5.1
<u>OTHER FINANCING SOURCES</u>					
30-49250 TRANSFER FROM STORMWATER FUN	.00	250,064.00	250,064.00	.00	100.0
TOTAL OTHER FINANCING SOURCES	.00	250,064.00	250,064.00	.00	100.0
TOTAL FUND REVENUE	1,919.24	1,023,441.38	1,243,369.00	219,927.62	82.3

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

LONG TERM FINANCIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEBT</u>					
30-58100-215 MADACC	400.58	400.58	2,583.00	2,182.42	15.5
30-58100-226 BENEFIT ADMINISTRATIVE FEES	.00	700.00	700.00	.00	100.0
30-58100-611 NSFD STATION #5	.00	.00	160,000.00	160,000.00	.0
30-58100-612 FOX POINT/RIVER HILLS DISPATCH	5,853.75	5,853.75	36,708.00	30,854.25	16.0
30-58100-614 UNFUNDED LIABILITY PRINCIPAL	.00	20,000.00	20,000.00	.00	100.0
30-58100-618 PRINCIPAL REDEMPTION - BOND	.00	103,664.00	856,314.00	752,650.00	12.1
30-58100-621 INTEREST - BOND	14,700.51	36,221.29	205,832.00	169,610.71	17.6
30-58100-623 UNFUNDED LIABILITY INTEREST	.00	7,825.55	7,826.00	.45	100.0
TOTAL DEBT	20,954.84	174,665.17	1,289,963.00	1,115,297.83	13.5
TOTAL FUND EXPENDITURES	20,954.84	174,665.17	1,289,963.00	1,115,297.83	13.5
NET REVENUE OVER EXPENDITURES	19,035.60-	848,776.21	46,594.00-	-895,370.21	1821.6

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

POLICE CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>INTERGOVERNMENTAL</u>					
40-43210 INTERGOVERNMENTAL GRANTS	.00	377.50	.00	-377.50	.0
40-43215 POLICE REVENUE	.00	5,000.00	.00	-5,000.00	.0
TOTAL INTERGOVERNMENTAL	.00	5,377.50	.00	-5,377.50	.0
TOTAL FUND REVENUE	.00	5,377.50	.00	-5,377.50	.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

POLICE CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
40-91000-804 DPS - CAPITAL EQUIPMENT	.00	800.00	33,784.00	32,984.00	2.4
TOTAL CAPITAL PROJECTS	.00	800.00	33,784.00	32,984.00	2.4
TOTAL FUND EXPENDITURES	.00	800.00	33,784.00	32,984.00	2.4
NET REVENUE OVER EXPENDITURES	.00	4,577.50	33,784.00-	-38,361.50	13.6

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>TAXES</u>					
41-41100 PROPERTY TAXES	.00	2,780.00	2,780.00	.00	100.0
TOTAL TAXES	.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	50.00	445.00	.00	-445.00	.0
TOTAL PUBLIC CHARGES FOR SERVI	50.00	445.00	.00	-445.00	.0
<u>MISCELLANEOUS REVENUE</u>					
41-48100 INTEREST	.01	.04	.00	-.04	.0
41-48260 INSURANCE AWARDS/DIVIDENDS	.00	22,365.00	.00	-22,365.00	.0
TOTAL MISCELLANEOUS REVENUE	.01	22,365.04	.00	-22,365.04	.0
TOTAL FUND REVENUE	50.01	25,590.04	67,313.00	41,722.96	38.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

DEPARTMENT OF PUBLIC WORKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
41-91000-803 DPW - CAPITAL EQUIPMENT	1,381.25	2,279.05	4,700.00	2,420.95	48.5
41-91000-813 ROAD CONSTRUCTION/PAVING	1,316.00	12,365.35	.00	12,365.35	.0
TOTAL CAPITAL PROJECTS	2,697.25	10,086.30	4,700.00	14,786.30	(214.6)
TOTAL FUND EXPENDITURES	2,697.25	10,086.30	4,700.00	14,786.30	(214.6)
NET REVENUE OVER EXPENDITURES	2,647.24	35,676.34	62,613.00	26,936.66	57.0

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 46</u>					
42-46740 COMMUNITY EVENT DONATIONS	10,989.19	13,519.19	10,000.00	-3,519.19	135.2
TOTAL SOURCE 46	10,989.19	13,519.19	10,000.00	-3,519.19	135.2
<u>OTHER FINANCING SOURCES</u>					
42-49210 TRANSFER FROM GENERAL FUND	.00	339,446.72	339,446.72	.00	100.0
TOTAL OTHER FINANCING SOURCES	.00	339,446.72	339,446.72	.00	100.0
TOTAL FUND REVENUE	10,989.19	352,965.91	349,446.72	-3,519.19	101.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

ADMIN SERVICES CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>CAPITAL PROJECTS</u>					
42-91000-235 COMMUNITY EVENTS	800.00	2,957.41	10,000.00	7,042.59	29.6
42-91000-519 GASB 45 OBLIGATIONS	9,943.93	33,700.19	66,180.00	32,479.81	50.9
42-91000-824 CAPITAL EQUIPMENT	.00	.00	8,200.00	8,200.00	.0
TOTAL CAPITAL PROJECTS	10,743.93	36,657.60	84,380.00	47,722.40	43.4
TOTAL FUND EXPENDITURES	10,743.93	36,657.60	84,380.00	47,722.40	43.4
NET REVENUE OVER EXPENDITURES	245.26	316,308.31	265,066.72	-51,241.59	119.3

VILLAGE OF BAYSIDE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>SOURCE 41</u>					
46-41100 PROPERTY TAXES	.00	17,997.00	17,997.00	.00	100.0
TOTAL SOURCE 41	.00	17,997.00	17,997.00	.00	100.0
<u>INTERGOVERNMENTAL REVENUE</u>					
46-47110 DISPATCH CAPITAL REVENUE	24,640.05	125,965.51	125,966.00	.49	100.0
TOTAL INTERGOVERNMENTAL REVE	24,640.05	125,965.51	125,966.00	.49	100.0
TOTAL FUND REVENUE	24,640.05	143,962.51	143,963.00	.49	100.0

VILLAGE OF BAYSIDE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2018

PUBLIC SAFETY COMM CAPITAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	%
<u>DEPARTMENT 91000</u>					
46-91000-815 DISPATCH CAPITAL TECHNOLOGY	.00	4,197.00-	205,500.00	209,697.00	(2.0)
TOTAL DEPARTMENT 91000	.00	4,197.00-	205,500.00	209,697.00	(2.0)
TOTAL FUND EXPENDITURES	.00	4,197.00-	205,500.00	209,697.00	(2.0)
NET REVENUE OVER EXPENDITURES	24,640.05	148,159.51	61,537.00-	-209,696.51	240.8

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

ORDINANCE NO: 18- _____

An Ordinance to repeal and recreate section 2-197 of the Municipal Code with regard to disbursements from the village treasury.

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does repeal and recreate as follows:

Section One: Section 2-197 of the Municipal Code is hereby repealed and recreated as follows:

Sec. 2-197. Disbursements from the village treasury.

(a) The village board hereby enacts a system of approving financial claims against the village treasury other than claims subject to Wis. Stats. § 893.80. Payments may be made from the village treasury after the village clerk audits and approves each claim as a proper charge against the treasury, and endorses his approval on the claim after having determined that all of the following conditions have been complied with:

(1) That funds are available for the claim pursuant to the budget approved by the village board.

(2) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.

(3) That the item or service has been actually supplied or rendered in conformity with the authorization described in subsection (a)(2) of this section.

(4) That the claim is just and valid pursuant to law. The village clerk may require the submission of proof to support the claim as the officer considers necessary.

(b) The village clerk shall file with the village board not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

(c) The village shall obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under Wis. Stats. ch. 442 and designated by the village board.

(d) The village elects not to give the village clerk as provided for by Wis. Stats 70.671(1).

(e) Pursuant to Wis. Stats 70.62(2) the village shall be obligated to pay, in case the village clerk-treasurer fails to do so, all state and county taxes required by law to be paid by such clerk-treasurer to the county treasurer.

Section Two: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby and to such extent repealed.

Section Three: This ordinance shall take effect and be in force from and after its passage and posting.

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

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

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

STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE

ORDINANCE NO: 18-

**An Ordinance to Repeal and Recreate Section 104-39 through Section 104-55 of the
Municipal Code With Regard to Building Code**

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does ordain as follows:

Section One: Section 104-39 through Section 104-55 of the Municipal Code is hereby repealed and recreated as follows:

Sec. 104-39. – Definitions

As used in this Chapter, the following terms have the meaning prescribed herein: (Any item not defined herein shall follow the Wisconsin Administrative Code definitions.)

- (a) *Addition.* Means any new construction whereby an existing building or structure, or building or structure in course of construction, is increased in area or cubical volume content.
- (b) *Alteration.* Means any change, addition, modification, or repair to any structural part of an existing structure, any change which involves room arrangement, fenestration, exit stairways, fire protection equipment, exits, application of exterior finish materials or cladding, or any modification of signs, parking areas, fencing, canopies, landscaping, site topography or similar site features.
- (c) *Building.* Means any structure erected or constructed of wood, metal, stone, plastic or other materials, which is intended to be used by human beings or animals for occupancy, livery, commerce, education, cultural activities or other purpose. The term does not include children's play structures, agricultural barns, agricultural sheds or agricultural accessory buildings.
- (d) *Building Area.* Means the area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
- (e) *Building Inspector.* Means the individual(s) or firm appointed by the Municipality to exercise all of the powers and duties of a building inspector under Wisconsin law.

- (f) *Construction.* Means any part or portion of the activity of installing, locating, siting, erecting or razing a building.
- (g) *Contractor.* Means any person, firm or entity which undertakes any activity related to the construction of a building other than the mere provision of supplies and or materials.
- (h) *Demolition.* Means the activity of completely or partially destroying a previously erected or constructed building.
- (i) *Electrical.* Means the trade which relates to the design, installation, maintenance and repair of the mechanical equipment, wiring, fixtures and connections which tie a structure to the power grid of an electric generating utility and distribute the electricity through a structure to end uses, including any work which may be performed by a master electrician licensed by the State of Wisconsin or a person under the supervision of such an electrician.
- (j) *HVAC.* Means an acronym which stands for Heating, Ventilating and Air Conditioning; the trade which installs mechanical equipment, systems and accessory ducting and gratings for the purpose of warming, purifying, cooling and exchanging air in a building.
- (k) *Occupancy.* Means the act of utilizing a building for human habitation, use, or occupancy. Any use of a building for any activity which is customarily or routinely associated with utilization of a building as a residence, detached residential accessory structure, or commercial use shall constitute occupancy.
- (l) *Owner.* Means the individual, firm or entity which has record title to the real estate on which construction or demolition is taking place.
- (m) *Plumbing.* Means the trade which relates to the design, installation and maintenance or repair of pipes, drains, sinks, basins, hot water heating systems, natural gas pipes, grease traps, floor drains, and all other work for which the individual performing the work may either be a master plumber licensed by the State of Wisconsin or work under the supervision of such a plumber.
- (n) *Repairs.* Means that repairs for purposes of maintenance or replacements in any existing building or structure which do not involve the structural portions of the building or structure or which do not affect room arrangement, light and ventilation, access to or efficiency of any exit stairways or exits, fire protection or exterior aesthetic appearance and which do not increase a given occupancy and use, shall be deemed minor repairs.
- (o) *Stop Work Order.* Means a directive issued with respect to a construction project by a building inspector which compels the owner and any contractor or builder of a building to cease any further work or activity on the construction project until the building inspector has authorized the resumption of the construction project.

- (p) *Structure.* Means anything other than a building which is constructed, erected, and framed of component parts and which is fastened, anchored, or rests on a permanent foundation or on the ground for any occupancy or use whatsoever. It includes fair, carnival and festival open structures; fire escape, stairway, or chute escapes and railings; fences and railings; open air observation, water tank and other towers; traveling cranes, hoists
- (q) *Workmanlike Manner.* Means work of such character so as to meet manufacturer's specifications, accepted national standards or recognized trade practices, and to provide a durable result as intended to insure public safety, health and welfare insofar as they are affected by building construction, use and occupancy.

Sec. 104-40. – Scope

This Code applies to all 1 & 2 family dwellings, commercial buildings/structures, swimming pools, decks, residential accessory buildings and agricultural buildings. Notwithstanding this section, this ordinance shall not apply to children's play structures.

Sec. 104-41. – Permit Required

No owner or contractor may commence construction of any building, structure or building system prior to obtaining a valid permit from the municipal building inspector.

- (a) The construction which shall require a building permit includes, but is not limited to:
 - (1) New buildings including agricultural buildings, detached structures (decks) and detached accessory buildings.
 - (2) Additions that increase the physical dimensions of a building including decks.
 - (3) Alterations to the building structure where the reported cost shall include market labor value, or alterations to the building's heating, electrical or plumbing systems.
 - (4) Replacement of major building equipment including furnaces, and central air conditioners, water heaters and any other major piece of equipment shall require a permit except as noted in 3) b) below.
 - (5) Any electrical wiring for new construction or remodeling.
 - (6) Any HVAC for new construction or remodeling.
 - (7) Any plumbing for new construction or remodeling.
 - (8) Any new or re-wired electrical service, including services for agricultural buildings.
 - (9) Any moving or relocating of structures including site work and applicable foundation system.

- (10) Any work on subterranean structures, footings, foundations or retention walls.
- (11) Occupancy change of use.
- (b) The following construction activities shall not require a building permit:
 - (1) Re-siding, re-roofing and finishing of interior surfaces, installation of cabinetry, and repairs which are deemed minor by the Building Inspector. Notwithstanding this section, however, a permit accompanied by structural load-bearing calculations may be requested by the property owner for re-roofing a building if the proposed re-roofing would constitute a third or more layer of roofing.
 - (2) Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers and fixtures.

Sec. 104-42. – Application of Codes

The following Chapters of the Wisconsin Administrative Codes, as well as all subsequent revisions, are adopted by the Municipality and shall be enforced by the Building Inspector.

- | | | |
|-----|------------------|-------------------------------------|
| (a) | Ch. SPS 305 | Credentials |
| (b) | Chs. SPS 316 | Electrical Code |
| (c) | Chs. SPS 320-325 | Uniform Dwelling Code |
| (d) | Chs. SPS 361-366 | Commercial Building Code |
| (e) | Ch. SPS 375-79 | Buildings Constructed Prior to 1914 |
| (f) | Chs. SPS 381-387 | Uniform Plumbing Code |

Sec. 104-43. – Scope of Uniform Plumbing Code Expanded

For the purposes of this Ordinance, the standards contained in the Wisconsin Uniform Dwelling Code shall be expanded to apply as the standards for construction of the following:

- (a) Additions, alterations, repairs and major equipment replacements for all one and two family dwellings including those built prior to June 1, 1980.
- (b) Detached accessory buildings greater than 200 sq.ft. serving one and two family dwellings.
 - (1) Frost Protection for Footings and Foundations
 - a. Grade-beam slabs are required for structures with a continuous floating slab of reinforced concrete. Slab shall not be less than four (4) inches in thickness. Reinforcement shall be a minimum of six by six (6 x 6) inch, number ten wire mesh or by using 1.5 pounds of fiber mesh per cubic yard of concrete with varying fiber mesh lengths. The slab shall be provided with a thickened edge all around, eight (8) inches wide and eight (8) inches below the top of the slab.

- b. Structures not constructed with a floating slab shall have footings and foundations placed below frost penetration level, but in no case less than forty-eight (48) inches below grade per SPS 321.
- (c) Detached accessory buildings less than 200 square feet in size, concrete slabs, frost-free footings, and the like are not required, but if they are installed they shall follow (2) above and/or SPS 321. Wood bearing beams, walls or members in contact with the ground shall be pressure treated or decay resistant type wood per SPS 321.10.

Sec. 104-42. – Delegated Municipality Status

- (a) Delegated Municipality. The municipality has adopted the Delegated Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
 - (1) Responsibilities. The City shall assume the following responsibilities for the Department of Safety and Professional Services (Department):
 - a. Provide inspection of commercial buildings with certified commercial building inspectors.
 - b. Provide plan examination of commercial buildings with certified commercial building inspectors.
 - (b) Plan Examination. Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures and other structures exempted in SPS 361.03(3), to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
 - (1) A new building or structure.
 - (2) An addition to a building or structure.
 - (3) An alteration of a building space, element, or structure.
 - (4) A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
 - (5) The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
- (c) Plan Submission Procedures. All commercial buildings, structures and alterations, including new buildings and additions require plan submission as follows:
 - (1) Building permit application

- (2) Application for review – State of Wisconsin SBD-118 or Municipal Equivalent.
 - a. Fees per municipal fee schedule
 - b. Fees apply to all commercial projects
- (3) 4 sets of plans
 - a. Signed and sealed per SPS 361.31
 - b. (1) set of specifications
 - c. Component and system plans
 - d. Calculations showing code compliance

Sec. 104-43. – Authority and Enforcement

- (a) Creation and Appointment. There is hereby created the office of Building Inspector. The Building Inspector shall be appointed by the Municipality. The Building Inspector shall be certified for inspection purposes by the Department in the required categories specified under SPS 305, Wisconsin Adm. Code.
- (b) Assistants. The Building Inspector may employ, assign or appoint, as necessary, assistant inspectors. Any assistant hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Adm. Code, by the Department.
- (c) Duties. The Building Inspector shall administer and enforce all provisions of this ordinance.
- (d) Powers. The Building Inspector or an authorized certified agent of the Building Inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The Building Inspector may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such premises to the Inspector or his/her agent while in the performance of his/her duties. In the event that the inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119, Stats.
- (e) Inspections. In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance by the applicant/contractor or property owner as applicable.
 - (1) Footing
 - (2) Foundation
 - (3) Backfill

- (4) Rough Carpentry, HVAC, Electric and Plumbing
 - (5) Drain tile/Basement Floor
 - (6) Underfloor Plumbing
 - (7) Electric Service
 - (8) Insulation
 - (9) Final Carpentry, HVAC, Electric & Plumbing
 - (10) Erosion Control
 - (11) Final Occupancy
- (f) Failure to request any inspection will be the responsibility of the contractor and/or property owner. No Construction shall be deemed approved by default or lack of inspection by the Building Inspector.
 - (g) The permit holder or the permit holder's representative shall notify the inspector when the stages of construction are reached that require an inspection. All ladders, scaffolds and test equipment required to complete an inspection or test shall be provided by the property owner, permit holder or their representative. If upon any inspection it is found that a required inspection cannot be made because work to be inspected has been covered or concealed, the permit holder or agent shall uncover the work, as directed by the inspector, and no approval of covered or concealed work shall be given until the required inspection can be made and the work complies with the applicable regulations of this code.
 - (h) The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the owner, contractor or their authorized representative to request any inspection, will be the responsibility of the contractor and/or property owner.

Sec. 104-44. – Submission of Plans

The owner or contractor shall, with respect to any proposed construction or demolition, submit sets of building plans to the Inspector for any work which expands the size of a building, any new building or as required by the Inspector. If a new building or building addition is proposed, a plat of survey stamped by a surveyor licensed by the State of Wisconsin, drawn to scale showing such proposed work and existing buildings and property lines shall be submitted. Another set of plans may be requested at the discretion of the Building Inspector for the Assessor. The Building Inspector may require the owner or contractor to submit plans for any construction or demolition project when the Building Inspector determines that it is necessary to review such plans to assure that the proposed project will comply with all applicable codes.

- (a) The above-described “plot plan” for a new building shall be a parcel survey (one original with Surveyor’s signature and stamp plus two copies). Said survey shall show the following:
 - (1) Location and dimensions of all existing and proposed buildings

- (2) Lot dimensions and all lot corner elevations using U.S.G.S. datum
- (3) Building set backs
- (4) Location and elevation using U.S.G.S. datum (must be in accordance with the approved grading plan)
- (5) Elevation of the lot and relation to sidewalk, street, etc. using U.S.G.S. datum
- (6) Elevation and setback of adjacent buildings using U.S.G.S. datum
- (7) Types of monuments at lot corners (i.e., I.P.)
- (8) Water courses, easements and drainage pattern
- (9) Seal and signature of surveyor licensed in the State of Wisconsin.

Sec. 104-45. – Issuance of Permit

- (a) The Inspector shall issue the requested permit if the owner or contractor demonstrates that all state, county and local submission requirements are satisfied. If a permit card is issued, it shall be posted at the job site in a visible location from the street. Permits are valid for two years. Permit may be extended for 30, 90, or up to 180 days with the Building Inspector's approval and payment of permit fees.
- (b) An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official or their authorized representative is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
- (c) Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
- (d) By accepting a permit, the applicant, owner or contractor grants the Building Inspector the right of access to the real estate on which the permitted construction or demolition will occur.
- (e) Permits are issued conditionally on the condition that the owner and/or contractor(s) shall conform to the requirements of all applicable codes, zoning ordinances and setback requirements in constructing the building.
- (f) No building, plumbing, electrical or HVAC permit shall be issued to any person who is in violation of this ordinance until such violation has been corrected.

- (g) No building, plumbing, electrical or HVAC permit shall be issued to any person to whom an order has been issued by the Building Inspector.
- (h) It shall be the responsibility of the installer or contractor to determine if a permit is required and to obtain the same prior to commencing work.

Sec. 104-46. – Occupancy Permit

If the Building Inspector, after completing all required inspections, finds that a building has been constructed in accordance with the applicable codes, then the Inspector shall issue an occupancy permit. If the building fails to comply with the code in minor respects which do not threaten the safety, health or welfare of the building's occupants, the Building Inspector may issue a temporary occupancy permit for 30 days or a specified term. No person may have occupancy of a building until an occupancy permit is issued.

Sec. 104-47. – Unsafe Buildings and Safety During Construction

- (a) Whenever the Building Inspector determines that any building or structure is so old, dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation, occupancy or use, and so that it would be unreasonable to repair the same, the inspector shall recommend to the City Council an order be sent to the owner to raze and remove all or part thereof, or if such structure can be made safe and sanitary by repairs, is at the owner's option. Such orders and proceedings shall be as provided in Section 66.0413, Wis. Stats.
- (b) Whenever the construction of any building, structure, equipment, or additions thereto, or alterations, or repairs thereto, or removal, or demolition thereof is being done contrary to the regulations of this code, the conditions of a certificate of appropriateness issued pursuant thereto, the conditions of conditional use or zoning approval pursuant thereto, or is being done in an unsafe or dangerous manner, or not in accordance with the approved plans, specifications, and data, or with the terms of the permit granted therefor, the inspector shall post a placard on the premises notify the owner, contractor and all other available and applicable parties of the issues and proceed to recommend to the City Council that an order be sent such work to be stopped at once and thereafter confirm such order by a written order served on the owner of the premises and on the person engaged in doing or causing such work to be done, and any such persons shall immediately stop all such work until satisfactory evidence is presented to the inspector and municipality that all of the provisions of the permit, this code, conditions of a certificate of appropriateness issued pursuant thereto, all applicable zoning approvals, Wisconsin Administrative Code, all other lawful orders of the Wisconsin department of safety and professional services and other laws and ordinances applicable thereto will be complied with, at which time work can again be resumed providing authority is procured from the inspector to recommence with the work.

- (c) When in the judgment of the Inspector of a building or structure or part thereof is extremely unsafe and in danger of structural failure or collapse, or the property is unsafe to the public or users of the property the inspector may order the owner or agent to immediately provide temporary safeguards, for the protection of the general public and upon installation of such safeguards, may permit the occupancy or use of the building, structure or property to continue or resume on a limited basis as directed by the Inspector.
- (d) Fences. Every construction operation, including excavations, when located 10 feet or less from the street line shall be enclosed with close board or other approved fences not less than 4 feet high, and when located more than 10 feet from the street line, a fence shall be erected when required by the Building Inspector.

Sec. 104-48. – Razing and Demolition

- (a) Demolition Permit Required. No person, firm or entity may cause the demolition of any structure or part of a structure greater than 400 square feet in area without having first applied for and obtained a demolition permit from the Building Inspector. No person, firm or entity may undertake any steps to demolish the structure prior to receiving a permit.
- (b) Application. An application for a permit to demolish all or part of a building shall include the following information:
 - (1) The name and address of the owner of the building on date of application and, if different, on date of demolition;
 - (2) The name, address and telephone number of the contractor(s) performing the demolition work;
 - (3) The date upon which demolition is to commence;
 - (4) The date by which demolition shall be complete;
 - (5) A list of all hazardous waste and hazardous and toxic substances (as defined by Sec. NR 706, Wisconsin Administrative Code as amended from time to time) contained in the building, a statement as to whether the building contains asbestos (as defined by Sec. NR 445, Wisconsin Administrative Code), and a detailed description of the method to be used in removing, transporting and disposing of any hazardous waste, hazardous and toxic substances, and asbestos;
 - (6) A detailed description of how and where the waste materials resulting from the demolition will be transported and disposed of (including the description of the route to be used by trucks in hauling the waste);
 - (7) A description of the method of demolition to be used; and
 - (8) A description in detail of all methods to be used to prevent water runoff and soil erosion from the site to neighboring properties and to prevent releasing unreasonable amounts of dust from the site;

- (9) Along with the application for permit for demolition, the applicant shall present a release from all utilities serving the property, stating that their respective service connections and appurtenant equipment such as meters and regulators have been removed or sealed and plugged in a safe manner.
- (c) Demolition. The demolition shall be conducted in a manner that is safe and that does not adversely affect the environment.
- (d) Clearing and Leveling the Site.
 - (1) The site of any demolition shall be properly cleared of debris, rubbish and pavement and shall be properly graded and leveled to conform with the adjoining grade of the neighboring property; and when so graded and leveled, the site shall be seeded, sodded or treated in some other manner acceptable to the Building Inspector so as to prevent blowing dust, dirt, or sand. Excavations remaining after demolition shall be filled, graded and leveled off, not later than 30 consecutive days after demolition is completed.
 - (2) Excavations from demolished buildings or structures shall not be filled with any materials subject to deterioration. The Building Inspector, upon notification by the permit holder, the owner or his agent, in writing and upon forms provided by the Building Inspector for that purpose, shall within 24 hours inspect each excavation, or part thereof, before filling any excavation.
 - (3) It shall be unlawful to fill any such excavation without inspection and approval of the Building Inspector. Voids in filled excavations shall not be permitted. Basement or crawl space floors shall be broken into no larger than 4 ft. x 4 ft. pieces to allow storm and ground water to pass through.
- (e) Removal and Disposal. Removal, transportation and disposal of all hazardous waste, hazardous and toxic substances, and asbestos shall be conducted in compliance with all applicable state, federal and local statutes, ordinances and regulations. The permit holder shall give the Building Inspector 72 hours written notice prior to any removal, transportation or disposal of hazardous waste, hazardous and toxic substances, and asbestos.

Sec. 104-49. – Fees and Permit Issuance

- (a) At the time of building permit application issuance, the applicant shall:
 - (1) Pay fees as established periodically by the Municipality
 - (2) Provide to the inspector a list of all contractors performing work on the premises
 - (3) If under local ordinance or State of Wisconsin Statute requirements are set forth requiring licensed trade (building, HVAC, Plumbing or

Electrical) contractors, applicant must provide evidence of contractors licensure that will be perform the work.

- (4) If under local ordinance or State of Wisconsin Statutes there are requirements are set forth requiring a professionally licensed Engineer or Architect supervising the project, provide evidence of whom is the supervising design professional is over the work by providing:
 - a. Stamped plans in accordance with SPS 361.31
 - b. Letter of supervision, signed SBD – 118 form, or other acceptable documentation as set forth by the municipality
- (b) If work commences prior to permit issuances, the permit fee shall double.

Sec. 104-50. – Violations and Penalties

- (a) Prohibition. No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.
- (b) Every person, firm or entity which violates this code shall, upon conviction, forfeit not less than \$25.00 nor more than \$1,000.00 for each day of non-compliance, together with the costs of prosecution.
- (c) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.
- (d) Compliance with the requirements of this ordinance is necessary to promote the safety, health and well-being of the community and the owners, occupants and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance which may be enjoined in a civil action.

Sec. 104-51. – Stop Work Order

The Building Inspector may issue a stop work order for a project to prevent further non-complying work. No person, firm or entity may continue a construction project after a stop work order has been issued. The person, firm or entity which receives such a stop work order may contest the validity of the same by requesting a hearing before the Municipality. The Municipality shall hear the appeal within seven days. The Municipality shall affirm the stop work order unless the owner or contractor shows that the Building Inspector erred in determining that the construction project violated a provision or provisions of the State building codes.

Sec. 104-52. – Variance

The Municipality shall hear requests for variances from the building code to the extent the Municipality has authority to hear and grant variances. The Municipality shall approve, conditionally approve, or deny a requested variance. The Municipality may grant a variance from

a Code requirement only if the variance is permitted by state law and if the performance of the proposed variance is equal to or greater than the code requires.

Sec. 104-53. – Appeals

Any person feeling aggrieved by an order of the Building Inspector may, within 20 days thereafter, appeal from such order to the Common Council. The Municipality will follow procedures explained on Wisconsin Statutes Chapter 68, to arrive at a final determination. Final determinations may be reviewed as explained in Wisconsin Administrative Rules SPS 320.21.

Sec. 104-54. – Disclaimer and Non-Liability for Damages

This ordinance shall not be construed as an assumption of liability by the Municipality or the Building Inspector for damages because of injuries sustained or property destroyed by any defect in any dwelling or equipment.

Sec. 104-55. – Severability

If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section Two: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby and to such extent repealed.

Section Three: This ordinance shall take effect and be in force from and after its passage and posting.

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

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

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

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

RESOLUTION NO: 18-_____

**A Resolution adopting the Milwaukee County Pre-Disaster Mitigation Plan
as the Official mitigation plan of the Village**

WHEREAS, the Village of Bayside recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation action before disasters occur will reduce the potential for harm to people and save taxpayer dollars; and

WHEREAS, an adopted Natural Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, Milwaukee County initiated the 2017 update of the existing Pre-Disaster Mitigation Plan; and

WHEREAS, the Village of Bayside participated jointly in the planning process with the other units of government within the County to prepare a Pre-Disaster Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Milwaukee County 2017 Pre-Disaster Mitigation Plan is hereby adopted as the official plan of the Village; and

BE IT FURTHER RESOLVED, that Milwaukee County Emergency Management submitted the Milwaukee County Pre-Disaster Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials and received notification of Federal Emergency Management Agency plan approval.

PASSED AND APPROVED this _____ day of May, 2018.

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

Attest:

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

From the Director, Office of Emergency Management, requesting designation of the Milwaukee County (the County) Hazard Mitigation Plan as the official plan of the County to comply with the Disaster Mitigation Act 2000, effective for five years, upon adoption, by requesting adoption of the following:

A RESOLUTION

WHEREAS, Milwaukee County (the County) recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation action before disasters occur will reduce loss of life, property, human suffering, economic disruption, and disaster assistance costs; and

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition of Federal grant funding for future mitigation projects funded by the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program; and

WHEREAS, the County initiated the update of the existing County Hazard Mitigation Plan; and

WHEREAS, intergovernmental cooperation for purposes of hazard mitigation should be encouraged; and

WHEREAS, the County participated jointly in the planning process with municipal units of government within the county to prepare this Hazard Mitigation Plan; and

WHEREAS, the adoption of this plan allows municipal governments to adopt it for their jurisdiction, placing the County in an advantageous position when competing for pre- and post-disaster mitigation project dollars from the United States Department of Homeland Security FEMA; and

WHEREAS, adoption of the 2017 County Hazard Mitigation Plan is necessary to comply with the Disaster Mitigation Act 2000 amendment of the Robert T. Stafford Disaster Relief and Emergency Assistance Act which states that the county is obligated to try to reduce any hazard that has received relief funding in the past; and

WHEREAS, adoption of this plan would make it valid for the next five years; and

WHEREAS, the County Office of Emergency Management submitted the County Hazard Mitigation Plan to Federal Emergency Management Agency and Wisconsin Emergency Management officials and received plan approval on May 17th and 19th, 2017, respectively; and

47 WHEREAS, the Committee on Judiciary, Safety, and General Services, at its
48 meeting of October 18, 2017, recommended adoption of File No. 17-670 (vote 4-0);
49 now, therefore,
50

51 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby
52 designates the Milwaukee County (the County) 2017 Hazard Mitigation Plan as the
53 official hazard mitigation plan for the County.
54

55
56 ars
57 10/19/17
58 S:\Committees\2017\Oct\JSGS\Resolutions\17-670 2017 Safety Mitigation plan.docx

STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE

RESOLUTION NO: 18-____

**A Resolution Amending Resolution 18-14 revising the fee schedule as
referenced by the Village of Bayside Municipal Code**

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

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

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

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

VILLAGE OF BAYSIDE

Samuel D. Dickman
Village President

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

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 18-	
	Minimum
ARCHITECTURAL REVIEW COMMITTEE APPLICATION	\$60
RESIDENTIAL BUILDING PERMITS	
▪ ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL)	\$125
▪ ADDITIONS (\$0.32/SQ. FT) (REQUIRES ARC APPROVAL)	\$125
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$60
▪ FOUNDATION REPAIR (\$12/\$1,000)	\$125
▪ HVAC PERMIT (\$12/\$1,000)	\$60
▪ PLUMBING PERMIT (\$12/\$1,000)	\$60
▪ NEW STRUCTURE (\$0.32/SQ. FT)	\$85
▪ REMODELING (\$12/\$1,000)	\$85
▪ REROOFING (\$12/\$1,000)	\$85
▪ <u>WINDOWS – IF ARC CONSIDERED</u>	\$60
▪ CERTIFICATE OF COMPLIANCE	
o BASIC PACKAGE – INITIAL INSPECTION	\$150
o TWO-FOR PACKAGE – INITIAL INSPECTION AND ONE FOLLOW-UP INSPECTION	\$200
o ALL-INCLUSIVE PACKAGE – INITIAL INSPECTION, FOLLOW-UP INSPECTION, AND TWO FOLLOW-UP INSPECTIONS	\$275
o RE-INSPECTION FEE	\$100 per inspection after two inspections
▪ OCCUPANCY PERMIT, RESIDENTIAL	\$85
▪ RAZING, RESIDENTIAL (.12/SQ. FT.)	\$85
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ NEW HOME PLAN REVIEW	\$200
▪ ADDITIONAL PLAN REVIEW	\$100
▪ ALTERATION/REPAIR PLAN REVIEW* (PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$50
▪ EARLY START (FOOTINGS AND FOUNDATION	\$175
▪ WATER LATERAL - OUTSIDE	\$60
▪ SEWER LATERAL- OUTSIDE	\$60
COMMERCIAL BUILDING PERMITS	
▪ ELECTRICAL PERMIT (\$12/\$1,000)	\$75
▪ <u>PLUMBING PERMIT (\$12/\$1,000)</u>	\$75
▪ HVAC PERMIT (\$12/\$1,000)	\$75
▪ NEW STRUCTURES, ADDITIONS (\$0.34/SQ. FT)	\$150
▪ REPLACEMENT & MISC ITEMS	\$75
▪ OCCUPANCY PERMIT, COMMERCIAL	\$100
▪ OCCUPANCY, TEMPORARY	\$100/30 days
▪ PERMIT RENEWAL	50% of permit, not less than minimum
▪ RAZING, COMMERCIAL (.12/SQ. FT.)	\$85

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VILLAGE OF BAYSIDE FEE SCHEDULE

- NEW CONSTRUCTION PLAN REVIEW
- ADDITIONAL PLAN REVIEW
- ALTERATION/REPAIR PLAN REVIEW* (PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)
- EARLY START (FOOTINGS AND FOUNDATION)
- WATER LATERAL - OUTSIDE
- SEWER LATERAL- OUTSIDE

RESOLUTION # 18-

\$300 + \$25/unit
\$150
\$150
\$275
\$60
\$60

BUILDING

- ANNUAL VACANT PREMISES REGISTRATION FEE
- ANNUAL VACANT PREMISES FEE
- BUILDING PERMIT REFUND
- EROSION CONTROL, RESIDENTIAL
- EROSION CONTROL, COMMERCIAL
- FAILURE TO CALL FOR INSPECTION
- FENCES
- RE-INSPECTION FEE
- RELEASE AND INDEMNIFICATION WAIVER
- SPECIAL OCCUPANCIES: OUTDOOR POOLS, TOWERS, TENTS
- STATE SEAL
- SWIMMING POOLS {\$11.50/\$1,000}
- TRANSFER OF SOLID FILL
- WORK WITHOUT PERMIT
- BOND FOR NEW HOME CONSTRUCTION

Minimum

\$250
\$500
Amount over
minimum fee
\$150
\$200 for first acre
\$100 per acre
thereafter
\$50
\$60
\$40
\$500
\$100
\$50
\$110
\$250 plus: \$15 per
Single Axle Truck -
\$30 per Multi Axle
Truck
Double Normal Fees
\$10,000

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ADMINISTRATION

- COPIES - STANDARD SHEET OF PAPER, BLACK & WHITE
- COPIES - STANDARD SHEET OF PAPER, COLOR
- DELINQUENT INVOICE PENALTY CHARGE
- ELECTRONIC TAX ROLL
- DUBBING AN AUDIO TAPE/CD
- NON-SUFFICIENT CHECKS
- NOTARIZING DOCUMENTS
- LEGAL PUBLICATION
- MUNICIPAL COURT MOTION FEE
- STOP PAYMENT OF CHECK
- TAX ROLL - ALPHA OR STREET
- VOTED POLL LIST

Minimum

\$0.50/page
\$1/page
1.5%/month
\$50
\$35
\$50
\$0.50
\$35.00
Not less than \$5, no
more than \$200
\$50
\$25 + \$0.25/page
\$25 + \$5/1,000 voters
+ \$0.25/page

VILLAGE OF BAYSIDE FEE SCHEDULE

- VOTER - ABSENTEE LISTING
- VOTER REGISTRATION LIST - ALPHA AND STREET

ALCOHOLIC BEVERAGES

▪ CLASS "A" FERMENTED	\$100
▪ CLASS "B" FERMENTED	\$100
▪ CLASS "A" INTOXICATING	\$500
▪ CLASS "B" INTOXICATING	\$500
▪ OPERATOR'S LICENSE - INITIAL	\$55
▪ OPERATOR'S LICENSE - RENEWAL	\$55

ANIMALS

▪ ANIMAL FANCIER PERMIT	\$25
▪ DOG & CAT LICENSES - 5 MONTHS OF AGE AFTER JULY 1- ALTERED	\$6
▪ DOG & CAT LICENSES - 5 MONTHS OF AGE AFTER JULY 1-UNALTERED	\$12
▪ DOG & CAT LICENSES - NEUTERED OR SPAYED	\$12
▪ DOG & CAT LICENSES - UNALTERED	\$24
▪ DOG & CAT LICENSES - PAID AFTER 3/31-ALTERED	\$18
▪ DOG & CAT LICENSES - PAID AFTER 3/31-UNALTERED	\$36
▪ GROOMING ESTABLISHMENTS	\$100
▪ KENNEL PERMIT	\$100
▪ PET SHOPS	\$100

BUSINESSES

▪ CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE	\$100
▪ PRECIOUS METALS, ETC.	\$100

PUBLIC WORKS

- ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL
- CALLBACKS FOR GARBAGE AND RECYCLING
- CULVERT REPLACEMENT (WITHIN ROAD PROJECT)
- CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)
- DRIVEWAY/CULVERT/IMPERVIOUS SURFACE PERMIT
- GARBAGE OR RECYCLING CART
- GARBAGE OR RECYCLING CART RENTAL (PER WEEK)
 - o FIRST CART PER WEEK
 - o EACH ADDITIONAL CART PER WEEK
- CUTTING OF GRASS
- MULCH DELIVERY FEE (WITHIN VILLAGE)
 - o 5 YARDS
 - o 10 YARDS
 - o 15 YARDS
 - o 20 YARDS
 - o 25 YARDS
- MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT
- LOADING FEE
- NO PARKING SIGNS

RESOLUTION # 18-

\$50 + \$5/1,000 voters
+ \$0.25/page
\$25 + \$5/1,000 voters

Minimum

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\$55
\$40
\$500
\$900
\$100
\$65
\$25
\$5
\$80/first hour, \$23/15 minutes thereafter
\$90
\$165
\$240
\$300
\$350
\$180/5 yards
\$40
\$25

VILLAGE OF BAYSIDE FEE SCHEDULE

- ONE TIME UP THE DRIVE PICKUP COLLECTION FEE
- RAIN BARRELS
- RIGHT OF WAY PERMIT
 - EXCAVATION FEE
 - RIGHT OF WAY FEE
- SANITARY SEWER USER CHARGE
- SEWER CONNECTION CHARGE
- SPECIAL EVENT PERMIT (INCLUDES UP TO 4 BARRICADES)
- SPECIAL PICKUP
- STORMWATER MANAGEMENT REVIEW
- STORMWATER USER CHARGE
- STREET CUTTING
 - ~~BOND FOR STREET CUTTING PROJECTS~~
 - LESS THAN 100 SQ. FT.
 - ~~BOND FOR STREET CUTTING - \$1,000~~
 - 100 – 500 SQ. FT.
 - ~~BOND FOR STREET CUTTING - \$3,000~~
 - OVER 500 SQ. FT.
 - ~~BOND FOR STREET CUTTING - \$5,000~~
- TV RECYCLING FEE
- ~~MONITORS AND OTHER DISPLAY ITEMS~~
- UNENCLOSED STORAGE PERMIT (DUMPSTERS, PODS, ETC)
- UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE
- WELL OPERATION FEE

RESOLUTION # 18-

\$40
 \$45 each, three for
 \$125
 \$200
 \$100
 \$480
 \$2,500
 \$50
 \$75
 \$200 + actual costs
 \$223
 \$1,000
 \$200
 \$300
 \$500
 \$40
 \$20
 \$30/First container
 per 21 Days; \$50/
 Two containers per
 21 days
 \$998.40
 \$25/ every five years

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EMERGENCY SERVICES

- FALSE SECURITY ALARM PENALTIES (BURGLAR)
 - ONE AND TWO FAMILY, FIRST FALSE SECURITY ALARM
 - ONE AND TWO FAMILY, SECOND FALSE SECURITY ALARMS
 - ONE AND TWO FAMILY, THIRD FALSE SECURITY ALARMS
 - ONE AND TWO FAMILY, FOURTH FALSE SECURITY ALARMS
 - ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS
 - ALL OTHER PROPERTIES, FIRST FALSE SECURITY ALARM
 - ALL OTHER PROPERTIES, SECOND FALSE SECURITY ALARMS
 - ALL OTHER PROPERTIES, THIRD FALSE SECURITY ALARMS
 - ALL OTHER PROPERTIES, FOURTH FALSE SECURITY ALARMS

Minimum

Warning
 \$50.00
 \$75.00
 \$100.00
 \$200.00
 Warning
 \$300.00
 \$350.00
 \$400.00

VILLAGE OF BAYSIDE FEE SCHEDULE

<ul style="list-style-type: none"> ○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS ▪ FALSE FIRE ALARM PENALTIES <ul style="list-style-type: none"> ○ ONE AND TWO FAMILY, FIRST FALSE FIRE ALARM ○ ONE AND TWO FAMILY, SECOND FALSE FIRE ALARM ○ ONE AND TWO FAMILY, THIRD FALSE FIRE ALARMS ○ ONE AND TWO FAMILY, FOURTH FALSE FIRE ALARMS ○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS ○ ALL OTHER PROPERTIES, FIRST FALSE FIRE ALARM ○ ALL OTHER PROPERTIES, SECOND FALSE FIRE ALARMS ○ ALL OTHER PROPERTIES, THIRD FALSE FIRE ALARMS ○ ALL OTHER PROPERTIES, FOURTH FALSE FIRE ALARMS ○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS 	\$500.00 Warning \$50.00 \$75.00 \$100.00 \$200.00 Warning \$300.00 \$350.00 \$400.00 \$500.00
---	--

RESOLUTION # 18-

OFFENSES & MISC. PROVISIONS

<ul style="list-style-type: none"> ▪ CONTRIBUTING TO TRUANCY ▪ FINDINGS & DISPOSITIONS 2ND VIOLATION ▪ SUBSEQUENT VIOLATIONS COMMITTED WITHIN 12 MONTHS OF A PREVIOUS VIOLATION ▪ TRANSIENT MERCHANT INVESTIGATION FEE <ul style="list-style-type: none"> ○ EVERY PERSON THEREAFTER 	Minimum Not less than \$50, no more than \$500 \$100 + costs \$500 \$150 \$20
--	--

POLICE

<ul style="list-style-type: none"> ▪ ACCIDENT REPORT ▪ COMPUTER REPORT ▪ DATA 911 DVD/AUDIO ▪ DATA 911 DVD/VEHICLE VIDEO ▪ FINGERPRINTING ▪ PHOTO ▪ SPEED TRAILER RENTAL ▪ POLICE SPECIAL EVENTS - COORDINATION AND ATTENDANCE 	\$6.50 \$2 \$15 \$35 \$20 \$2 \$100/day \$95/hour
--	--

SECONDHAND GOODS

<ul style="list-style-type: none"> ▪ RUMMAGE SALE 	\$10
--	------

SIGNS

<ul style="list-style-type: none"> ▪ FINE ▪ SIGN PERMIT - UP TO 25 SQUARE FEET ▪ SIGN PERMIT 25 - 100 SQUARE FEET ▪ SIGN PERMIT - TEMPORARY SIGNS ▪ SIGN PERMIT - VARIANCES 	\$60 \$200 \$300 \$35 \$100
--	---

ELLSWORTH PARK

VILLAGE OF BAYSIDE FEE SCHEDULE

- BALL DIAMOND RENTAL
- PARK PAVILION RENTAL
- TENNIS COURT RENTAL

TRAFFIC AND VEHICLES

- BICYCLE REGISTRATION
- VEHICLE STORAGE

ZONING

- BOARD OF ZONING APPLICATION
- BROWN DEER ROAD OVERLAY
- COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE
- CONDITIONAL USE PERMIT APPLICATION
- LAND DIVISIONS
- HOME OCCUPATIONS
- OVERLAY USE "D" BUSINESS DISTRICT
- PLANNED RESIDENTIAL DEVELOPMENT
- PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION

RESOLUTION # 18-

\$35 + \$200 Deposit
\$35 + \$35 Deposit
\$3/hr per Resident
\$6/hr per Non-Resident

\$10
\$10

Minimum

\$500
~~\$300~~
~~\$250~~
~~\$300~~
\$300
\$250
\$40
\$250
\$250
\$250
\$500/acre plus cost
incurred by Village

May 2018

- 15 Capital Improvement Plan (CIP) documents distributed to departments.

June 2018

- 14 Initial 2019 Budget sub-committee meetings:
 > Discuss process, guidelines and parameters.
 > Identify operational, service, personnel, and community priorities and issues.
 > Examine long-term financial plan.
- 22 Capital Improvement Plan (CIP) department requests due.
- 2019 Departmental/operational budget worksheets distributed to departments.
- Performance measurement dashboard and trend analysis completed.
- Five-year budget projections and long-term financial plan update completed.
- ICMA Fiscal Analysis completed.

July 2018

- 12 2018 revenue and expenditure projections completed.
- 2018 department goals and strategic initiatives update due.
- 19 Village Board of Trustees consideration of budget guidelines and parameters.
- 26 2019 Department budget requests due.
- Staff discussion on 2019 Budget

September 2018

- 20 Case studies due.
- Updated status of 2018 revenue and expense, goals, performance measures due.

October 2018

- 25 Distribution of Village Manager's recommended 2019 budget, sanitary sewer and stormwater utility fee to Village Board of Trustees.

November 2018

- 1-8 Sub Committee meetings to review 2019 recommended budget(s).
- 15 Public hearing, final consideration and approval of 2019 Village Budget, Sewer Enterprise Budget and Stormwater Budget.

December 2018

- 3 Tax bills mailed.
-



North Shore Fire/Rescue



2017 Annual Report

Words from the Fire Chief

While our Mission Statement is one sentence - "To provide a range of programs designed to educate and protect the lives and property of all North Shore residents from adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by either man or nature," - describing how we accomplish this is much more than a sentence. The 2017 Annual Report provides an overview of how the Department does this.

From the Board of Directors and Fire Commission providing strategic direction and support with funding, to the newest hired member of the Department, every person's commitment to ensuring the safety of all the residents and visitors we protect is evident in everything the organization does.

The Department spent much of the year developing a long range financial plan and educating key stakeholders on that plan for the agency. This plan provides information to support the sustainability of the service provided, the Department's capital assets and other long term financial obligations. The plan doesn't provide a simple solution for funding issues, but it does provide direction for the current and future Board of Directors and other key stakeholders on funding issues affecting the Department.

Operationally, the Department continues to seek methods to enhance our service by further coordinating services with our regional neighbors, training, improving quality assurance processes internally and providing opportunities for leaders in our organization to further develop their skills as leaders and managers within the organization.

On behalf of all the members of the Department, I would like to thank our citizens, the Board of Directors and the Fire Commission for their support in 2017. We look forward to continuing to work together to protect the communities we serve.



Robert Whitaker
Fire Chief



Mission Statement

To provide a range of programs designed to educate and protect the lives and property of all North Shore residents from adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by either man or nature.



North Shore Fire/Rescue



@NorthShoreFire



Board of Directors

The North Shore Fire/Rescue Board of Directors is responsible for setting Department policy, approving the annual budget, negotiating contracts and conducting long range planning. The Board of Directors holds regular monthly meetings.

2017 Board of Directors

Village of Bayside:	Sam Dickman
Village of Brown Deer:	Carl Krueger
Village of Fox Point:	Michael West, retired Douglas Frazer
City of Glendale:	Bryan Kennedy
Village of River Hills:	Peter Kingwill
Village of Shorewood:	Guy Johnson
Village of Whitefish Bay:	Julie Siegel

Continuing on the actions from 2016, the Financial Planning Committee presented a Long Range Financial Plan to the Board of Directors in July. The plan extensively covered the Stabilization Fund, Operating Fund, and Facility and Capital needs of the Department. The report was also distributed to all municipalities and Chief Whitaker made several presentations to the local Boards/Council.

Fire Commission

The North Shore Fire Commission is responsible for Firefighter recruitment, promotions, discipline, and terminations. In 2016, the Fire Commission held eight meetings. The Fire Commission created two promotional lists, one for Fire Lieutenant and one for EMS Lieutenant in addition to the eligibility list for full-time Firefighters. Throughout the year, the following promotions were reviewed and approved: Fire Lieutenant Marc Formolo, Fire Lieutenant Dave Keckiesen, Fire Lieutenant Jeremy Boehlke, and EMS Lieutenant Paul Lange.



Above: Two new hires were sworn in as Probationary Firefighters in May 2017.

2017 Fire Commission

Village of Bayside:	Phil Santacroce
Village of Brown Deer:	Thomas Conlin
Village of Fox Point:	Robert Fetherston
City of Glendale:	Elliott Moeser
Village of River Hills:	M. Nicol Padway
Village of Shorewood:	Timothy Cotter, retired Rene Gratz
Village of Whitefish Bay:	Kenneth Berg

Administrative Staff

Office of the Fire Chief:

Fire Chief/Administrator: Robert C. Whitaker
 Assistant Chief: Andrew J. Harris
 Finance Director: KateLynn Schmitt
 Administrative Coordinator: Kerry Wenzel
 Accounting Assistant: Katie Sehbo

Operations Division:

Battalion Chief: Steven Brennan
 Battalion Chief: Peter Busalacchi
 Battalion Chief: James Mayer

Support Services Division:

Battalion Chief: Toby Carlou
 Battalion Chief: John Maydak
 Fire Marshal: Matthew Mertens
 EMS Manager: Daniel Tyk
 Community Relations Officer: David Glanz
 Administrative Assistant: Donna Flint
 Master Mechanic: Brian Toth

Vision Statement

It is the vision of North Shore Fire/Rescue to be nationally recognized as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure fiscal sustainability for the entire organization and maintaining our core infrastructure.

Support Services



L to R: Chaplains Robert Dick, David Barash, and Debbie McGregor provide support and assistance both on the scene and in the firehouse.

Chaplains:

Pastor Robert Dick
 Cantor David Barash
 Deborah McGregor

The Department's Chaplain program continues to provide support to our Department and communities. Their on-scene work includes comforting family members and sharing information and materials specific to their needs. Chaplains continue to remain connected to our Department through frequent station ride alongs.

Support Services Fire Investigator:

Jeff Myszewski

Photographers/ Videographers:

William Mokros

Bill Tennesen

2017 Financial Information

The North Shore Fire Department is organized through an Intergovernmental Agreement that calls for the Department to be funded primarily through contributions from each member community. Additional funding sources include fees for services and state revenues and grants.

2017 Budgeted Revenue Summary

Operating Budget Community Allocation:	\$12,061,225
Public charges (fees for service):	\$ 2,230,000
2% Dues/State Grants/Miscellaneous:	\$ 372,000
Capital Services Community Allocation Funding:	\$ 599,474
Debt Service Community Allocation Funding:	<u>\$ 531,688</u>
Total 2017 Budgeted Revenues	\$15,794,387

The Intergovernmental Fire Services Agreement called for the following formula allocations to be applied to the community funding for the seven municipalities, (based on population, equalized values and usage) for 2017:

Village of Bayside:	6.24%
Village of Brown Deer:	17.83%
Village of Fox Point:	10.07%
City of Glendale:	28.14%
Village of River Hills:	2.99%
Village of Shorewood:	17.74%
Village of Whitefish Bay:	17.28%

The distribution of municipal revenue for 2017 is based on Amendment No. 8 which calculates the municipal allocations for the 2016-2020 budget years. 2017 was the second year in which this amendment has been in place.

2017 Budgeted Expenditure Summary

Personnel Services:	\$13,280,544
Other Expenses:	\$ 1,382,681
Capital Fund/Outlay:	\$ 599,474
Debt Service Fund/Outlay:	<u>\$ 531,688</u>
Total 2016 Budgeted Expenditures	\$15,794,387



The Government Finance Officers Association (GFOA) announced that the North Shore Fire Department received the GFOA's Distinguished Budget Presentation Award for the 2017 budget. This award represents a significant achievement by the Department and it reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. This is the fifth consecutive year the Department has received this award.

2017 Organizational Goals & Accomplishments

Strategic Goal #1: Provide service that meets or exceeds the communities' expectations as North Shore Fire/Rescue's contribution towards public safety's overall mission of keeping communities safe.

- Integrated standardized response packages with other Shared Service partners.
- Completed full deployment of FirePass QA System.
- Finalized implementation of Shared Services High Rise procedure and training.

Strategic Goal #2: Develop and maintain partnerships in the community as a means to educate the public on how to keep their communities safe and receive feedback on the service provided by North Shore Fire/Rescue.

- Worked with each municipality to find the most efficient method to conduct fire protection systems plan review and inspections.
- Cooperatively developed partnerships with Community Pathways and Columbia-St. Mary's to ensure citizens with identified unmet social and medical needs are appropriately referred to agencies that can assist them in resolving their needs and better manage non emergency call volume. This objective was researched extensively, however, was not fiscally affordable.
- Integrated emergency operations plans for municipalities and consider options to create a single emergency operations center for the seven municipalities. This Department will continue working on this objective in 2018.

Strategic Goal #3: Ensure North Shore Fire/Rescue is a fiscally sound organization.

- Identified sustainable funding methods to maintain service levels.
- Continued proactive approach to changes in EMS service reimbursement.
- Completed succession plan and orientation plan for new Finance Director.
- Identified and implemented new employee scheduling and timekeeping solution.
- Received GFOA Distinguished Budget Award.
- Received Certificate of Achievement for Excellence in Financial Reporting from GFOA.

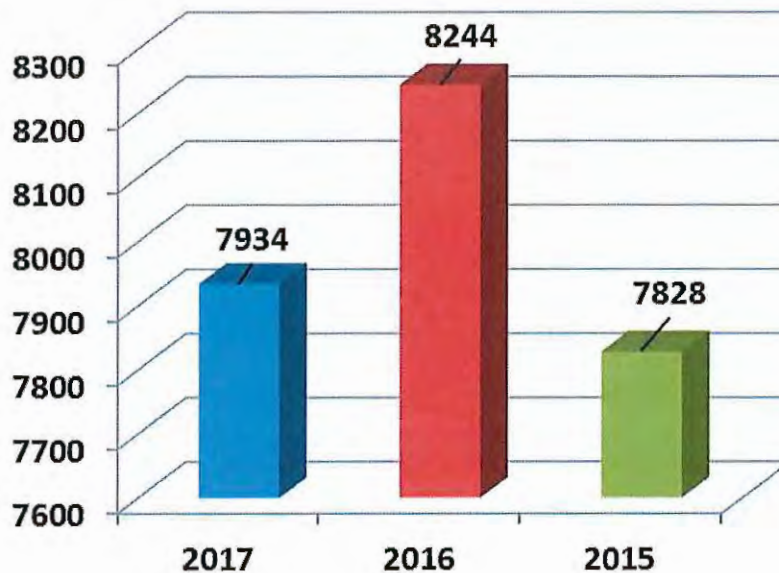
Strategic Goal #4: Recruit and maintain well trained and educated employees dedicated to providing service to the North Shore communities.

- Provided sufficient resources to the Joint Fire Training Academy and Training/EMS Bureau to support recruit training needs.
- Increased member engagement with Wellness/Fitness program.
- Partnered with Wauwatosa and West Allis Fire Department to improve firefighter applicant diversity.
- Created formal exit interview procedure.
- Improved training opportunities to ensure adequate personnel are available for fire cause and origin investigation.
- Implemented "Back to Basics" skills and knowledge check-off program. This objective is slated for implementation in early 2018.

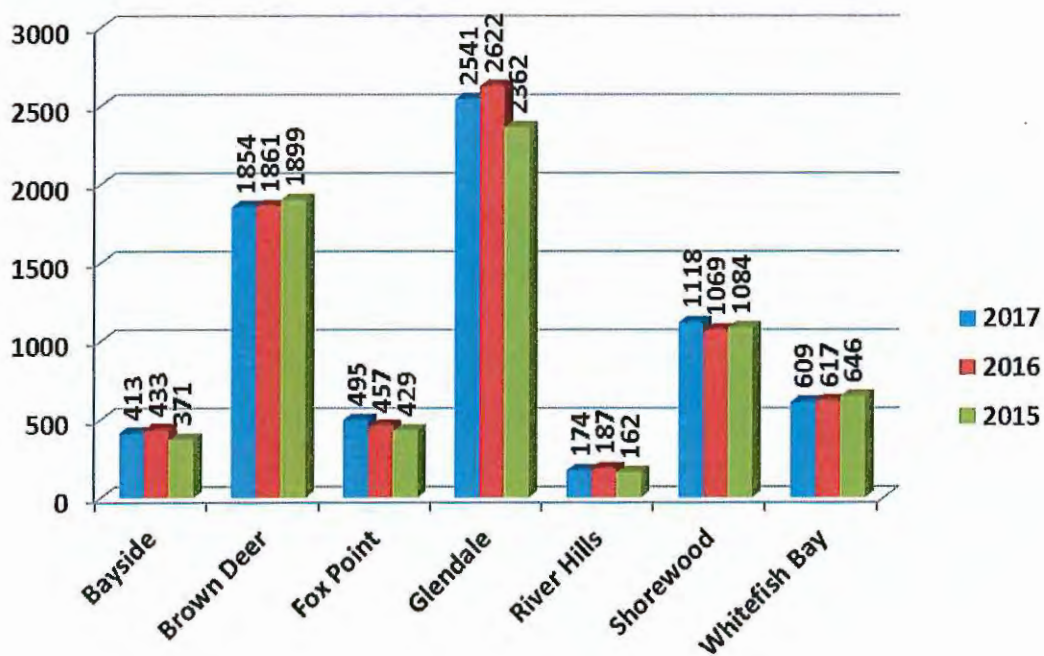
Strategic Goal #5: Facilities, apparatus and equipment will be maintained and replaced to the efficiencies and limits of available resource allocations

- Completed research and decision making process on facility improvements.
- Investigated acquisition of document storage/paperless storage system.

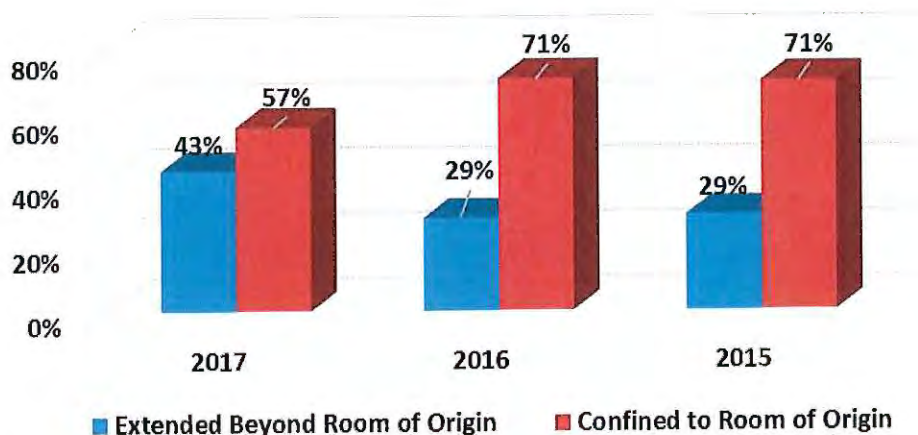
Annual Calls for Service



Calls for Service by Community

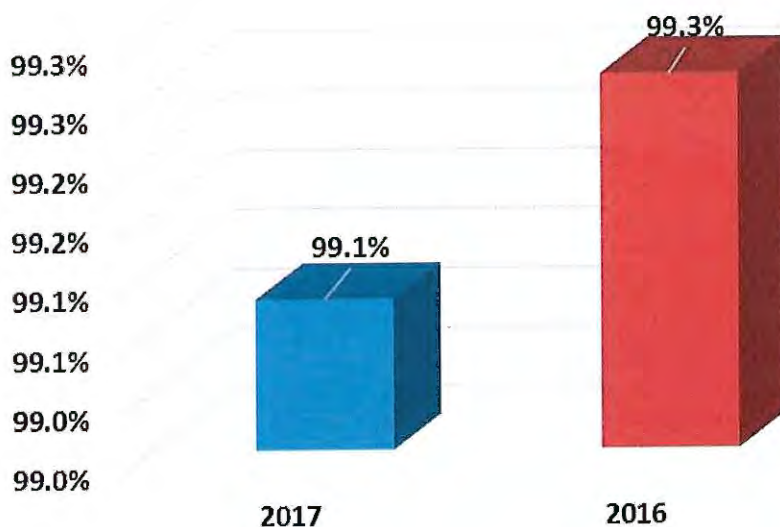


Fire Containment Objective

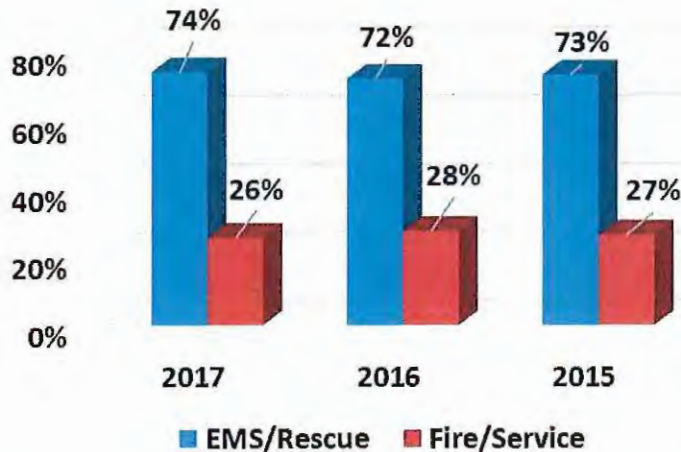


North Shore Fire/Rescue's Goal is to contain the majority of structure fires to the room of origin.

Property Loss Report

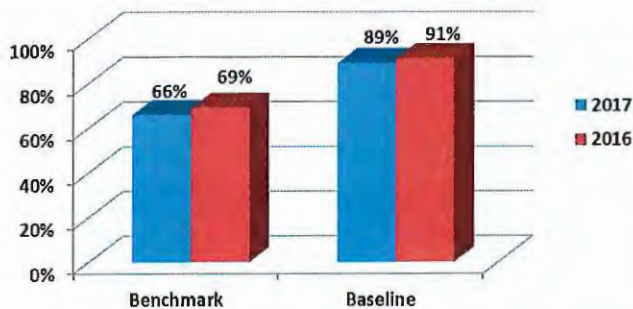


Calls for Service by Incident Type



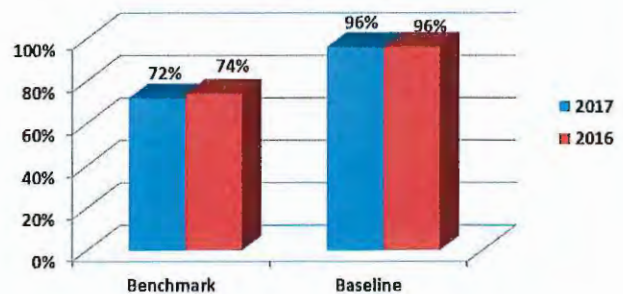
Response Times Analysis

Call Processing



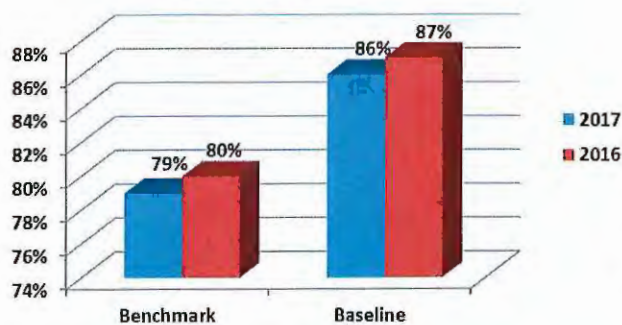
The Department's Benchmark time for call processing is 1:00.

Turnout



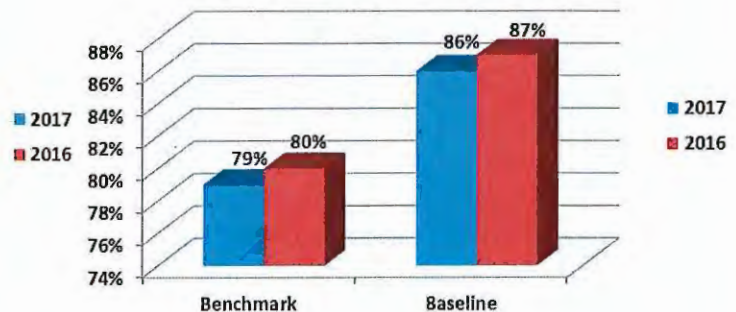
The Department's Benchmark for Turnout Time is 1:30.

Travel Time



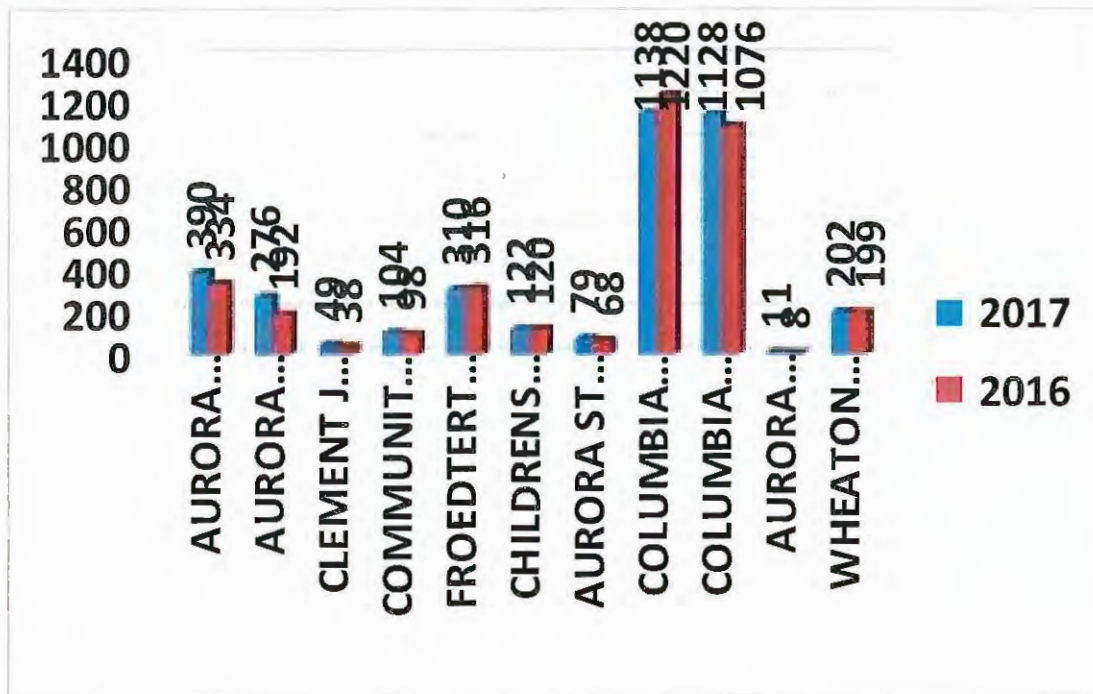
The Department's Travel Time Benchmark is 4:00.

Total Response Time



The Department's Benchmark for Total Response Time is 6:30.

EMS Transports and Hospital Destination



EMS Patient Data

Year	Total Patients	Cardiac Arrests	Return of Spontaneous Circulation
2017	6,105	93	34%
2016	6,203	88	23%
2015	5,921	82	24%

Studies indicate approximately 15% of patients found in cardiac arrest by EMS experience a return of spontaneous circulation nationwide.

Hands Only CPR Training

In 2016 the State Legislature passed the *CPR in Schools* law requiring students in grades 7-12 participate in Hands Only CPR training as part of their health education class. This law took effect with the 2017-18 school year. Community Risk Reduction Bureau members have worked closely with local public and private schools to assist with the implementation of the program.

In addition to school training, the Department continues to partner with local professional sports teams to bring this life-saving skill to as much of the community as possible.

Data shows that bystander CPR is in progress only 19% of the time when first responders arrive on scene. The goal of this initiative is to increase bystander CPR rates to at least 50% of the time.



Above: Brown Deer High School students participate in Hands Only CPR and AED training.



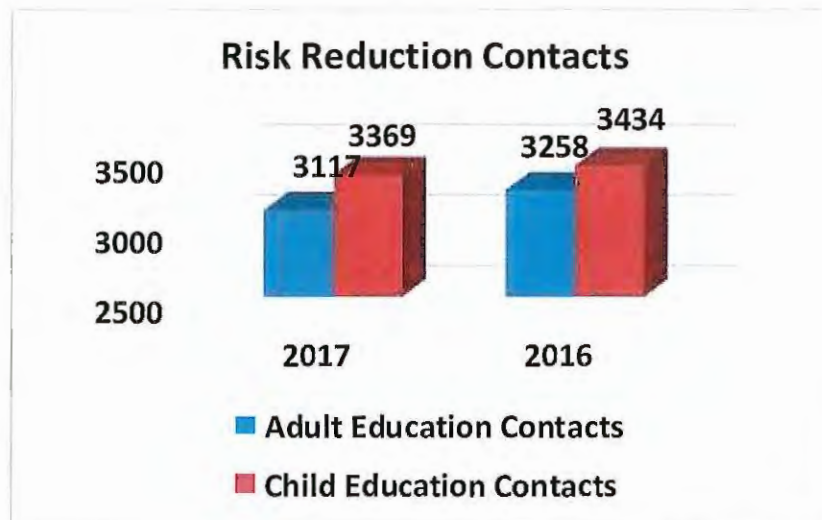
Above: Malcolm Brogdon, Bango, and members of the Milwaukee Bucks dance team learn Hands Only CPR at Station 81.



Hands Only CPR

Hands Only CPR training continues to be an initiative the Department is passionate about. Members have taken the opportunity to train citizens in schools, at block parties, or at community events. If you or your organization is looking for a lesson, please contact us.

Community Risk Reduction



Fire Safety Camp

The Community Risk Reduction Bureau held their second annual Safety Camp geared towards Fourth Grade students. The day camp is a full two days of fun education adventure. Students learn about fire safety, personal safety, animal interaction, self defense and discipline tactics, stranger danger, and basic first aid. Thanks to Glendale Police Department and Parkway School for their partnerships. The Bureau is looking forward to the 2018 Safety Camp held in July at Maslowski Park in Glendale.



Above: Fire Safety Camp participants interact with Glendale police and their K9 officer.



Above: Firefighters show the capabilities of Truck 82 to Fire Safety Camp participants.

2017 Line Staff

Blue Shift

Captain

Timothy Keller, Paramedic
Scott Kreuzer

Fire Lieutenant

Jeremy Boehlke
Peter Brierton, Paramedic, retired
Bryan Calvert
Joel Erickson
Daniel Farkas
David Keckeisen
Gregory Sikora

EMS Lieutenant

Edward Mead, Paramedic, retired
Paul Lange, Paramedic

Heavy Equip. Operator

Jerry Kane, Paramedic
John Rushmer
Richard Rutley
Chad Semrow
Michael Sukow
Steven Tippel

Firefighter/Paramedic

Ryan Bialk
Cal Chapman
Stephen Leahy
Joshua Leverenz
Scott Smith
Brian Sullivan
Aaron Turcotte
Joe Wucherer

Firefighter

Mark Bojar
Keith Gardner
Daniel Muller
Regan Roehl
Christopher Wahlen
Eero Wasserman

Green Shift

Captain

David Meyer
Eric Riechert, Paramedic
Michael Weber

Fire Lieutenant

Andrew Ashley
David Bernal
Michael Purcell
David Quackenbush
Steven Salerno, retired

EMS Lieutenant

Kevin Bonnell, Paramedic

Heavy Equip. Operator

Shaun Bauer
Michael Ekstrom, retired
Mark Hoffman
Chris Kadow, Paramedic
John Mayer
Mark Stampfl

Firefighter/Paramedic

Andrew Allen
Joshua Dibb
Gregory Gilles
Randall Hammock
Tyler Hillen
Andrew Holzer
Joshua Larson
Christopher Miller
Matthew Napreilla
Adam Newville
Tyler Vahsholtz

Firefighter

Charles Baldarotta
Kevin Eggert
Gregory Goetz
Brian Sayeg

Red Shift

Captain

Thomas Race
Brian Wisniewski

Fire Lieutenant

Scott Borchert
Donald Cofta
Marc Formolo
James Gefke, Paramedic
Kenneth Jankowski
Daniel Juga

EMS Lieutenant

Kevin Seyferth, Paramedic

Heavy Equip. Operator

Christopher Chiappa, retired
Jon Holcomb, Paramedic
Jason Katz, Paramedic
Jeffrey Osterbeck
Arlen Spicer
Keven Stelzel

Firefighter/Paramedic

Andrew Heiler
Emmanuel Hess
Robert Jones
Matthew Schneider
Troy Schoessow

Firefighter

Adam Janotta
Robert Krauss
Robert Lange
Marcus Looker
Sean Phelps
Joel Schneider
Peter Ziegelbauer

Station #81
Administrative Headquarters

4401 W. River Lane
Brown Deer, WI 53223
414-357-0113
Captain Timothy Keller

Station #82
Battalion Headquarters

5901 N. Milwaukee River Parkway
Glendale, WI 53209
414-357-0113
Captain Scott Kreuzer
Captain Mike Weber
Captain Brian Wisniewski

Station #83

3936 N. Murray Avenue
Shorewood, WI 53211
414-357-0113
Captain Eric Riechert

Station #84

825 E. Lexington Boulevard
Whitefish Bay, WI 53217
414-357-0113
Captain Dave Meyer

Station #85

665 E. Brown Deer Road
Bayside, WI 53217
414-357-0113
Captain Thomas Race

May 2, 2018

To: Michael Hall, Brown Deer Village Manager
Rachel Reiss, Glendale City Administrator
Chris Lear, River Hills Village Manager
Rebecca Ewald, Shorewood Village Manager
Scott Botcher, Fox Point Village Manager
Paul Boening, Whitefish Bay Village Manager
Robert Whitaker, North Shore Fire Chief

From: Andrew K. Pederson, Bayside Village Manager

RE: Public Safety Communications Agreement

Background

Beginning in 2009, the seven North Communities (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay) and the North Shore Fire Department created a Study Committee to assess the viability of consolidating emergency dispatch services.

The goals of the study, as identified in the process, served as the basis for development of a mutually beneficial partnership for all communities serviced by a consolidated center, and included;

- Positively impact all participating communities, both financially and operationally.
- Tax levy and expense stabilization.
- Avoid large annual percentage/cost shifts among communities.
- Equitable distribution of expenses over the long-term.
- Universally applicable formula.
- Accommodate future expansion.
- Establishes long-term capital funding plan, gleaned experience from NSFD Capital funding discussions through the years.

The study assessed thirteen factors, including:

- Current Organizational Structure and Governance
- Initial Scope and Development of Consolidated PSAP
- Advantages and Efficiencies to Consolidating Dispatch Services
- Political Feasibility

- Technological Feasibility
- Facility Options
- Call Volume / Projected Workload
- Projected Staffing Levels
- Projected Cost Estimates
- Organizational Structure
- Governance Options
- Human Resource Issues relating to Consolidation of PSAPs
- Planning for Consolidation

There were three fundamental questions the Committee was presented with answering for pursuing collaboration and consolidation.

1. Does it have the potential to save money?
2. Does it have the potential to provide an equal to or better service level and enhance public safety?
3. Is it a sustainable solution over the long-term?

The Committee concluded the answer was “yes” to all three questions.

- **Saving Money?** Ten-year cost projections reduced operating expenditures under one consolidated center from \$28,245,270.67 to \$23,477,839.87, savings of nearly \$500,000 per year. This did not include anticipated capital cost projections for three centers versus one center.
- **Service Levels:** The consolidated communications center merged three centers into one, now processes nearly 115,000 calls per year, and has reduced dispatching time from 1 minute 32 seconds per call to 26 second per call. One center has also provided an opportunity for additional communication and collaboration among the eight jurisdictions, as well numerous other benefits.
- **Sustainability:** One center has proven itself to be sustainable, both financially and operationally. For example, with the recent Milwaukee County Public Safety OASIS Radio Upgrade, the Communications Center has had to invest nearly \$250,000 in capital resources to transition. With three centers, that would have cost all seven communities nearly \$700,000. At the same time, with one, larger center, personnel are better trained to meet the growing and changing demands of the dispatch profession and trends and types of law enforcement issues. Personnel completed nearly 1,800 hours of training in 2017.

Financing and Formulas

The Committee completed a fiscal analysis of over 170 funding formulas and examined over 100 additional funding scenarios. Factors to fund the consolidated dispatch included:

- Population based
- Equalized value (total)
- Equalized value (improvements)
- Calls for service
- Priority based calls for service
- Usage based
- Number of officers/units in the field
- Number of police officers per community
- Police officers per capita
- Number of mobile data units per agency
- Equal share for participating agencies

These factors were evaluated in every conceivable manner, individually, collectively, and each alternative possibility.

One complicating factor in our evaluation was the basis used as comparison. Each community derived their cost in a different manner. Shorewood, Whitefish Bay and Glendale have a separate commission (NSPSCC) which applied a separate formula as part of their intergovernmental agreement; Brown Deer's cost was included in their Police Department budget; Bayside, Fox Point, and River Hills had consolidated as one, but over time with different funding arrangements.

In the end, due to complicating and competing factors, Bayside contracted with each entity separately. For maybe no other purpose than to show the complexity of bringing all the parties together and the difficulty with administering the current system, Bayside entered into twelve (12) different Intergovernmental Agreements as outlined below.

Dispatch – Current Agreements

- Whitefish Bay, acting as NSPSCC, 4/4/11
- Brown Deer, 6/22/11
- NSFD, 8/10/11
- Fox Point, 10/17/11
- River Hills, 9/27/13

Records Management System – Current Agreements

- Brown Deer, 8/26/12
- Glendale, 12/28/12
- River Hills, 12/28/12
- NSFD, 12/28/12
- Shorewood, 12/31/12
- Whitefish Bay, 1/2/13
- Fox Point, 2/13/13

Within these twelve (12) different agreements, we have eleven (11) different funding formulas to administer. This presents Bayside with generating 132 different financial calculations for the eight entities through each fiscal year.

At the end of the deliberations in 2011 and 2012, the seven communities were able to achieve the goal of savings every community money each year for the first five years of existence.

Why Revisit Funding and Formulas?

While the initial term of the Dispatching Services Agreement is for ten (10) years with automatic renewals for five (5) years thereafter, the joint Public Safety Records Management System agreement expires in 2018. The two agreements and systems work collectively, however the agreement and funding formulas for each of the systems were completed at separate times and under different funding philosophies. For historical purposes the dispatching agreement funding analysis was based off of the following:

Whitefish Bay (Tri-Comm), North Shore Fire, and Brown Deer Agreements were derived from a proposed Intergovernmental Agreement when dispatch discussions began. Fox Point agreement based off original 1999 Bayside/Fox Point Agreement. River Hills agreement based off original 2004 Bayside/River Hills Agreement. Whitefish Bay serves as fiscal agent for Tri-Comm and has separate formula for Whitefish Bay, Glendale, and Shorewood. North Shore Fire Department is a non-fiscal agreement. Origins of cost allocation were derived from what each community paid at time of consolidation.

Records Management funding is a bit more complicated.

Bayside, Brown Deer, Glendale, River Hills, Shorewood, Whitefish Bay, and North Shore Fire have joint Memorandum of Understanding. Bayside and Fox Point have a separate Memorandum of Understanding. During the initial funding each community, with exception of Brown Deer, contributed \$40,000 fixed amount plus percentage of North Shore population as initial capital cost for the nearly \$660,000 initial capital cost. Each year thereafter, each community paid \$7,000 fixed amount plus percentage of North Shore population minus proportional share of enhanced Brown Deer contribution as ongoing maintenance and service cost; and each community paid equal share plus percentage of North Shore population for capital contribution.

Essentially, the six communities subsidized Brown Deer's initial Records Management System capital contribution while Brown Deer subsidized the operating costs for the first five years, through 2018. This was done to accommodate an existing agreement Brown Deer could not terminate with the Records Management System provider. It was agreed as part of the 2012 Records Management System agreement that a compromise, come to be known as the Brown Deer modifier, would be revisited and addressed in 2018.

The six communities (excluding Brown Deer) have anticipated that the operating costs for Records Management would be adjusted and increase in 2019 while Brown Deer's would be reduced due to the Brown Deer modifier.

Proposed Formula

Given several factors, the seven communities and the North Shore Fire Department have been in discussions for the last 18 to 24 months on revising and updating the funding formulas to address and achieve several objectives.

To complete this evaluation, the respective Managers, Administrator, and Fire Chief have examined an additional 74 different funding scenarios for a fair, equitable, and updated funding formula. The primary factors that were utilized in the development of an updated formula were equal share, population and service usage.

Equal share represents one-third of the formula, with each community receiving 1/7 of the allocation. The rationale behind this allocation is that each community needs a dispatch center, and this provides funding capacity to accommodate the readiness factor.

Population is the second component of the formula, also representing one-third of the formula. With each north shore community being mostly built-out, population is a stable measure for a formula and is utilized in numerous cost sharing arrangements throughout the north shore.

The last component is service usage, which would represent the final one-third of the formula. Usage was examined between 2015 and 2016, as all communities operated under the same software system and call protocol during that time frame. As 2017 data recently became available, those year-end numbers were compared to the two-year average. Overall, usage within community remains relatively consistent year after year, however there are substantial differences in usage by community.

Generally speaking, Brown Deer, Glendale, and Shorewood are the largest users of the dispatch service, consuming over 59 percent. Bayside, Fox Point and Whitefish Bay consume nearly 32 percent of the service, and River Hills consumes the least amount of service at slightly over 8 percent.

	Equal Share	Usage	Total Population
Bayside	14.29%	10.52%	6.77%
Brown Deer	14.29%	21.77%	18.51%
Fox Point	14.29%	9.85%	10.34%
Glendale	14.29%	21.55%	19.86%
River Hills	14.29%	8.21%	2.46%
Shorewood	14.29%	15.78%	20.30%
Whitefish Bay	14.29%	12.31%	21.76%

Given these factors and elements in developing a formula, we then coupled these factors with several other factors:

- Varying methodologies and origins of original funding formulas,
- Implementation of the Brown Deer modifier based on the 2012 RMS Agreement (Increases all communities except BD);
- Tri-Comm would be dissolved and Bayside will bill Glendale, Shorewood, and Whitefish Bay independently for all services;
- Extend Pro-Phoenix maintenance and service agreement for 5 years;
- Eliminate the charges for the AT&T Stat Alert;
- Implement the contract for the Pro-Phoenix E-Referral Module;
- Implementation of the new five-year phasing of percentages for expenditures to provide additional flexible for community levy limits;
- Continued implementation of capital per current Dispatch/RMS Agreements.

In addition, we collectively sought to address formula inefficiencies, complexities, and administration, establish equitable funding formulas, and establish one intergovernmental agreement, five years post-initial agreement, to address and enhance the collaborative relationship and service model we deliver. Combining all of the factors listed, below is the proposed five-year phased in equal share/population/usage formula agreed to and recommended by the seven municipal managers and the Fire Chief.

	2018	2019	2020	2021	2022
Bayside	12.50%	12.50%	12.50%	12.50%	12.50%
Brown Deer	17.74%	17.75%	17.75%	17.75%	17.75%
Fox Point	12.60%	12.55%	12.55%	12.55%	12.50%
Glendale	17.11%	17.25%	17.40%	17.55%	17.75%
River Hills	6.34%	6.45%	6.45%	6.45%	6.50%
Shorewood	15.82%	16.00%	16.25%	16.50%	16.75%
Whitefish Bay	17.88%	17.50%	17.10%	16.70%	16.25%

Below are the operational expense fiscal calculations by year. After 2022, the percentages would remain constant. These changes in costs would be partially offset by the proposed changes in the Health Department formula and other revisions or possible shared service and joint bidding/purchasing initiatives the seven communities are currently discussing and exploring.

	Current	2018	2019	2020	2021	2022
Bayside	279,171	281,484	281,484	281,484	281,484	281,484
Brown Deer	420,571	399,405	399,682	399,682	399,682	399,682
Fox Point	283,251	283,718	282,592	282,592	282,592	281,466
Glendale	379,561	385,379	388,423	391,801	395,178	399,682
River Hills	138,922	142,759	145,236	145,236	145,236	146,362

Shorewood	350,329	356,235	360,276	365,906	371,535	377,164
Whitefish Bay	396,332	402,651	394,052.	385,045	376,038	365,906

I understand that there is a significant amount of information contained within, and even more historical data and information referenced. I have attached several documents, including,

- Past Dispatch and RMS Agreements
- Proposed Public Safety Communications Agreement
- 2010 North Shore Public Safety Answering Point (PSAP) Consolidation Study
- Village of Bayside Case Study in Public Service Answering Point (PSAP) Consolidation
- Advantages /Efficiencies of Consolidating Dispatch Services

Please feel free to contact me with any questions.

Attachments

**PUBLIC SAFETY COMMUNICATIONS
SERVICES AGREEMENT**

VILLAGE OF BAYSIDE

AND

VILLAGES OF BROWN DEER, FOX POINT, RIVER HILLS, SHOREWOOD,
WHITEFISH BAY; CITY OF GLENDALE; AND NORTH SHORE FIRE DEPARTMENT

PUBLIC SAFETY COMMUNICATIONS SERVICES AGREEMENT

This Agreement is an Intergovernmental Cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Bayside (hereinafter referred to as Bayside) and the City of Glendale; Villages of Brown Deer, Fox Point, River Hills, Shorewood, and Whitefish Bay; and the North Shore Fire Department (hereinafter referred to as "Member Agencies").

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified public safety answering point (PSAP), communications operation, and public safety records management system (hereinafter referred to as public safety communications) and

Whereas, the governing bodies of the Parties have therefore approved a Plan and Funding for the Bayside Communications Center (BCC), and

Whereas, Bayside and the Member Agencies have operated and funded the Bayside Communication Center (BCC) since 2011, and

Whereas, Bayside and the Member Agencies have operated and funded a joint Public Safety Records Management System (RMS) since 2012, and the initial RMS Agreement required renegotiated terms and successor agreement in 2018, and

Whereas, Bayside and the Member Agencies have mutually benefited, both financially and through the provision of services, and

Whereas, Bayside and the Member Agencies desire to continue the operation and funding of the joint dispatch center and public safety records management system, and

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and Member Agencies as follows:

DURATION

The initial term of the Agreement shall begin on June 1, 2018 for 10 years and shall automatically renew for five-year periods thereafter. During the initial or any subsequent term, a Member Agency may notify BCC of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with at least three (3) years advance written notice prior to the end of a term.

SCOPE OF SERVICES

Bayside shall provide emergency dispatching services, computer aided dispatch, and records management system services to member Agencies. Bayside shall purchase, install, and maintain infrastructure, technology, and connectivity necessary to provide services associated directly with the joint public safety communications operation, inclusive of dispatch, computer aided dispatch, and records management systems. Bayside will manage, operate, and administer the personnel and operations of the BCC.

Member Agencies shall establish, maintain and manage the integrity of their Agency assets through wireless digital assistant connectivity and clients. Agencies shall not make any changes on subscriber units that would negatively impact the functionality or delivery of dispatch, computer aided dispatch, records management systems, and mobile communications, unless it is unanimously agreed upon by Bayside and member Agencies to change standards affecting public safety communication services provided by the BCC. Bayside shall provide quarterly financial statements to Member Agencies.

MUTUAL ASSISTANCE

Bayside and Member Agencies acknowledge that by the establishment of BCC by Bayside and its use by Bayside and the Member Agencies, Bayside and the Member Agencies are engaging in Mutual Assistance as set forth in Sec. 66.0313 Wis. Stats.

OPERATIONS ADVISORY COMMITTEE

The Operations Advisory Committee (OAC) shall be composed of the Police Chief of Bayside, the Police or Fire Chief of each Member Agency, and the Communications Center Director. The OAC is advisory in nature and shall discuss and provide input and recommendations on operational and procedural matters that enhance the service delivery, efficiency and consistency in operation, usage, and relationship between the BCC and Member Agencies. Meetings of the OAC shall be held not less frequently than once each calendar quarter, and otherwise at the call of the Bayside Communications Center Director or upon the written request of a least two OAC members.

Bayside and each Member Agency shall appoint a Records Management System Administrator to serve as a liaison for technology related issues to enhance the uniformity, administration, and efficiency in the delivery of public safety services. Bayside and each Member Agency shall appoint a member to serve on the Public Safety Communications Policy Advisory Committee (PAC) to enhance the uniformity, administration, and efficiency in the delivery of public safety services.

CHARGES

Bayside and Member Agencies shall pay an Operating Cost Allocation related to the public safety communications operation as set forth in Appendix A. Annual Operating Cost Budget increases shall not exceed the average of the previous year's Member Agencies public safety (Police and Fire) collective bargaining agreement wage settlements, plus one percent (1%) for operational and personnel costs within the BCC. Bayside and Member Agencies, through written consent, may increase the budgeted allocation beyond the applicable annual increase limit. Bayside shall provide Member Agencies with its Annual Operating and Capital Cost Budget and Member Agency Cost Allocation by September 15 each year.

Should a significant community specific event occur or be requested by Bayside or a Member Agency served by the BCC, and the BCC incurs additional costs related to the event, Bayside or the Member Agency involved shall be responsible for any additional costs incurred. Member agencies should inform the BCC of a community event, construction, or such activities that may impact the BCC at least 96 hours in advance.

A designated Capital Reserve Fund shall be established and funded annually as set forth in Appendix B. This Fund shall be used for current, anticipated, unforeseen, or future major capital purchases, or for debt service of capital purchases. BCC will include an annual report of capital fund related activities.

PAYMENTS

Payments shall be made fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Capital contributions shall be due and payable by Member Agencies by January 31, annually, or on a case by case, through written mutual agreement, by Bayside and the Member Agency.

If a Member Agency fails to pay in full any payment to be made by it as provided by this Agreement on the due date, Member Agencies shall be indebted to Bayside for the payment due, plus interest at an annual percentage rate of eighteen percent (18%) , from the due date until full payment. In the event Bayside or any Member Agency commences legal action regarding payments due under this Agreement, the prevailing party in such action shall be entitled to its costs, disbursements, and reasonable attorney's fees.

CONFIDENTIALITY

The parties to this Agreement consent to access of their respective municipal records by each agency or to a third party provided that access to confidential law enforcement records or other records recognized as confidential or exempt from disclosure under the Wisconsin Public Records law is restricted to authorized law enforcement, fire department personnel or employees or agents of the parties for bonafide purposes and any information received is held as confidential to the extent allowed under the Wisconsin Public Records Law.

PARTICIPATION

Should additional parties not currently under contract with Bayside nor members of the North Shore Fire Department, contract for the services of the BCC, contribute assets, capital, revenue, or personnel, or make any other contribution which reduces the cost to the BCC for its services, a credit shall be issued to the Member Agencies in an amount to be negotiated. The credit shall be the reasonable estimated amount of the pro-rata cost savings of such contribution both for a reduction in on-going Operating Costs Allocation and Operating Cost Budget as well as a credit against any Capital Reserve Fund balance already contributed by Member Agencies.

WARRANTIES AND DAMAGES

Bayside and Member Agencies agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the service and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or Member Agencies may have against any third parties, including manufacturers, sellers, dealers, repairers, service providers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be liable to Member Agencies in any way under this Agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of Operating Costs and Capital Reserves paid by Member Agencies to Bayside during the preceding twelve (12) months.

THIRD PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability of the party shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and its terms shall not be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

MAINTENANCE, SERVICE, REPAIRS

Member Agencies acknowledge that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc. and in doing so the Member Agencies service may be interrupted. Bayside will make every effort to notify Member Agencies prior to said down time and provide for alternate methods of providing service for critical systems.

Member Agencies also acknowledge that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from Member Agencies.

Should any Member Agency terminate the Agreement, it shall be obligated for its share of any debt service (principal and interest) incurred while that Party was under the Agreement, unless such debt is assumed by another Party or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

The fact that a Member Agency is paying or is required to pay on debt service (principal and interest) incurred while that Member Agency was a member of BCC shall not entitle a terminated Member Agency after termination to any of the services provided by BCC.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the governing bodies of Bayside and all Member Agencies. Any additions of product or service recommended by the OAC resulting in a financial impact shall be approved by the chief executive officer of each Member Agency prior to procurement

HOLD HARMLESS

Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by the BCC or any Party by reason of services provided by the BCC shall be the liability of the BCC, subject to the contributions of the Parties herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Parties in accordance with the Operating Cost Allocation in Appendix A, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such Parties to the Operating Cost Budget, or if such operating budget is insufficient, through additional contributions to the BCC made proportionately by the Member Agencies in accordance with Appendix A.

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Bayside shall procure and maintain during the term of this Agreement insurance to cover this operation. Such insurance shall include, but not be limited to property, workers compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage. Such insurance shall name each of the Member Agencies as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of Bayside or the Member Agencies under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

Member Agency acknowledge by the signature of its duly authorized representative below that Member Agency or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Member Agency fully understands that Bayside is a provider of equipment and service and not an insurer, and Member Agency agree to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Bayside and Member Agencies on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive

statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to Member Agencies the amount, if any, paid to Bayside upon signing of this Agreement. This Agreement supercedes and voids any previously existing agreement between Bayside and any of its Member Agencies.

PRESUMPTIONS

This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties.

VILLAGE OF BAYSIDE

By: _____ DATE: _____
Samuel D. Dickman, Village President

By: _____ DATE: _____
Lynn A. Galyardt, Village Clerk

CITY OF GLENDALE

By: _____ DATE: _____
Bryan Kennedy, Mayor

By: _____ DATE: _____
Karen L. Couillard, City Clerk

VILLAGE OF BROWN DEER

By: _____ DATE: _____
Carl Krueger, Village President

By: _____ DATE: _____
Jill Kenda-Lubetski, Village Clerk

VILLAGE OF FOX POINT

By: _____ DATE: _____
Douglas Frazer, Village President

By: _____ DATE: _____
Kelly Meyer, Village Clerk

VILLAGE OF RIVER HILLS

By: _____ DATE: _____
J. Stephen Anderson, Village President

By: _____ DATE: _____
Chris Lear, Village Clerk

VILLAGE OF SHOREWOOD

By: _____ DATE: _____
Allison Rozek, Village President

By: _____ DATE: _____
Sara Bruckman, Village Clerk

VILLAGE OF WHITEFISH BAY

By: _____ DATE: _____
Julie Siegel, Village President

By: _____ DATE: _____
Jennifer Amerell, Village Clerk

NORTH SHORE FIRE DEPARTMENT

By: _____ DATE: _____
Bryan Kennedy, President

By: _____ DATE: _____
Carl Krueger, Secretary

APPENDIX A: Operating Cost Allocation

For the fiscal year 2018, Bayside and Member Agency billings to the BCC total \$2,251,633. Member Agencies shall pay the following allocation of the annual budgeted operational charges (Operating Cost Allocation):

	2018	2019	2020	2021	2022
Bayside	12.50%	12.50%	12.50%	12.50%	12.50%
Brown Deer	17.74%	17.75%	17.75%	17.75%	17.75%
Fox Point	12.60%	12.55%	12.55%	12.55%	12.50%
Glendale	17.11%	17.25%	17.40%	17.55%	17.75%
River Hills	6.34%	6.45%	6.45%	6.45%	6.50%
Shorewood	15.82%	16.00%	16.25%	16.50%	16.75%
Whitefish Bay	17.88%	17.50%	17.10%	16.70%	16.25%

Future year's costs shall be determined by the conditions specified in the Agreement (Charges). Percentages in years 2023 and beyond shall be the same as 2022.

APPENDIX B: Capital Reserve Fund

For the purposes of this Agreement:

- Bayside and Member Agency Contributions to the BCC Capital Reserve Fund shall be:
 - 2018: \$143,962.79
 - 2019: \$157,326.27
 - 2020: \$172,387.39
- Member Agencies shall pay the following allocation of the annual budgeted capital reserve charges:

	2018	2019	2020	2021	2022
Bayside	12.50%	12.50%	12.50%	12.50%	12.50%
Brown Deer	17.74%	17.75%	17.75%	17.75%	17.75%
Fox Point	12.60%	12.55%	12.55%	12.55%	12.50%
Glendale	17.11%	17.25%	17.40%	17.55%	17.75%
River Hills	6.34%	6.45%	6.45%	6.45%	6.50%
Shorewood	15.82%	16.00%	16.25%	16.50%	16.75%
Whitefish Bay	17.88%	17.50%	17.10%	16.70%	16.25%

- After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget as outlined in the Agreement. Percentages in years 2023 and beyond shall be the same as 2022.

Dispatch & RMS Agreements Overview

Dispatch – Current Agreements

Whitefish Bay, acting as NSPSCC, 4/4/11
Brown Deer, 6/22/11
NSFD, 8/10/11
Fox Point, 10/17/11
River Hills, 9/27/13

WFB, NSFD, BD Agreements derived from proposed IGA when dispatch discussions began. FP agreement based off original 1999 BA/FP Agreement. RH agreement based off original 2004 BA/RH Agreement. WFB serves as fiscal agent for NSPSCC and has separate formula for WFB, GL, and SH. NSFD is \$0 Agreement. Origins of cost allocation derived from what each community paid at time of consolidation.

RMS – Current Agreements

Brown Deer, 8/26/12
Glendale, 12/28/12
River Hills, 12/28/12
NSFD, 12/28/12
Shorewood, 12/31/12
Whitefish Bay, 1/2/13
Fox Point, 2/13/13

BA, BD, GL, RH, NSFD, SH, WFB have joint MOU. BA and FP have separate MOU. Each community, with exception of BD, contributed \$40,000 fixed amount plus percentage of North Shore population as initial capital cost; \$7,000 fixed amount plus percentage of North Shore population minus proportional share of enhanced BD contribution as ongoing maintenance and service cost; and each community paid equal share plus percentage of North Shore population for capital contribution.

Capital Funds

Dispatch and RMS dedicated capital funds were established to avoid the historical precedent of not funding NSFD Capital. Replacement of medium to large capital investments on an annual basis. This fund aids in the preservation of long-term financial sustainability. Each community contributed to dispatch capital fund for initial capital investments plus annual capital contributions for equipment purchases.

DISPATCHING SERVICES AGREEMENT

VILLAGE OF BAYSIDE, WISCONSIN

AND

VILLAGE OF FOX POINT, WISCONSIN

DISPATCHING SERVICES AGREEMENT

This agreement is an intergovernmental cooperation agreement pursuant to Sec. 66.0301, Wisconsin Statutes, by and between the Village of Bayside (hereinafter referred to as Bayside) and the Village of Fox Point located at Fox Point, Wisconsin, (hereinafter referred to as "Customer").

Bayside operates a dispatch center including personnel and systems consisting of various hardware and software utilized to answer emergency and administrative police, fire, and miscellaneous calls. Customer operates a police department desirous of using Bayside's dispatch center in lieu of maintaining a separate dispatch center. Bayside and Customer agree that the personnel staffing patterns and various systems to include hardware and software may be changed from time to time during the term of this agreement or any extensions thereof.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and Customer (the parties) as follows:

I. DURATION AND SERVICES PROVIDED

This Agreement shall be effective the 1st day of January, 2012 and shall continue in effect for a period of ten (10) years from the first day of the first full month of services provided hereunder and may be extended for an additional five (5) year period by the agreement of the parties. If the agreement is not extended, it shall continue from year to year thereafter unless terminated by either party by written notice given at twelve (12) months prior to the expiration of the original or any extended term.

Bayside operates a dispatch center including personnel and systems consisting of various hardware and software utilized to answer emergency and administrative police, fire, and miscellaneous calls. Bayside shall provide dispatching services to the Customer. The Dispatch Service shall be of the same quality to the Customer as it is to Bayside. The Dispatch Service provided to the customer shall include but not be limited to answering any incoming calls for service, dispatching appropriate personnel to calls for service, maintaining Computer Aided Dispatch (CAD), maintaining recordings and ability to retrieve and copy recordings at the Customer's request, and notifying Customer's Department of Public Works of emergencies and public service needs. In providing Dispatching Services, Bayside shall provide and maintain sufficient equipment and personnel required to implement this Agreement, subject to the necessary funding being provided by Bayside, Customer and other parties associated with the joint dispatch operation.

II. CHARGES

A. Customer shall pay an agreed amount related to the dispatch operation

as specified in Appendix A, including the implementation of a designated capital fund as specified in Appendix B. This designated capital fund may include, but not be limited to, items related to hardware and software required for installing new dispatching equipment, including E911, console upgrades, reprogramming, logging recorder upgrades, computer programming services, telephone upgrades, and other costs associated directly with the joint dispatch operation.

Should a significant non-mutual aid community specific incident or event occur or be requested by Customer served by Bayside and the Customer is notified in advance when possible of the additional costs within a reasonable time frame, and Bayside incurs additional costs for staffing, etc., the Customer shall be responsible for the additional costs incurred.

Bayside shall provide the Customer annually with, at minimum, a five year capital improvement program plan, for the joint dispatch operation. Parties agree that circumstances may arise where capital purchases may be required for emergencies.

Capital costs shall be due and payable by Customer upon receipt of an invoice from Bayside showing Customer's proportionate share of charges incurred by Bayside.

B. Operating costs may include, but are not limited to, telecommunications line installation and monthly usage charges; maintenance, operating and insurance costs for the E911, cellular 911, and next generation 911 infrastructure; office supplies; general materials and supplies; utility, cleaning and maintenance costs for the dispatch center and related equipment room; and any additional costs associated with providing dispatching services, which are included within the context of the annual operating budget and under this agreement. Personnel cost elements for the joint dispatching operation include the following: salary, overtime, longevity, retirement, FICA, health insurance, life insurance, dental insurance, clothing allowance, holiday pay, shift pay, and workers compensation insurance, and other wage and benefit expenses as they may arise, be budgeted, or implemented as part of the Dispatch Labor Agreement. Personnel performing the services within the dispatch center are employees of Bayside and no employment relationship exists with the Customer.

One-quarter of the total, annual operating Costs shall be payable on a quarterly basis. Payments shall made on or before January 15, April 15, July 15, and October 15 of each year.

C. Should the Customer desire to have Bayside answer Customer's administrative calls between 4 p.m. and 8 a.m. Monday through Thursday; 4 p.m. Friday to 8 a.m. Monday; and Holidays, Customer agrees to pay \$7,500 plus an annual adjustment of the Consumer Price Index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation)

Should the Customer desire to have Bayside answer additional calls during the peak call volume period of 8 a.m. to 5 p.m., Monday through Friday, Bayside shall bill the Customer \$1,500 per hour to provide this service on an annual basis. Should the Customer desire these services for more than one hour, the parties shall negotiate a mutually agreed upon amount.

Customer agrees to answer said calls when staff is available at their location.

III. OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee exists for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of Dispatch facility. The Committee shall also assist with developing a strategic plan outlining the development and operation of the Dispatch facility.

The Committee shall consist of the Chief Appointed Law Enforcement Officers of the Customer, or their respective designee.

Meetings of the Committee shall be held not less frequently than once each calendar quarter, and otherwise at the call of the Chief Law Enforcement Officer of Bayside or upon the written request of a least two Committee members.

IV. FEE ADJUSTMENTS

A. Bayside recognizes that providing dispatch services for additional communities may result in savings. Customer recognizes that the reduction in the number of communities that Bayside provides service to may decrease and result in increased expenditures. Should the number of communities that Bayside provides dispatching services to change, Bayside and Customer shall negotiate revised cost allocations included in Appendix A, and the mutually agreed upon cost allocation shall be approved by an amendment to this Agreement. If there is no adverse impact to the Customer and if no mutually acceptable agreement is reached, the Agreement may be terminated by either party without penalty upon 180 days written notice.

V. CONFIDENTIALITY

A. Bayside and Customer agree that all records residing on the systems shall be considered confidential in nature and neither party to this agreement shall release any information in whole or in part, directly or indirectly, in any manner, without the written consent of the other party, except as required by law.

B. The parties to this agreement may consent to access of their respective records by each other or to a third party provided that access is restricted to authorized law enforcement personnel for bonafide law enforcement purposes and any information received is

held as confidential.

VI. WARRANTIES AND DAMAGES

A. Bayside and Customer agree that there are no warranties, express or implied, by this agreement or otherwise, as to the product and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or Customer may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

B. In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be in breach of any warranty or liable to Customer in any other way under this agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by Customer to Bayside during the preceding twelve (12) months, except as described in Section VII, below.

VII. THIRD PARTY LIABILITY

A. It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party.

B. The parties expressly agree to name the other as a co-insured on any policies of general liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this agreement.

VIII. MAINTENANCE SERVICE, REPAIRS

A. Customer acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc. and in doing so the Customer's service may be interrupted. Bayside will make every effort to notify Customer prior to said down time and provide for alternate methods of providing service for critical systems.

B. Customer also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from Customer.

IX. TERMINATION

A. This agreement may be immediately terminated by either party, without liability, upon written notice to the other in the event Bayside's building and computer system facilities are destroyed by fire or other catastrophe or substantially damaged or inoperable for more than thirty (30) days for any reason so that it is impractical to continue service.

B. Customer may terminate this agreement by providing written notice to Bayside at least one year prior to termination. Customer may withdraw its notice of termination during this notice period. Within ninety (90) days of receipt of notice, Bayside shall provide Customer with a written itemization of the Annual Fee for the year commencing at the date of notice of termination. Customer shall pay the Annual Fee as described in IIA and IIB for one year after the date of notice of termination. Customer shall forfeit its capital expenditures to and through the date of termination.

C. Customer shall provide Bayside with a written notice at least twelve (12) months prior to the end of the Agreement of Customer's intent to not renew said Agreement. Should Customer not renew the Agreement, the termination fees in Section IX. B. shall not apply. Should Bayside and Customer both join another consolidated dispatch service not operated by Bayside, the termination fees in Section IX. B. shall not apply.

X. ASSIGNMENT

Neither party may assign this Agreement.

XI. APPLICABLE LAW

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

XIII. SEVERABILITY

In the event that any term or condition of this agreement is declared invalid or unenforceable by a court having jurisdiction over the parties to this agreement, then such term or condition shall be stricken, leaving the remaining terms and conditions of this agreement in full force and effect.

XIV. ENFORCEMENT

The parties agree that prior to the commencement of litigation they will submit all issues which are in dispute to non-binding mediation. The parties shall equally share the

costs of such mediation. Bayside and Customer further agree to pay all of their own costs, expenses and attorneys fees that may be made or incurred by enforcing any of the terms or conditions contained in this agreement, in suing for relief by reason of the breach thereof, or in defending against any lawsuit arising from this contract or the services rendered.

XV. SUBMISSION TO JURISDICTION

Bayside and Customer agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this contract or the services provided by Bayside.

XVI. ACKNOWLEDGMENT

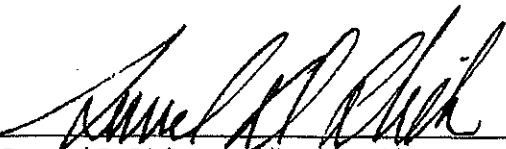
Customer acknowledges by the signature of its duly authorized representatives below that Customer or its authorized agent has read and understands all the terms and conditions of this agreement as set forth herein, and customer fully understands that Bayside is a provider of equipment and service and not an insurer, and customer agrees to be bound by such terms and conditions.

XVII. ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire agreement between Bayside and Customer on this subject matter and is intended as a final expression of the agreement of the parties and the complete and exclusive statement of the terms of the agreement. All prior and collateral understandings, agreements and promises with respect thereto are merged herein. No provision of this agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.


This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to customer the amount, if any, paid to Bayside upon signing of this Agreement.

VILLAGE OF BAYSIDE

By:  DATE: 10/6/11
Samuel D. Dickman, Village President

By:  DATE: 10/6/11
Lynn A. Galyardt, Village Clerk

Customer: VILLAGE OF FOX POINT

By:  DATE: 10-17-11
Michael A. West, Village President

By:  DATE: 10-17-11
Tanya O'Malley, Village Clerk

CPI-0

APPENDIX A: Village of Fox Point Dispatch Operating Costs

For the purposes of this Agreement, the Village of Fox Point shall:

1. For the fiscal year 2012, pay Bayside an amount of \$246,000 (This includes the amount previously charged by NSFD for Fire Dispatch Services).
2. In future years, the annual budget increases shall not exceed the future years consumer price index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation), or if applicable State imposed levy limit plus any non-personnel contractual obligations, whichever is less. Bayside and the Customer, through written mutual consent, may increase the budgeted allocation beyond the applicable annual increase. Bayside shall provide the Customer with its budgeted allocation by September 15, annually.
3. Pay for answering non-emergency administrative calls as defined in Section II. C.

APPENDIX B: Village of Fox Point – Capital Costs

For the purposes of this Agreement, the Customer shall:

1. Provide for amount of capital costs that would be incurred in the current ten (10) year capital plan, which is \$300,000, payable in three installments (25% on January 15, 2012; 25% on March 15, 2012, and the remaining 50% May 15, 2012).
2. In conjunction with the agreement with the North Shore Public Safety Communications Commission, and pursuant to the Agreement, the total annual capital contribution for the Customer shall be:
 - 2013 \$3,480
 - 2014 \$4,160
 - 2015 \$5,011
 - 2016 \$6,013
 - 2017 \$7,216

- 2018 \$8,659
- 2019 \$10,391
- 2020 \$12,469

3. After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget, pursuant to paragraph #2 in Appendix A.

DISPATCHING SERVICES AGREEMENT

VILLAGE OF BAYSIDE

AND

VILLAGE OF BROWN DEER

DISPATCHING SERVICES AGREEMENT

This Agreement is an intergovernmental cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Bayside (hereinafter referred to as "Bayside") and the Village of Brown Deer (hereinafter referred to as "Brown Deer").

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified public safety answering point (PSAP) and communications operation, and whereas the governing bodies of the Parties have therefor approved a Plan and Funding for the Bayside Communications Center (BACC) which shall serve as a basis for implementing this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and Brown Deer as follows:

DURATION

The initial term of the Agreement shall be for 10 years and shall automatically renew for five year periods thereafter. During the initial or any subsequent term the Brown Deer may notify BACC of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with three (3) years written notice.

SCOPE OF SERVICES

Bayside shall provide items related to hardware and software required for installing dispatching equipment, including but not limited to E911, console upgrades, reprogramming, logging recorder upgrades, computer programming services, telephone upgrades, and other costs associated directly with the joint dispatch operation.

Bayside shall provide dispatch service to Brown Deer, including all police and fire emergency calls, transfer calls, calls for medical emergencies, emergency rescue calls, and calls for dispatch services, including without limitation by enumeration herein all other E911 or emergency response service calls.

Bayside will provide personnel, human resources, and supervision, conduct hiring and disciplinary proceedings, and maintain employment relationships with employees. Bayside will serve as the fiscal agent for BACC which shall include, but not be limited to: duties to maintain financial records, accounts payable and accounts receivable; determine cost distribution; receive and disburse funds; provide payroll and benefit administration; and negotiate and administer collective bargaining agreements. Bayside shall provide the Brown Deer with an annual financial report of the BACC, and if requested by the Brown Deer, shall make available for inspection during reasonable business hours all of the records or data underlying the financial report as well as records or data related to dispatch calls and any other records related to the provision of services by the BACC.

Bayside shall furnish the Brown Deer with a written statement requiring payment of the Brown Deer's share of the operating expenses for the year which payment must be paid in quarterly payments as stated herein. Bayside shall receive a budgeted maintenance and administration annual allocation, covering costs for administration, professional services, finance, human resources, and police department supervision.

Bayside acknowledges that from time to time customer will have need, in the ordinary conduct of its business, to request record checks, documents, video or audio recordings, or other records relating to a dispatch event or investigation. Bayside shall provide such records, documents, video or audio recordings, without charge to Brown Deer.

Nothing in this Agreement shall be deemed as placing a limit upon Brown Deer's managerial discretion, or allocation of its manpower or workforce.

Notwithstanding the scope of services provided herein, Bayside agrees to answer Brown Deer's administrative calls from 8:00 pm to 8:00 am on Monday through Friday, and at all times on Saturdays, Sundays, and holidays, provided Brown Deer has included with its public directory listings and website that it maintains, the business numbers of its sworn law enforcement personnel.

OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee will be established for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of BACC. The Committee shall also assist with developing a strategic plan outlining the development and operation of the BACC. The Chief of Police of the Village of Brown Deer, or his designee, shall be included as participants and discussions of the Operations Advisory Committee.

The Committee shall include the Chief Appointed Law Enforcement Officer.

Meetings of the Committee shall be held not less frequently than once each calendar quarter.

CHARGES

Brown Deer shall pay an agreed amount related to the dispatch operation as outlined in Appendix A, including the implementation of a designated capital fund as outlined below. Beyond the Appendix A cost estimates, the annual budget increases shall not exceed the change in the consumer price index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation), or if applicable State imposed levy limit plus any non-personnel contractual obligations, whichever is less. Bayside and the Brown Deer, through written mutual consent, may increase the budgeted

allocation beyond the applicable annual increase. Bayside shall provide Brown Deer with its budgeted allocation by September 15, annually.

For the purposes of this Agreement, the term operating expenses shall include the usual and ordinary cost of operation, the operation and routine maintenance of facilities and the repair and maintenance of physical assets including expenses.

Should a significant community specific event occur or be requested by one party served by the BACC and the party is notified within a reasonable time frame, and the BACC incurs additional costs for staffing, etc., the requesting community or specific community involved shall be responsible for the additional direct and actual costs incurred.

In consultation with the Operations Advisory Committee, Bayside shall develop, update and provide a copy of the ten-year estimate of capital needs ("Capital Improvements Program") to Brown Deer on an annual basis, as set forth in Appendix C. A designated capital reserve fund shall be established and funded as set forth in Appendix B for major capital purchases as programmed in the Capital Improvements Plan, as defined in Appendix C.

In the event that Bayside or Brown Deer convert to a Public Utility for the provision of the dispatch services or charge a Special Charge for Current Services under § 66.0627 Wis. Stats the parties shall in good faith review the financial effects of such actions and if the financial effects have a material impact on the costs to the parties, then the parties have a good faith duty to advise the other parties and the parties shall in good faith negotiate either a modification of the charges under Appendix A or an amendment of this Agreement.

PAYMENTS

Payments for service shall be made Fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Bayside shall submit to Brown Deer a quarterly statement requiring payment of one-fourth (1/4) of that Party's share of the annual budgeted expenses.

If applicable, Capital costs shall be due and payable by Brown Deer after equipment has been ordered by Bayside. Capital costs shall be due and payable within 30 days of receipt by Brown Deer.

If Brown Deer fails to pay in full each payment to be made by it as provided by this Agreement on the due date, Brown Deer shall be indebted to Bayside for the payment due, plus interest at the prevailing prime rate in Milwaukee, Wisconsin, from the due date until payment. Legal action to collect such payments due may be taken by Bayside. In addition to the sum in default, and interest, as above provided there shall be included in the indebtedness and any judgment all costs, disbursements, and a reasonable sum as attorney's fees.

CONFIDENTIALITY

The parties to this Agreement consent to access of their respective records by each other or to a third party provided that access to confidential law enforcement records or other records recognized as confidential or exempt from disclosure under the Wisconsin Public Records law is restricted to authorized law enforcement, fire department personnel or employees or agents of the parties for bonafide purposes and any information received is held as confidential as allowed under the Public Records Law.

PARTICIPATION

Should additional parties both not currently under contract with Bayside nor members of the North Shore Fire Department, contract for the services of the BACC contribute assets, capital, revenue, personnel or make any other contribution which reduces the cost to the BACC for its services, a credit shall be issued to Brown Deer in an amount to be negotiated. The credit shall be the reasonable estimated amount of the pro rata cost impact of such contribution) both for a reduction in on-going operating costs as well as a credit against capital costs already contributed by Brown Deer. Said credit and reduction shall apply equitably to all contracted customers of the BACC.

WARRANTIES AND DAMAGES

Bayside and Brown Deer agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the product and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or Brown Deer may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be liable to Brown Deer in any way under this Agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by Brown Deer to Bayside during the preceding twelve (12) months.

THIRD PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and no part shall be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

The parties expressly agree to name the other as a co-insured on any policies of liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this Agreement.

MAINTENANCE SERVICE, REPAIRS

Brown Deer acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc. and in doing so Brown Deer's service may be interrupted. Bayside will make every effort to notify Brown Deer prior to said down time and provide for alternate methods of providing service for critical systems.

Brown Deer also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from Brown Deer.

Should Brown Deer terminate the Agreement, it shall be obligated for its share of any debt service (principal and interest) incurred while that Party was under the Agreement, unless such debt is assumed by another Party or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

The fact that a Brown Deer is paying or is required to pay on debt service (principal and interest) incurred while that Brown Deer was a member of BACC shall not entitle withdrawn Party to any of the services provided by BACC.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the Board or Council of all of the Parties.

HOLD HARMLESS

Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by the BACC or any Party by reason of services provided by the BACC shall be the liability of the BACC, subject to the contributions of the Parties herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Parties in accordance with the share of costs allocated in Appendix A, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such Parties to the operating budget, or if such

operating budget is insufficient, through additional contributions to the BACC made proportionately by the Brown Deer in accordance with Appendix A.

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Bayside shall procure and maintain during the term of this Agreement sufficient insurance to cover all aspects of this operation including insurance for fire and other perils on the structure(s) occupied by BACC. Such insurance shall include, but not be limited to property, workers compensation, general liability coverage in an amount not less than five million dollars, auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage's and funding by the BACC. Such insurance shall name each of the Parties as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

SUBMISSION TO JURISDICTION

Bayside and Brown Deer agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this Agreement or the services provided by Bayside.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Parties under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

Brown Deer acknowledges by the signature of its duly authorized representatives below that Brown Deer or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Brown Deer fully understands that Bayside is a provider of equipment and service and not an insurer, and Brown Deer agrees to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Bayside and Brown Deer on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to Brown Deer the amount, if any, paid to Bayside upon signing of this Agreement.

PRESUMPTIONS.

This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties and any member municipalities thereof.

VILLAGE OF BAYSIDE

By: 

Samuel D. Dickman, Village President

DATE: 6/22/11

By: 

Lynn A. Galyardt, Village Clerk

DATE: 6/22/11

Village of Brown Deer

By: Carl Krueger DATE: 7/7/2011
Carl Krueger, Village President

By: Russ Van Gompel DATE: 6/22/11
Russ Van Gompel, Village Clerk

APPENDIX A: Brown Deer- Operating Costs

For the purposes of this Agreement, Brown Deer shall:

- For the fiscal year 2012, pay the BACC an amount of \$344,306.
- Future year's costs shall be determined by the conditions specified in the Dispatching Services Agreement (Charges Section).

APPENDIX B: North Shore Public Safety Communications Brown Deer – Capital Costs

For the purposes of this Agreement, Brown Deer shall:

- The Brown Deer shall contribute \$377,087 towards the initial capital costs to construct (physically and technological) the BACC. Twenty-five percent (25%) of the foregoing payment shall be due August 1, 2011, and the remaining twenty-five percent (25%) shall be due on or before December 1, 2011, unless Bayside shall have been invoiced for and is obligated to expend such sum on an earlier date (whichever is earlier), and the remaining fifty (50%) shall be due on or before January 15, 2012.
- Pursuant to the Agreement, the total annual capital contribution for the Brown Deer shall be payable on or before January 15 of each year, and in the amounts, as hereafter set forth:
 - 2013 \$4,524
 - 2014 \$5,428
 - 2015 \$6,541
 - 2016 \$7,817
 - 2017 \$9,380
 - 2018 \$11,257
 - 2019 \$13,508
 - 2020 \$16,201
- After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget as outlined in the Dispatching Services Agreement.

APPENDIX C: BACC Preliminary 10 Year Capital Plan

For the purposes of establishing a capital improvement plan financing schedule, an initial 10-year capital plan was developed. Upon execution of the Agreement between the Parties, the Operations Advisory Committee shall review and recommend a 10 year Capital Improvement Plan to Bayside.

DISPATCHING SERVICES AGREEMENT

VILLAGE OF BAYSIDE

AND

NORTH SHORE FIRE DEPARTMENT

DISPATCHING SERVICES AGREEMENT

This Agreement is an intergovernmental cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Bayside (hereinafter referred to as Bayside) and the North Shore Fire Department, a fire and emergency services department jointly owned and operated, by the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay, and the City of Glendale, Wisconsin Municipal Corporations, pursuant to the Amended and Restated North Shore Fire Services Agreement entered into effective November 1, 1994 under the provisions of Sections 61.65 and 66.0301 of the Wisconsin Statutes, (hereinafter referred to as "NSFD").

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified public safety answering point (PSAP) and communications operation, and whereas the governing bodies of the Parties have therefor approved a Plan and Funding for the Bayside Communications Center (BACC) which shall serve as a basis for implementing this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and NSFD as follows:

DURATION

The initial term of the Agreement shall be for 10 years and shall automatically renew for five year periods thereafter. During the initial or any subsequent term the NSFD may notify BCC of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with three (3) years written notice.

SCOPE OF SERVICES

Bayside shall provide items related to hardware and software required for installing dispatching equipment, including but not limited to E911, console upgrades, reprogramming, logging recorder upgrades, computer programming services, telephone upgrades, and other costs associated directly with the joint dispatch operation.

Bayside will provide personnel, human resources, and supervision, conduct hiring and disciplinary proceedings, and maintain employment relationships with employees. Bayside will serve as the fiscal agent for BACC which shall include, but not be limited to: duties to maintain financial records, accounts payable and accounts receivable; determine cost distribution; receive and disburse funds; provide payroll and benefit administration; and negotiate and administer collective bargaining agreements. Bayside shall provide the NSFD with an annual financial report of the BACC, and if requested by the NSFD, shall make available for inspection during reasonable business hours all of the records or data underlying the financial report as well as records or data related to dispatch calls and any other records related to the provision of services by the BACC.

OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee will be established for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of BACC. The Committee shall also assist with developing a strategic plan outlining the development and operation of the BACC.

The Fire Chief, or his/her respective designee, shall be a member of the Operations Advisory Committee.

Meetings of the Committee shall be held not less frequently than once each calendar quarter, and otherwise at the call of the Chief Law Enforcement Officer of Bayside or upon the written request of a least two Committee members.

CHARGES

The NSFD shall not be required to pay any amount related to the dispatch operation as outlined in Appendix A, including the implementation of a designated capital fund as outlined below. For informational purposes only, Bayside shall provide the NSFD with its annual budgeted allocation by September 15, annually.

For the purposes of this Agreement, the term operating expenses shall include the usual and ordinary cost of operation, the operation and routine maintenance of facilities and the repair and maintenance of physical assets including expenses.

Should a significant community specific event occur or additional services be requested by NSFD and NSFD is notified within a reasonable time frame, and the BACC incurs additional costs for staffing, etc., the NSFD shall be responsible for the additional costs incurred.

In consultation with the Operations Advisory Committee, Bayside shall develop, update and provide a copy of the ten-year estimate of capital needs ("Capital Improvements Program") to the NSFD for informational purposes only, on an annual basis, as set forth in Appendix C.

In the event that Bayside, NSFD or any of NSFD's members convert to a Public Utility for the provision of the dispatch services or charge a Special Charge for Current Services under § 66.0627 Wis. Stats the parties shall in good faith review the financial effects of such actions and if the financial effects have a material impact on the costs to the parties, then the parties have a good faith duty to advise the other parties and the parties shall in good faith negotiate either a modification of the charges under Appendix A or an amendment of this Agreement.

PAYMENTS

Payments for service is being paid separately by the municipalities that are members of the NSFD and therefore no payment for Dispatch services other than any required under the **CHARGES** section for a community specific event is required directly from the NSFD.

If NSFD fails to pay in full any payment to be made by it as provided by this Agreement on the due date, NSFD shall be indebted to Bayside for the payment due, plus interest at the prevailing prime rate in Milwaukee, Wisconsin, from the due date until payment. Legal action to collect such payments due may be taken by Bayside. In addition to the sum in default, and interest, as above provided there shall be included in the indebtedness and any judgment all costs, disbursements, and a reasonable sum as attorney's fees.

CONFIDENTIALITY

The parties to this Agreement consent to access of their respective records by each other or to a third party provided that access to confidential law enforcement records or other records recognized as confidential or exempt from disclosure under the Wisconsin Public Records law is restricted to authorized law enforcement, fire department personnel or employees or agents of the parties for bonafide purposes and any information received is held as confidential as allowed under the Public Records Law.

WARRANTIES AND DAMAGES

Bayside and NSFD agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the product and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or NSFD may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be liable to NSFD in any way under this Agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by NSFD to Bayside during the preceding twelve (12) months.

THIRD PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this Agreement shall be

construed to limit the right of contribution of either party against the other in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and no part shall be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

The parties expressly agree to name the other as a co-insured on any policies of liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this Agreement.

MAINTENANCE SERVICE, REPAIRS

NSFD acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc, and in doing so the NSFD's service may be interrupted. Bayside will make every effort to notify NSFD prior to said down time and provide for alternate methods of providing service for critical systems.

NSFD also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from NSFD.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the Governing Boards of the Parties.

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Bayside shall procure and maintain during the term of this Agreement sufficient insurance to cover all aspects of this operation including insurance for fire and other perils on the structure(s) occupied by BACC. Such insurance shall include, but not be limited to property, workers compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage's and funding by the BACC. Such insurance shall name each of the Parties as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

SUBMISSION TO JURISDICTION

Bayside and NSFD agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this Agreement or the services provided by Bayside.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Parties under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

NSFD acknowledges by the signature of its duly authorized representatives below that NSFD or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and NSFD fully understands that Bayside is a provider of equipment and service and not an insurer, and NSFD agrees to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Bayside and NSFD on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to NSFD the amount, if any, paid to Bayside upon signing of this Agreement.

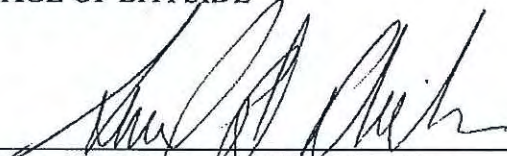
PRESUMPTIONS.

This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties and any member municipalities thereof.

VILLAGE OF BAYSIDE

By: 
Samuel D. Dickman, Village President

DATE: 8/15/11

By: 
Lynn A. Galyardt, Village Clerk

DATE: 8/12/11

North Shore Fire Department

By: 
Robert C. Whitaker, Fire Chief

DATE: 8/10/2011

APPENDIX A: North Shore Fire Department- Operating Costs

For the purposes of this Agreement, the NSFD shall:

- For the fiscal year 2012, pay the BACC an amount of \$ 0
- Future year's costs shall be determined by the conditions specified in the Dispatching Services Agreement (Charges Section).

APPENDIX B: North Shore Public Fire Department – Capital Costs

For the purposes of this Agreement, NSFD shall:

- The NSFD shall contribute \$0 towards the initial capital costs to construct (physically and technological) the BACC.
- After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget as outlined in the Dispatching Services Agreement.

APPENDIX C: BACC Preliminary 10 Year Capital Plan

For the purposes of establishing a capital improvement plan financing schedule, an initial 10-year capital plan was developed. Upon execution of the Agreement between the Parties, the Operations Advisory Committee shall review and recommend a 10 year Capital Improvement Plan to Bayside. The initial 10 year capital improvement plan is scheduled as follows:

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Technology Upgrades		8,000			9,000			9,000	
Communications/Infrastructure			25,600		39,000	25,600			25,600
911 Hardware/Software							185,000	185,000	

DISPATCHING SERVICES AGREEMENT

VILLAGE OF BAYSIDE

AND

**NORTH SHORE PUBLIC SAFETY
COMMUNICATIONS COMMISSION**

DISPATCHING SERVICES AGREEMENT

This Agreement is an intergovernmental cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Bayside (hereinafter referred to as Bayside) and the North Shore Public Safety Communications Commission, a joint public safety communications commission created by the City of Glendale, Village of Shorewood and Village of Whitefish Bay (hereinafter referred to as "Commission").

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified public safety answering point (PSAP) and communications operation, and whereas the governing bodies of the Parties have therefor approved a Plan and Funding for the Bayside Communications Center (BACC) which shall serve as a basis for implementing this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and Commission as follows:

DURATION

The initial term of the Agreement shall be for 10 years and shall automatically renew for five year periods thereafter. During the initial or any subsequent term the Commission may notify BCC of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with three (3) years written notice.

SCOPE OF SERVICES

Bayside shall provide items related to hardware and software required for installing dispatching equipment, including but not limited to E911, console upgrades, reprogramming, logging recorder upgrades, computer programming services, telephone upgrades, and other costs associated directly with the joint dispatch operation.

Bayside will provide personnel, human resources, and supervision, conduct hiring and disciplinary proceedings, and maintain employment relationships with employees. Bayside will serve as the fiscal agent for BACC which shall include, but not be limited to: duties to maintain financial records, accounts payable and accounts receivable; determine cost distribution; receive and disburse funds; provide payroll and benefit administration; and negotiate and administer collective bargaining agreements. Bayside shall provide the Commission with an annual financial report of the BACC, and if requested by the Commission, shall make available for inspection during reasonable business hours all of the records or data underlying the financial report as well as records or data related to dispatch calls and any other records related to the provision of services by the BACC.

Bayside shall furnish the Commission with a written statement requiring payment of the Commission's share of the operating expenses for the year which payment must be paid in quarterly payments as stated herein. Bayside shall receive a budgeted maintenance and administration annual allocation, covering costs for administration, professional services, finance, human resources, and police department supervision.

OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee will be established for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of BACC. The Committee shall also assist with developing a strategic plan outlining the development and operation of the BACC.

The Committee shall consist of the Chief Appointed Law Enforcement Officer of each of the Municipalities in the Commission, or their respective designee.

Meetings of the Committee shall be held not less frequently than once each calendar quarter, and otherwise at the call of the Chief Law Enforcement Officer of Bayside or upon the written request of a least two Committee members.

CHARGES

The Commission shall pay an agreed amount related to the dispatch operation as outlined in Appendix A, including the implementation of a designated capital fund as outlined below. Beyond the Appendix A cost estimates, the annual budget increases shall not exceed the change in the consumer price index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation), or if applicable State imposed levy limit plus any non-personnel contractual obligations, whichever is less. Bayside and the Commission, through written mutual consent, may increase the budgeted allocation beyond the applicable annual increase. Bayside shall provide the Commission with its budgeted allocation by September 15, annually.

For the purposes of this Agreement, the term operating expenses shall include the usual and ordinary cost of operation, the operation and routine maintenance of facilities and the repair and maintenance of physical assets including expenses.

Should a significant community specific event occur or be requested by one party served by the BACC and the party is notified within a reasonable time frame, and the BACC incurs additional costs for staffing, etc., the requesting community or specific community involved shall be responsible for the additional costs incurred.

In consultation with the Operations Advisory Committee, Bayside shall develop, update and provide a copy of the ten-year estimate of capital needs ("Capital Improvements Program") to the Commission on an annual basis, as set forth in Appendix C. A designated capital reserve fund shall be established and funded as set forth in Appendix B

for major capital purchases as programmed in the Capital Improvements Plan, as defined in Appendix C.

In the event that Bayside, Commission or any of Commission's members convert to a Public Utility for the provision of the dispatch services or charge a Special Charge for Current Services under § 66.0627 Wis. Stats the parties shall in good faith review the financial effects of such actions and if the financial effects have a material impact on the costs to the parties, then the parties have a good faith duty to advise the other parties and the parties shall in good faith negotiate either a modification of the charges under Appendix A or an amendment of this Agreement.

PAYMENTS

Payments for service shall be made Fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Bayside shall submit to the Commission a quarterly statement requiring payment of one-fourth (1/4) of that Party's share of the annual budgeted expenses.

If applicable, Capital costs shall be due and payable by Commission after equipment has been ordered by Bayside. Capital costs shall be due and payable within 30 days of receipt by Commission.

If Commission fails to pay in full each payment to be made by it as provided by this Agreement on the due date, Commission shall be indebted to Bayside for the payment due, plus interest at the prevailing prime rate in Milwaukee, Wisconsin, from the due date until payment. Legal action to collect such payments due may be taken by Bayside. In addition to the sum in default, and interest, as above provided there shall be included in the indebtedness and any judgment all costs, disbursements, and a reasonable sum as attorney's fees.

CONFIDENTIALITY

The parties to this Agreement consent to access of their respective records by each other or to a third party provided that access to confidential law enforcement records or other records recognized as confidential or exempt from disclosure under the Wisconsin Public Records law is restricted to authorized law enforcement, fire department personnel or employees or agents of the parties for bonafide purposes and any information received is held as confidential as allowed under the Public Records Law.

PARTICIPATION

Should additional parties both not currently under contract with Bayside nor members of the North Shore Fire Department, contract for the services of the BACC contribute assets, capital, revenue, personnel or make any other contribution which reduces the cost to the BACC for its services, a credit shall be issued to the Commission in an amount to be negotiated. The credit shall be the reasonable estimated amount of the pro rata cost impact of such contribution) both for a reduction in on-going operating costs as well as a

credit against capital costs already contributed by Commission. Said credit and reduction shall apply equitably to all contracted customers of the BACC.

WARRANTIES AND DAMAGES

Bayside and Commission agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the product and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or Commission may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be liable to Commission in any way under this Agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by Commission to Bayside during the preceding twelve (12) months.

THIRD PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and no part shall be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

The parties expressly agree to name the other as a co-insured on any policies of liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this Agreement.

MAINTENANCE SERVICE, REPAIRS

Commission acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc. and in doing so the Commission's service may be interrupted. Bayside will make every effort to notify Commission prior to said down time and provide for alternate methods of providing service for critical systems.

Commission also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from Commission.

Should the Commission terminate the Agreement, it shall be obligated for its share of any debt service (principal and interest) incurred while that Party was under the Agreement, unless such debt is assumed by another Party or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

The fact that a Commission is paying or is required to pay on debt service (principal and interest) incurred while that Commission was a member of BACC shall not entitle withdrawn Party to any of the services provided by BACC.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the Board or Council of all of the Parties.

HOLD HARMLESS

Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by the BACC or any Party by reason of services provided by the BACC shall be the liability of the BACC, subject to the contributions of the Parties herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Parties in accordance with the share of costs allocated in Appendix A, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such Parties to the operating budget, or if such operating budget is insufficient, through additional contributions to the BACC made proportionately by the Commission in accordance with Appendix A.

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Bayside shall procure and maintain during the term of this Agreement sufficient insurance to cover all aspects of this operation including insurance for fire and other perils on the structure(s) occupied by BACC. Such insurance shall include, but not be limited to property, workers compensation, general and auto liability, energy systems,

errors and omissions, and employee dishonesty insurance coverage's and funding by the BACC. Such insurance shall name each of the Parties as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

SUBMISSION TO JURISDICTION

Bayside and Commission agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this Agreement or the services provided by Bayside.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Parties under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

Commission acknowledges by the signature of its duly authorized representatives below that Commission or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Commission fully understands that Bayside is a provider of equipment and service and not an insurer, and Commission agrees to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Bayside and Commission on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to Commission the amount, if any, paid to Bayside upon signing of this Agreement.

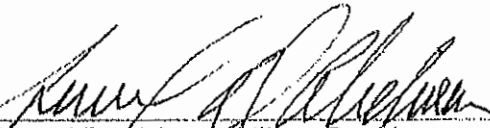
PRESUMPTIONS.

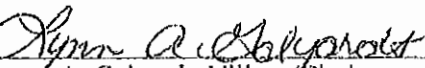
This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY


The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties and any member municipalities thereof.


VILLAGE OF BAYSIDE

By:  DATE: 4/21/11
Samuel D. Dickman, Village President

By:  DATE: 4/21/11
Lynn A. Galyardt, Village Clerk

North Shore Public Safety Commission

By:  DATE: 4/25/11
City of Glendale

By:  DATE: 4/26/11
Village of Shorewood

By:  DATE: 4/26/11
Village of Whitefish Bay

By:  DATE: 4/26/11
North Shore Public Safety Communications Commission

APPENDIX A: North Shore Public Safety Communications Commission- Operating Costs

For the purposes of this Agreement, the Commission shall:

- For the fiscal year 2012, pay the BACC an amount of \$978,236.
- Future year's costs shall be determined by the conditions specified in the Dispatching Services Agreement (Charges Section).

APPENDIX B: North Shore Public Safety Communications Commission – Capital Costs

For the purposes of this Agreement, the Commission shall:

- The Commission shall contribute \$1,177,911 towards the initial capital costs to construct (physically and technological) the BACC.
- Pursuant to the Agreement, the total annual capital contribution for the Commission shall be:
 - 2013 \$13,750
 - 2014 \$16,500
 - 2015 \$19,800
 - 2016 \$23,760
 - 2017 \$28,512
 - 2018 \$34,214
 - 2019 \$41,057
 - 2020 \$49,269
- After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget as outlined in the Dispatching Services Agreement.

APPENDIX C: BACC Preliminary 10 Year Capital Plan

For the purposes of establishing a capital improvement plan financing schedule, an initial 10-year capital plan was developed. Upon execution of the Agreement between the Parties, the Operations Advisory Committee shall review and recommend a 10 year Capital Improvement Plan to Bayside. The initial 10 year capital improvement plan is scheduled as follows:

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Technology Upgrades		8,000			9,000			9,000	
Communications/Infrastructure			25,600		39,000	25,600			25,600
911 Hardware/Software							185,000	185,000	

DISPATCHING SERVICES AGREEMENT

VILLAGE OF BAYSIDE

AND

VILLAGE OF RIVER HILLS

DISPATCHING SERVICES AGREEMENT

This Agreement is an intergovernmental cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Bayside (hereinafter referred to as Bayside) and the Village of River Hills (hereinafter referred to as River Hills).

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified public safety answering point (PSAP) and communications operation, and whereas the governing bodies of the Parties have therefore approved a Plan and Funding for the Bayside Communications Center (BACC) which shall serve as a basis for implementing this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Bayside and River Hills as follows:

DURATION

The initial term of the Agreement shall be for 10 years and shall automatically renew for five year periods thereafter. During the initial or any subsequent term River Hills may notify BACC of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with three (3) years written notice.

SCOPE OF SERVICES

Bayside shall provide items related to hardware and software required for installing dispatching equipment, including but not limited to E911, console upgrades, reprogramming, logging recorder upgrades, computer programming services, telephone upgrades, and other costs associated directly with the joint dispatch operation.

Bayside will provide personnel, human resources, and supervision, conduct hiring and disciplinary proceedings, and maintain employment relationships with employees. Bayside will serve as the fiscal agent for BACC which shall include, but not be limited to: duties to maintain financial records, accounts payable and accounts receivable; determine cost distribution; receive and disburse funds; provide payroll and benefit administration; and negotiate and administer collective bargaining agreements. Bayside shall provide River Hills with an annual financial report of the BACC, and if requested by River Hills, shall make available for inspection during reasonable business hours all of the records or data underlying the financial report as well as records or data related to dispatch calls and any other records related to the provision of services by the BACC.

Bayside shall furnish River Hills with a written statement requiring payment of the River Hill's share of the operating expenses for the year which payment must be paid in quarterly payments as stated herein. Bayside shall receive a budgeted maintenance and administration annual allocation, covering costs for administration, professional services, finance, human resources, and police department supervision.

OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee has been established for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of BACC. The Committee also assists with developing a strategic plan outlining the development and operation of the BACC.

The Chief Appointed Law Enforcement Officer of River Hills, or their respective designee, will be a member of the committee.

Meetings of the Committee are held not less frequently than once each calendar quarter, and otherwise at the call of the Chief Law Enforcement Officer of Bayside or upon the written request of a least two Committee members.

CHARGES

River Hills shall pay an agreed amount related to the dispatch operation as outlined in Appendix A, including the implementation of a designated capital fund as outlined below. Beyond the Appendix A cost estimates, the annual budget increases shall not exceed the change in the consumer price index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation), or if applicable State imposed levy limit plus any non-personnel contractual obligations, whichever is less. Bayside and River Hills, through written mutual consent, may increase the budgeted allocation beyond the applicable annual increase. Bayside shall provide River Hills with its budgeted allocation by September 15, annually.

For the purposes of this Agreement, the term operating expenses shall include the usual and ordinary cost of operation, the operation and routine maintenance of facilities and the repair and maintenance of physical assets including expenses.

Should a significant River Hills specific event occur or be requested by and River Hills is notified within a reasonable time frame, and the BACC incurs additional costs for staffing, etc., River Hills shall be responsible for the additional costs incurred.

In consultation with the Operations Advisory Committee, Bayside shall develop, update and provide a copy of the ten-year estimate of capital needs ("Capital Improvements Program") to River Hills on an annual basis, as set forth in Appendix C. A designated capital reserve fund shall be established and funded as set forth in Appendix B for major capital purchases as programmed in the Capital Improvements Plan, as defined in Appendix C.

In the event that Bayside or River Hills convert to a Public Utility for the provision of the dispatch services or charge a Special Charge for Current Services under § 66.0627 Wis. Stats the parties shall in good faith review the financial effects of such actions and if the

financial effects have a material impact on the costs to the parties, then the parties have a good faith duty to advise the other parties and the parties shall in good faith negotiate either a modification of the charges under Appendix A or an amendment of this Agreement.

PAYMENTS

Payments for service shall be made Fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Bayside shall submit to River Hills a quarterly statement requiring payment of one-fourth (1/4) of River Hill's share of the annual budgeted expenses.

If applicable, Capital costs shall be due and payable by River Hills after equipment has been ordered by Bayside. Capital costs shall be due and payable within 30 days of receipt by River Hills.

If River Hills fails to pay in full each payment to be made by it as provided by this Agreement on the due date, River Hills shall be indebted to Bayside for the payment due, plus interest at the prevailing prime rate in Milwaukee, Wisconsin, from the due date until payment. Legal action to collect such payments due may be taken by Bayside. In addition to the sum in default, and interest, as above provided there shall be included in the indebtedness and any judgment all costs, disbursements, and a reasonable sum as attorney's fees.

CONFIDENTIALITY

The parties to this Agreement consent to access of their respective records by each other or to a third party provided that access to confidential law enforcement records or other records recognized as confidential or exempt from disclosure under the Wisconsin Public Records law is restricted to authorized law enforcement, fire department personnel or employees or agents of the parties for bonafide purposes and any information received is held as confidential as allowed under the Public Records Law.

PARTICIPATION

Should additional parties both not currently under contract with Bayside nor members of the North Shore Fire Department, contract for the services of the BACC contribute assets, capital, revenue, personnel or make any other contribution which reduces the cost to the BACC for its services, a credit shall be issued to the River Hills in an amount to be negotiated. The credit shall be the reasonable estimated amount of the pro rata cost impact of such contribution) both for a reduction in on-going operating costs as well as a credit against capital costs already contributed by River Hills. Said credit and reduction shall apply equitably to all contracted customers of the BACC.

WARRANTIES AND DAMAGES

Bayside and River Hills agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the product and as to any parts of any systems design,

program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or River Hills may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be liable to River Hills in any way under this Agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by River Hills to Bayside during the preceding twelve (12) months.

THIRD PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party. This Agreement is intended to be solely between the Parties hereto and no part shall be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

The parties expressly agree to name the other as a co-insured on any policies of liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this Agreement.

MAINTENANCE SERVICE, REPAIRS

River Hills acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc. and in doing so the River Hill's service may be interrupted. Bayside will make every effort to notify River Hills prior to said down time and provide for alternate methods of providing service for critical systems.

River Hills also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from River Hills.

Should River Hills terminate the Agreement, it shall be obligated for its share of any debt service (principal and interest) incurred while that Party was under the Agreement, unless such debt is assumed by another Party or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

The fact that River Hills is paying or is required to pay on debt service (principal and interest) incurred while River Hills was a member of BACC shall not entitle withdrawn Party to any of the services provided by BACC.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the Board or Council of all of the Parties.

HOLD HARMLESS

Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by the BACC or any Party by reason of services provided by the BACC shall be the liability of the BACC, subject to the contributions of the Parties served by the BACC. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Parties in accordance with the share of costs agreed to, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such Parties to the operating budget, or if such operating budget is insufficient, through additional contributions to the BACC made proportionately by the Parties in accordance with their agreements..

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Bayside shall procure and maintain during the term of this Agreement sufficient insurance to cover all aspects of this operation including insurance for fire and other perils on the structure(s) occupied by BACC. Such insurance shall include, but not be limited to property, workers compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage's and funding by the BACC. Such insurance shall name River Hills as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

SUBMISSION TO JURISDICTION

Bayside and River Hills agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this Agreement or the services provided by Bayside.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Parties under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

River Hills acknowledges by the signature of its duly authorized representatives below that River Hills or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and River Hills fully understands that Bayside is a provider of equipment and service and not an insurer, and River Hills agrees to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Bayside and River Hills on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to River Hills the amount, if any, paid to Bayside upon signing of this Agreement.

PRESUMPTIONS.

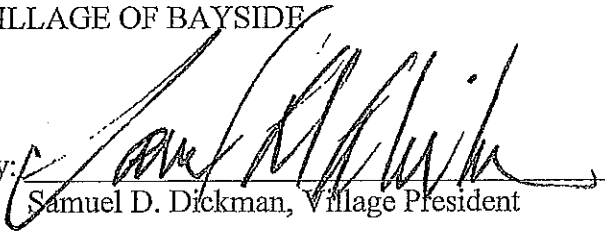
This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties and any member municipalities thereof.

VILLAGE OF BAYSIDE


By:


Samuel D. Dickman, Village President

DATE:

Sept. 23, 2013

By:


Lynn A. Galyardt, Village Clerk

DATE:

9/23/13

VILLAGE OF RIVER HILLS

By:


Village of River Hills

DATE:

9/27/13

APPENDIX A: River Hills- Operating Costs

For the purposes of this Agreement, River Hills shall:

- For the fiscal year 2014, pay the BACC an amount of \$118,900.
- Future year's costs shall be determined by the conditions specified in the Dispatching Services Agreement (Charges Section).

APPENDIX B: River Hills – Capital Costs

For the purposes of this Agreement, River Hills shall:

- The Village of River Hills shall contribute \$300,000 towards the initial capital costs to construct (physically and technological) the BACC (already completed).
- Pursuant to the Agreement, the total annual capital contribution for River Hill's shall be:
 - 2014 \$3,480
 - 2015 \$4,306
 - 2016 \$5,175
 - 2017 \$6,209
 - 2018 \$7,180
 - 2019 \$7,978
 - 2020 \$7,978
- After 2020, the annual capital fund allocation shall increase by the same percentage as the operating budget as outlined in the Dispatching Services Agreement.

APPENDIX C: BACC Preliminary 10 Year Capital Plan

For the purposes of establishing a capital improvement plan financing schedule, an initial 10-year capital plan was developed. Upon execution of the Agreement between the Parties, the Operations Advisory Committee shall review and recommend a 10 year Capital Improvement Plan to Bayside. The initial 10 year capital improvement plan is scheduled as follows:

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Technology Upgrades		8,000			9,000			9,000	
Communications/Infrastructure			25,600		39,000	25,600			25,600
911 Hardware/Software							185,000	185,000	

APPENDIX D: MUNICIPAL COURT SERVICES

The Municipal Court Services fee for the first calendar year, 2014, shall be \$26,926. Fee adjustments for successive years shall be as follows:

For year two (2) the Annual Fee shall be \$26,926 plus One Third ($1/3$) the difference between the projected total Clerk's employee cost in the subsequent year. Year three (3) and succeeding years' shall be calculated in the same manner. One Third of that difference shall be added to the preceding years Annual Fee to determine the Annual Fee to be paid by River Hills.

Cost elements for Court Clerk services include the following: Personnel costs, such as wages, benefits, insurances, etc., associated with providing court services as well as computer services provided by Bayside as agreed upon by Bayside and River Hills.

Overtime accrued based on Court Clerk duties solely for River Hills shall be paid by River Hills and billed quarterly.

RECORDS MANAGEMENT SYSTEM

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the Village of Bayside (hereinafter referred to as Bayside) and the Village of Fox Point (hereinafter referred to as Customer)(Bayside and Customer hereinafter referred to as Parties).

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified Records Management System (RMS) and Computer Aided Dispatch (CAD), and whereas the governing bodies of the Parties have therefore appropriated funding which shall serve as a basis for implementing this Agreement;

Now, therefore, the Parties agree as follows:

I. DURATION

This Agreement shall be effective the 1st day of January, 2013 following its full execution, and shall continue in effect for a period of five (5) years from the first full month of services provided hereunder and may be extended for an additional five (5) year period by the agreement of the Parties. If the Agreement is not extended, it shall continue from year to year thereafter on the same terms as were in effect in the prior year, including such modifications agreed upon in writing by the Parties, unless terminated by either party upon written notice given at least twelve (12) months prior to the expiration of the original or any extended term.

II. SCOPE OF SERVICES

Bayside shall provide all items related to hardware and software required for installing, maintaining, and operating the RMS and CAD operation. The software package shall be Pro-Phoenix Multi-juris RMS/CAD/Mobile, and Bayside shall provide all necessary and appropriate hardware, energy, staff, facilities and equipment for proper operation of the same. The scope of services includes the necessary CAD mobile software for the Customer's mobile computers.

III. CHARGES

Bayside and the Customer shall pay the agreed amount of charges related to the RMS operation as outlined for Bayside and Customer, respectively, in Appendix A, including the implementation of a designated capital fund as outlined therein. Bayside and the Customer, through written mutual consent, may increase the budgeted allocation beyond the amount depicted in Appendix A.

Should a significant community specific event occur or be requested by Customer which results in a need for the Bayside Communications Center (hereinafter the BACC) to

provide more staff for RMS service than otherwise scheduled or necessary, solely to address such event, and Customer is notified by the BACC within a reasonable time frame not to exceed thirty (30) days, the Customer shall be responsible for the actual additional costs incurred.

IV. OPERATIONS ADVISORY COMMITTEE

An Operations Advisory Committee exists for the purpose of discussing and providing input and recommendations on operational and procedural matters to the operation of the BACC, and this shall include the RMS. The Committee shall also assist with developing a strategic plan outlining the development and operation of the Dispatch facility including RMS.

The Committee shall consist of the Chief Appointed Law Enforcement Officers of the Customer, or their respective designee, along with representatives from other municipal entities that have engaged with Bayside with for this service.

Meetings of the Committee shall be held not less frequently than once each calendar quarter, and otherwise at the call of the Chief Law Enforcement Officer of Bayside or upon the written request of at least two Committee members.

V. PAYMENTS

The initial payment shall be made immediately upon receipt of invoice, if not previously paid, and subsequent payments as follows. One-quarter of the total, annual operating Costs shall be payable on a quarterly basis. Payments shall be made or before January 15, April 15, July 15, and December 15 of each year.

VI. CONFIDENTIALITY

To the fullest extent permitted by Wisconsin Public Records Laws:

A. Bayside and Customer agree that all records residing on the systems shall be considered confidential in nature and neither party to this agreement shall release any information in whole or in part, directly or indirectly, in any manner, without the written consent of the other party, except as required by law.

B. The parties to this agreement may consent to access of their respective records by each other or to a third party provided that access is restricted to authorized law enforcement personnel for bona fide law enforcement purposes and any information received is held as confidential.

VII. WARRANTIES AND DAMAGES

A. Bayside and Customer agree that there are no warranties, express or implied, by this agreement or otherwise, as to the product and as to any parts of any systems design, program, implementation, modification or other service provided by Bayside. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Bayside or Customer may have against any third parties, including manufacturers, sellers, dealers, repairers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

B. In the event that, despite the disclaimer of warranties above, a court of competent jurisdiction determines Bayside to be in breach of any warranty or liable to Customer in any other way under this agreement or pursuant to any other cause of action, the amount of recoverable damages shall be limited to a pro rata refund of fees paid by Customer to Bayside during the preceding twelve (12) months, except as described in Section VIII, below.

VIII. THIRD PARTY LIABILITY

A. It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability shall be found. Nothing in this agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third party.

B. The parties expressly agree to name the other as a co-insured on any policies of general liability insurance insuring against liability to a third party in any way arising or relating out of the services contemplated by this agreement.

IX. MAINTENANCE SERVICE, REPAIRS

A. Customer acknowledges that Bayside may from time to time render certain systems inoperative for service, repairs, alterations, upgrades, etc., and in doing so the Customer's service may be interrupted. Bayside will make every effort to notify Customer prior to said down time and provide for alternative methods of providing service for critical systems.

B. Customer also acknowledges that systems may become inoperative on their own for any number of reasons and Bayside shall only be held responsible for contacting appropriate service companies as soon as reasonably possible after receipt of the request for service and/or maintenance from Customer.

X. TERMINATION

A. This agreement may be immediately terminated by either party, without liability, upon written notice to the other in the event Bayside's building and computer system facilities are destroyed by fire or other catastrophe or substantially damaged or inoperable for more than thirty (30) days for any reason so that it is impractical to continue service.

B. Customer may terminate this agreement by providing written notice to Bayside at least one year prior to termination. Customer may withdraw its notice of termination during this notice period. Within ninety (90) days of receipt of notice, Bayside shall provide Customer with a written itemization of the Annual Fee for the year commencing at the date of notice of termination. Customer shall pay the Annual Fee as described in Section III for one year after the date of notice of termination. Customer shall forfeit its capital expenditures to and through the date of termination.

C. Customer shall provide Bayside with a written notice at least twelve (12) months prior to the end of the Agreement of Customer's intent to not renew said Agreement. Should Customer not renew the Agreement, the termination fees in Section X.B. shall not apply. Should Bayside and Customer both join another consolidated dispatch service not operated by Bayside, the termination fees in Section X.B. shall not apply.

XI. ASSIGNMENT

Neither party may assign this agreement.

XII. APPLICABLE LAW

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

XIII. SEVERABILITY

In the event that any term or condition of this agreement is declared invalid or unenforceable by a court having jurisdiction over the parties to this agreement, then such term or condition shall be stricken, leaving the remaining terms and conditions of this agreement in full force and effect.

XIV. ENFORCEMENT

The parties agree that prior to the commencement of litigation they will submit all issues which are in dispute to non-binding mediation. The parties shall equally share the costs of such mediation. Bayside and Customer further agree to pay all of their own costs, expenses and attorneys fees that may be made or incurred by enforcing any of the

terms or conditions contained in this agreement, in suing for relief by reason of the breach thereof, or in defending against any lawsuit arising from this contract or the services rendered.

XV. SUBMISSION TO JURISDICTION

Bayside and Customer agree that this contract is made in the State of Wisconsin. Both parties agree that the state and federal courts in the State of Wisconsin shall have exclusive jurisdiction to hear and determine any controversy which may arise out of this contract or the services provided by Bayside.

XVI. ACKNOWLEDGMENT

Customer acknowledges by the signature of its duly authorized representatives below that Customer or its authorized agent has read and understands all the terms and conditions of this agreement as set forth herein, and customer fully understands that Bayside is a provider of equipment and service and not an insurer, and customer agrees to be bound by such terms and conditions.

XVII. ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire agreement between Bayside and Customer on this subject matter and is intended as a final expression of the agreement of the parties and the complete and exclusive statement of the terms of the agreement. All prior and collateral understandings, agreements, and promises with respect thereto are merged herein. No provision of this agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification. Notwithstanding the foregoing, this Agreement is intended to operate in conjunction with the "Dispatching Services Agreement" between Bayside and Customer with an effective date of January 1, 2012 and last date of signature of October 17, 2011 (hereinafter the Dispatch Agreement), and the two documents shall be interpreted *in pari materia*.

This agreement is not binding unless approved in writing by an Authorized Representative of Bayside. In the event of failure of approval, the only liability of Bayside shall be to return to customer the amount, if any, paid to Bayside upon signing of this Agreement.

XVIII. INSURANCE

Bayside shall procure and maintain during the term of this Agreement sufficient insurance to cover all aspects of this operation including insurance for fire and other perils on the structure(s) occupied by the BACC. Such insurance shall include, but not be limited to property, workers compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverages and

funding by the BACC. Such insurance shall name the Customer as an additional insured.

XIX. NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Parties under Section 893.80, Wis. Stats., or any other statutory or common law.

XX. PRESUMPTIONS

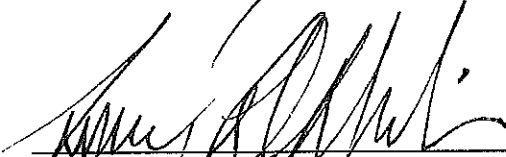
This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

XXI. AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties and any member municipality thereof.

Dated this 7 day of March, 2013.

VILLAGE OF BAYSIDE



Samuel D. Dickman, Village President

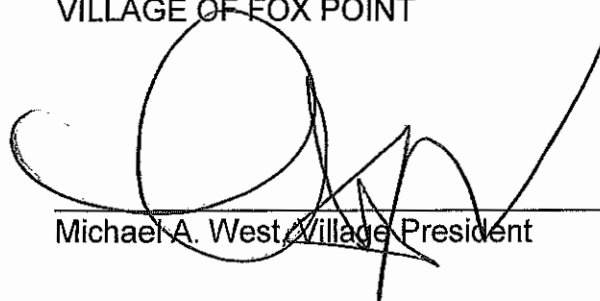
ATTEST:



Lynn A. Galyardt, Village Clerk

Dated this 13th day of February, 2013.

VILLAGE OF FOX POINT



Michael A. West, Village President

ATTEST:



Tanya O'Malley, Village Clerk

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	2013		Maintenance and Service					Capital Contribution					
2013	Project (One Time)		2013	2014	2015	2016	2017	2014	2015	2016	2017		
Bayside	\$71,090.20		\$10,702.71	\$10,501.19	\$10,537.86	\$10,371.93	\$10,343.20	\$5,301.94	\$5,913.71	\$6,729.39	\$7,545.07		
Brown Deer	\$0.00	***	\$29,500.00	\$32,450.00	\$35,695.00	\$39,264.50	\$43,190.95	\$8,623.42	\$9,618.43	\$10,945.10	\$12,271.78		
Fox Point	\$87,467.63		\$12,653.19	\$12,414.94	\$12,458.30	\$12,262.13	\$12,228.16	\$6,311.04	\$7,039.24	\$8,010.17	\$8,981.10		
Glendale	\$131,180.91		\$17,859.25	\$17,522.98	\$17,584.17	\$17,307.30	\$17,259.34	\$9,004.45	\$10,043.42	\$11,428.72	\$12,814.02		
River Hills	\$51,312.61		\$8,347.28	\$8,190.11	\$8,218.71	\$8,089.30	\$8,066.89	\$4,083.34	\$4,554.50	\$5,182.71	\$5,810.91		
Shorewood	\$133,235.17		\$18,103.90	\$17,763.03	\$17,825.06	\$17,544.39	\$17,495.78	\$9,131.02	\$10,184.60	\$11,589.37	\$12,994.14		
Whitefish Bay	\$139,950.48		\$18,903.67	\$18,547.74	\$18,612.50	\$18,319.44	\$18,268.68	\$9,544.79	\$10,646.11	\$12,114.54	\$13,582.96	4 year capital contribution total	
	\$614,237.00		\$116,070.00	\$117,390.00	\$120,931.60	\$123,159.00	\$126,853.00	\$52,000.00	\$58,000.00	\$66,000.00	\$74,000.00	\$250,000.00	

*** Maintenance and Service will decrease and be adjusted in mid-2018 when capital allocation compromise is fulfilled.

*** Maintenance and Service will decrease and be adjusted in mid-2018 when capital allocation compromise is fulfilled.

RECORDS MANAGEMENT SYSTEM
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the Village of Bayside (hereinafter referred to as Bayside) and the City of Glendale, Villages of Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay, and North Shore Fire Department (hereinafter referred to as Parties).

Whereas, the Parties to the Agreement have found it advisable to engage in the provision of a unified Records Management System (RMS), and whereas the governing bodies of the Parties have therefor appropriated funding which shall serve as a basis for implementing this Agreement;

Now, therefore, the Parties agree as follows:

SCOPE OF SERVICES

Bayside shall provide items related to hardware and software required for installing, maintaining, and operating the joint RMS operation.

CHARGES

Bayside and the Parties shall pay the agreed amount of charges related to the RMS operation as outlined in Appendix A, including the implementation of a designated capital fund as outlined below. Beyond the Appendix A charges, the annual budget increases shall not exceed the change in the consumer price index (as reported in the Urban Wage Earners-Milwaukee/Racine Wage Earners) for all items during the twelve month period ending on June 30 prior to the required September 15 budget allocation, or if applicable State imposed levy limit plus any non-personnel contractual obligations, whichever is less. Bayside and the Parties, through written mutual consent, may increase the budgeted allocation beyond the applicable annual increase. Bayside shall provide the Parties with its budgeted allocation by September 15, annually.

Should a significant community specific event occur or be requested by one party served by the BACC and the party is notified within a reasonable time frame, and the BACC incurs additional costs for staffing, etc., the requesting community or specific community involved shall be responsible for the additional costs incurred.

The following sections, as referenced in the Dispatch Services Agreement with the BACC shall remain the same for the unified RMS as the BACC Agreement and Operation:

- **OPERATIONS ADVISORY COMMITTEE**
- **PAYMENTS**
- **CONFIDENTIALITY**
- **WARRANTIES AND DAMAGES**
- **THIRD PARTY LIABILITY**
- **MAINTENANCE SERVICE, REPAIRS**

- INSURANCE
- WISCONSIN LAW
- SUBMISSION TO JURISDICTION
- NO WAIVER OF IMMUNITIES
- ACKNOWLEDGMENT
- ENTIRE AGREEMENT
- PRESUMPTIONS.
- AUTHORITY

By: Andrew K. Pederson DATE: 12-28-12
Village of Bayside

By: Richard E. MacLuski DATE: 12-28-12
City of Glendale

By: _____ DATE: _____
Village of Fox Point

By: Carl Knepper, Village President DATE: 12-26-12
Village of Brown Deer

By: Chris B. Leach DATE: 12-28-12
Village of River Hills

By: [Signature] DATE: 12-31-12
Village of Shorewood * PENDING FINANCE APPROVAL

By: Patrick J. Quinn DATE: 01-02-2013
Village of Whitefish Bay

By: [Signature] DATE: 12/28/12
North Shore Fire Department

	2013		Maintenance and Service						Capital Contribution				
2013	Project (One Time)		2013	2014	2015	2016	2017		2014	2015	2016	2017	
Bayside	\$71,090.20		\$10,702.71	\$10,501.19	\$10,537.86	\$10,371.93	\$10,343.20		\$5,301.94	\$5,913.71	\$6,729.39	\$7,545.07	
Brown Deer	\$0.00	***	\$29,500.00	\$32,450.00	\$35,695.00	\$39,264.50	\$43,190.95		\$8,623.42	\$9,618.43	\$10,945.10	\$12,271.78	
Fox Point	\$87,467.63		\$12,653.19	\$12,414.94	\$12,458.30	\$12,262.13	\$12,228.16		\$6,311.04	\$7,039.24	\$8,010.17	\$8,981.10	
Glendale	\$131,180.91		\$17,859.25	\$17,522.98	\$17,584.17	\$17,307.30	\$17,259.34		\$9,004.45	\$10,043.42	\$11,428.72	\$12,814.02	
River Hills	\$51,312.61		\$8,347.28	\$8,190.11	\$8,218.71	\$8,089.30	\$8,066.89		\$4,083.34	\$4,554.50	\$5,182.71	\$5,810.91	
Shorewood	\$133,235.17		\$18,103.90	\$17,763.03	\$17,825.06	\$17,544.39	\$17,495.78		\$9,131.02	\$10,184.60	\$11,589.37	\$12,994.14	
Whitefish Bay	\$139,950.48		\$18,903.67	\$18,547.74	\$18,612.50	\$18,319.44	\$18,268.68		\$9,544.79	\$10,646.11	\$12,114.54	\$13,582.96	4 year capital contribution total
	\$614,237.00		\$116,070.00	\$117,390.00	\$120,931.60	\$123,159.00	\$126,853.00		\$52,000.00	\$58,000.00	\$66,000.00	\$74,000.00	\$250,000.00
**** Maintenance and Service will decrease and be adjusted in mid-2018 when capital allocation compromise is fulfilled.													

SIDE COMMUNICATIONS COMMISSION **OPERATING COSTS DISTRIBUTION**

ation Calculation: 2015 Population (a) 2015 Equalized Valuation (b) Equal Share	2016 BACC Contract Amount: 1st Quarter Payment 2nd Quarter Payment 3rd Quarter Payment 4th Quarter Payment	\$ 1,046,685.20 \$ 258,632.52 \$ 258,632.52 \$ 258,632.52 \$ 270,787.64
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on Calculation:	Population	Pop %	Eq. Value	Eq. Value %	Equal %	Avg %
Municipality						
ewood	13,178	32.80%	1,497,728,300	26.39%	33.33%	30.84%
dale	12,753	31.74%	2,088,866,300	36.80%	33.33%	33.96%
efish Bay	14,243	35.45%	2,089,016,800	36.81%	33.34%	35.20%
Totals	40,174		5,675,611,400			

nt Allocation:	FY2016 Payments Due				
Municipality	Annual Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
ewood	322,801.76	79,763.26	79,763.26	79,763.26	83,511.95
dale	355,449.63	87,830.45	87,830.45	87,830.45	91,958.28
efish Bay	368,433.82	91,038.80	91,038.80	91,038.80	95,317.41
Totals	1,046,685.20	258,632.52	258,632.52	258,632.52	270,787.64

ined from Preliminary 2015 population estimate from Dept of Admin, Demographic Services
 ined from 2015 Statement of Changes in Equalized Values, from Dept of Revenue

SIDE COMMUNICATIONS COMMISSION CAPITAL COSTS DISTRIBUTION

ution Calculation:	
2015 Population (a)	2016 BACC Contract Amount: \$ 23,760.00
2015 Equalized Valuation (b)	10 Year Capital Plan per Budget \$ -
Equal Share	\$ 23,760.00

ion Calculation:							
Municipality	Population	Pop %	Eq. Value	Eq. Value %	Equal %	Avg %	Amount Due
erewood	13,178	32.80%	1,497,728,300	26.39%	33.33%	30.84%	\$ 7,327.68
ndale	12,753	31.74%	2,088,866,300	36.80%	33.33%	33.96%	\$ 8,068.79
itefish Bay	14,243	35.45%	2,089,016,800	36.81%	33.34%	35.20%	\$ 8,363.53
Totals	40,174		5,675,611,400				\$ 23,760.00

ained from Preliminary 2015 population estimate from Dept of Admin, Demographic Services
ained from 2015 Statement of Changes in Equalized Values, from Dept of Revenue



Local Government Service Consolidation Best Practices

Village of Bayside Case Study in
Public Service Answering Point (PSAP) Consolidation

Presentation to the Governor's Commission on Waste, Fraud, and Abuse

Andrew K. Pederson
Village Manager, Village of Bayside
May 24, 2011





Village of Bayside

- Located in Milwaukee County
- Northern most suburb bordering Ozaukee and Milwaukee County
- Approximate population 4,400
- One of the seven North Shore communities
- Seven North Shore communities
 - Recognized as a leader in service and program collaboration, consolidation, and shared services.
 - Combined population of approximately 65,000





Existing Arrangements

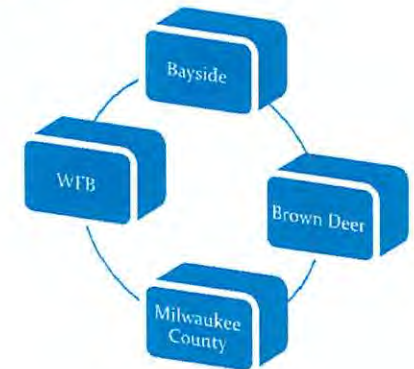
- North Shore Fire Department (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay)
- North Shore Health Department (Bayside, Brown Deer, Fox Point, Glendale, River Hills)
- North Shore Library (Bayside, Fox Point, Glendale, River Hills)
- Consolidated Dispatch (Bayside, Fox Point, River Hills)+(Shorewood, Whitefish Bay, Glendale)
- Milwaukee Area Domestic Animal Control Commission (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay)
- Municipal Court Clerk services (Bayside, River Hills)
- Senior Center (Bayside, Fox Point)
- to name a few...

What is Public Service Answering Point (PSAP) Consolidation

- Combining two or more emergency dispatch service centers or PSAPs into a single facility and/or organization.
- Though the consolidation process is often complex and difficult, it can yield substantial improvements in service levels, responder safety, employee retention, and potential cost savings if implemented correctly.

Current Emergency Dispatch Services in the North Shore

- Whitefish Bay (WFB), Glendale and Shorewood
 - Police and Fire calls go directly to Whitefish Bay dispatch
 - Cellular calls to Milwaukee County, then back to WFB
- Bayside, Fox Point, and River Hills
 - Police calls go directly to Bayside dispatch
 - Fire calls go to Bayside, then to Whitefish Bay dispatch
 - Cellular calls for Bayside and Fox Point to Bayside dispatch (no transfer) **(52% of PSAP calls were cellular in 2010)**
 - Cellular calls for River Hills to Milwaukee County, then back to Bayside dispatch
- Brown Deer
 - Police calls go directly to Brown Deer dispatch
 - Fire calls go to Brown Deer, then to Whitefish Bay dispatch
 - Cellular calls to Milwaukee County, then back to Brown Deer



2010 Community PSAP Budgets in the North Shore

Community	2010 Budget	Percentage of Total North Shore Dispatch Budget
Bayside**	\$ 216,424	10.66%
Brown Deer***	\$ 467,697	23.04%
Fox Point**	\$ 235,400	11.60%
Glendale*	\$ 361,221	17.80%
River Hills**	\$ 89,297	4.40%
Shorewood*	\$ 312,696	15.41%
Whitefish Bay*	\$ 346,928	17.09%
TOTAL	\$ 2,029,663	100.00%

* Consolidated dispatch center in WFB; ** Consolidated dispatch center in Bayside; *** Non-consolidated center .



Fundamental Questions for Pursuing Collaboration and Consolidation

- Does it have the potential to save money?
- Does it have the potential to provide an equal to or better service level?
- Is it a sustainable solution over the long-term?

Advantages of Consolidated PSAPs

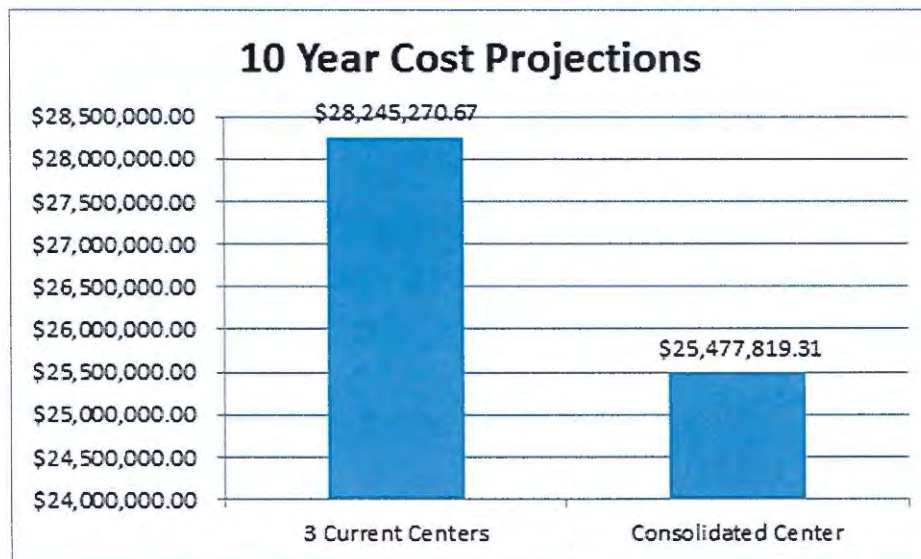
- Service level improvements
 - Faster call processing and dispatch times result in faster response times.
 - Reduce or eliminate transfer of 911 calls between PSAPs lowers the potential for human or technology errors.
 - Provides wireless call processing capability for 4 additional communities.
 - Assist in efficiently meeting the need for Wireless 911 Phase I and II technology to locate cell phone callers.
 - Ability to answer cellular 911 as well as next generation 911 (On-star, text messaging, etc.)
 - Improved mapping abilities for wireless 911 and automatic crash notification.
 - Standardized, consistent training and operational plans.
 - Enhanced multi-jurisdiction communication and information sharing.
 - Provides opportunity for borderless response ability.
 - Additional resources during large events or disasters.
 - Establishes an Information Technology staff member, which the 7 North Shore communities currently lack.

Advantages

- Reduced Costs
 - Eliminates large, costly, and redundant capital needs.
 - Maximizes staffing capacity
 - Provides for more than one dispatcher during periods of heavy call volume or when a dispatcher needs to stay with a caller. Currently, not all the centers have more than one dispatcher 24/7.
 - Often times, police officers are needed to fill in for dispatchers on break, scheduling issues, etc.
 - Offers opportunity to use technological innovation such as voiceless dispatching through advanced CAD and mobile computing features to create personnel cost efficiencies.
 - Offers opportunity for smaller participants to benefit from state-of-the-art technology, improved training, and expanded career opportunities that would not be otherwise financially or organizationally feasible.
 - Provides enhanced services while providing additional mechanisms for communities to control costs:
 - Levy limits have challenged communities to maintain services.
 - Rapidly changing technology has challenged ability of communities to purchase resources required to provide services expected by the public.
 - Provides solutions for resolving facility issues in current PSAP facilities in Whitefish Bay and potentially Brown Deer.

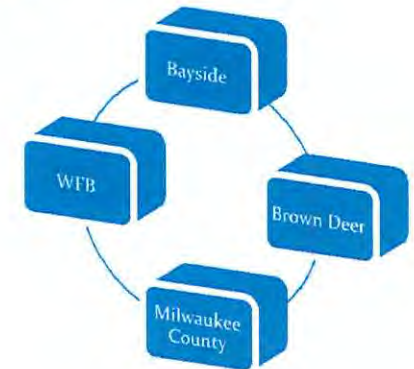
Advantages

- Long Term Sustainability (Initial Study Results)
 - 10 year cost projection under current structure: \$28,245,270.67.
 - 10 year consolidated center costs: \$23,477,839.87 .
 - Projected one-time, capital and transition costs to one consolidated center include: \$2.5 million.



Current Emergency Dispatch Services in the North Shore

- Whitefish Bay (WFB), Glendale and Shorewood
 - Police and Fire calls go directly to Whitefish Bay dispatch
 - Cellular calls to Milwaukee County, then back to WFB
- Bayside, Fox Point, and River Hills
 - Police calls go directly to Bayside dispatch
 - Fire calls to Bayside, then to Whitefish Bay dispatch
 - Cellular calls for Bayside and Fox Point to Bayside dispatch (no transfer) (**52% of PSAP calls were cellular in 2010**)
 - Cellular calls for River Hills to Milwaukee County, then back to Bayside dispatch
- Brown Deer
 - Police and Fire calls go directly to Brown Deer dispatch
 - Fire calls to Brown Deer, then to Whitefish Bay dispatch
 - Cellular calls to Milwaukee County, then back to Brown Deer



New Model of PSAP Consolidation in the North Shore

- Whitefish Bay, Glendale, Shorewood, Bayside, Fox Point, River Hills and North Shore Fire Department
 - Under the consolidation model, all calls for service for
 - Police
 - Fire
 - Cellular
 - Non-emergency
 - DIRECTLY to Bayside (One stop shop)



** Village of Brown Deer is evaluating its options





Roadblocks and Obstacles

- Perceived loss of autonomy and control
 - Control/ “turf” issues
- Fear of change
- Lack of relationships and trust
- Governance models
- Funding formula and allocations
- Equitable benefits for each community
- Regional versus community benefits
- Initial upfront costs
- Lack of incentives
- While in some senses, consolidation would seem to be a simplistic, easy way to control budget issues, while still providing service, it is not seen that way all of the time.



Bayside PSAP Experience

- Governance Model:
 - Started as a seven community intergovernmental agreement with funding formula.
 - Over 140 different funding formulas were examined.
- End result:
 - Work incrementally with willing and interested parties.
 - WFB, Glendale, Shorewood, and NSFD have contracted with Bayside for services.
 - River Hills and Fox Point have individual contracts for services.
 - Brown Deer possibly to decide by June 6.





Bayside PSAP Experience

- **Contract**

- Includes length of term
- Scope of Services
- Creation of an Operations Advisory Committee to provide input and recommendations
- Operating and capital costs
- Parameters for annual cost increases
- Savings clause for adding additional partners
- Dispute resolution provision
- Legal requirements



Necessities for Success

- Political will
- Administrative leadership
- Foresight and vision
- Have a “champion” for the cause
 - Persistence
 - Go beyond the study
- Trust & Honesty
- Open and inclusive process
- Creativity and flexibility
- Equitable and consensus based solutions
- Timing
- Adoption of appropriate governance model
- There is no one size fits all approach



Necessities for Success

- Be creative...
 - No one entity or person has the monopoly on coming up with good solutions to problems.
- Be open-minded...
 - If the decision-making process of a project is perceived to be fair, it is more willing to live with a project that impacts different interests unequally.
- Be flexible...
 - Whether an interest will be willing to accept a particular solution to a problem depends not just on what that solution looks like, but on whether it feels that the solution is being imposed on it.
- Be inclusive...
 - Interests who participate, or have the opportunity to participate, in an agency's planning process, generally do not.... And cannot... take extremists or irresponsible positions as readily as can interests who have been completely outside the planning process.



Summary

- We can enhance public safety and at the same time reduce business costs by offering more effective local government PSAP services through consolidation :
 - Reduce service costs to local governments
 - Enhance public safety
 - Stay current with changing technologies
- Additional Resources
 - State of Minnesota statewide consolidation initiative
 - Governor Pawlenty's Study Work Group
 - Public Safety Answering Point Consolidation , *A Guidebook for Consolidation Strategies*.
 - December 2009
 - http://www.911.state.mn.us/PDF/PSAP_Guidebook.pdf



Questions

- Thank you for the invitation to present this information and our experience to your committee.
- Questions:
 - Andy Pederson, Village Manager
 - 414-351-8818
 - apederson@bayside-wi.gov

North Shore Public Safety Answering Point (PSAP) Consolidation Study

**Report On Consolidating PSAP Services
for the Communities of Bayside, Brown Deer, Fox Point, Glendale,
Mequon, River Hills, Shorewood, Thiensville, and Whitefish Bay**

PSAP Consolidated Dispatch Committee Members

Andy Pederson, Bayside Village Manager
Chris Swartz, Shorewood Village Manager
Robert Whitaker, North Shore Fire Department Chief
Bob Jacobs, Whitefish Bay Police Chief
Bruce Resnick, Bayside Police Chief
Dave Banaszynski, Shorewood Police Chief
John Graeber, Brown Deer Police Captain

Report Issued: September 24, 2010

EXECUTIVE SUMMARY

The collaborative efforts of the North Shore communities have a long history, strong tradition, and have provided the residents of the seven communities with cost effective and high levels of service. The effort to further consolidate dispatching services builds off this strong foundation and provides high quality services the residents expect in the north shore.

In the fall of 2009, the Village of Brown Deer solicited proposals for providing dispatching services from the Bayside and North Shore Public Safety Answering Point (PSAP) operations. Upon receipt of those proposals and further evaluation, it was determined that a more comprehensive approach to dispatch consolidation be explored. On June 22, 2010, Administrator/Managers and Police Chiefs of the Cities of Glendale and Mequon and the Villages of Bayside, Brown Deer, Fox Point, River Hills, Thiensville, Shorewood and Whitefish Bay and the North Shore Fire Department Chief met in Bayside to discuss each community's interest in creating a joint PSAP Center.

From this meeting, a Committee of volunteers evaluated the feasibility of establishing a consolidated PSAP and determined that not only did the administrative and political will exist to consolidate PSAPs in the communities, but that both operational and financial benefits would result from consolidation. Six of the communities currently partner in some form to provide dispatch services and have previously discussed entering into new partnerships to create additional efficiencies and improve service to their communities. The Committee recommends establishing a consolidated PSAP under an intergovernmental agreement for the seven North Shore communities.

Issues that were evaluated to determine the initial size and scope of a consolidated PSAP included computer aided dispatch software, records management systems, trunk radio systems, scalability, staffing, and implementation of an initial PSAP consolidation. It was therefore recommended that the initial consolidation of PSAP centers be focused on the seven North Shore communities and the North Shore Fire Department as its starting point. In its discussion, the Committee developed its framework to allow for future growth and expansion and would recommend reevaluating adding additional PSAP partners from outside Milwaukee County after the initial implementation of the seven communities is complete.

While several of the communities use different technology/vendors to provide these services currently, it was determined no technological barriers exist that would prevent a consolidation of PSAPs for any of the seven communities within Milwaukee County

it was determined by the Committee that the most cost effective option is to locate a consolidated PSAP at one of the current consolidated PSAP sites. After weighting all of the factors in establishing a PSAP facility, the Committee

determined that space can be added to the Bayside facility to handle PSAP operations for the seven north shore communities as well as future expansion. Space specifically for the purposes of dispatch would be constructed and attached to the current Bayside Police Department.

Through evaluation of several activity factors and schedule modeling, the Committee determined that minimum staffing levels in a consolidated PSAP should be four people from 8 AM to midnight and three people from midnight to 8 AM. As communities are added to the center, the staffing levels will need to reflect the call volume and number of talk groups/radio frequencies that are required to be monitored. Total staff to ensure staffing at this level will require twenty-one dispatchers and one civilian manager. The civilian manager will also be required to manage information technology issues for the center and fill-in as a dispatcher at times.

To fund a consolidated PSAP, approximately one hundred seventy (170) formula options were evaluated to achieve most, if not all, of the eight goals identified to allocate costs to fund a consolidated dispatch. These goals were identified very early in the process and served as the basis for development of a mutually beneficial partnership for all communities serviced by a consolidated PSAP. These eight goals included:

- Positively impact all participating communities, both financially and operationally.
- Tax levy and expense stabilization.
- Avoid large annual percentage/cost shifts among communities.
- Equitable distribution of expenses over the long-term.
- Universally applicable formula.
- Accommodate future expansion.
- Establishes long-term capital funding plan, gleaned experience from NSFD Capital funding discussions through the years.

To achieve these competing demands, a phased implementation of what is termed the "Consolidated PSAP Hybrid Formula" was developed. This financing formula utilizes the existing 2010 budget allocation for each community (includes both Fire and Police dispatch costs), equalized value (improvements), community population, and an equal share from each community. These four factors are utilized to allocate costs over the study period and to meet the above goals. The combination of formula factors was developed with a multi-year implementation and stabilization factor included.

Summarized below are the projected 10 year costs for both the existing and potential consolidated center.

- 10 year cost projection under three current dispatch centers (operating and known capital): \$28,245,270.67.

- 10 year consolidated center costs (operating and annual recurring capital contribution): \$23,477,839.87.
- Projected one-time, capital and transition costs to one consolidated center including; Facility, Computer Aided Dispatch, Software Interfaces, Radio Equipment, Wireless Trunks, Hardware, Support, etc.: Approximately \$2 to \$2.5 million.
 - (Capital and transition implementation costs will need to go through the formal bidding process. Contingency Summary included in attachments.)

Governance and operational models have been established by the Committee to create such an operation. The Committee recommends that the agency be hosted and managed by the Bayside Police Department. The Committee recommends creating a joint agency for the purpose of providing political, financial, and operational oversight for a joint PSAP, but allowing for the host agency to manage the PSAP.

The Committee recommends that each community discuss and report their respective level of interest and intent to proceed with the recommended PSAP consolidation by October 31, 2010, in order to facilitate the development of the transition, development, and implementation plans. The Committee focused on a "go live" operational date of January 1, 2012, or sooner if feasible.

Once a general commitment for the interested municipalities/agencies is identified, the Committee recommends forming a project committee comprised of representatives from participating agencies and decision-making authorities. Participating agency representation ensures agency input into critical issues and helps increase buy-in to the consolidation process.

The committee's charge should be to begin resolving consolidation related issues, finalize establishment of a governance agreement, establish a timeline for operations, assist in planning, and provide input on the procurement process for any equipment needed for the PSAP.

INTRODUCTION

In the fall of 2009, the Village of Brown Deer solicited proposals for providing dispatching services from the Bayside and North Shore Public Safety Answering Point (PSAP) operations. Upon receipt of those proposals and further evaluation, it was determined that a more comprehensive approach to dispatch consolidation be explored. On June 22, 2010, Administrator/Managers and Police Chiefs of the Cities of Glendale and Mequon and the Villages of Bayside, Brown Deer, Fox Point, River Hills, Thiensville, Shorewood and Whitefish Bay and the North Shore Fire Department Chief met in Bayside to discuss each community's interest in creating a joint PSAP Center.

From this a Committee was formed to further investigate the feasibility of consolidating the nine communities into one PSAP. The Committee designed a survey consisting of seventeen questions that was distributed to each community. Responses were compiled by the Committee and evaluated (attached).

Six of the communities currently partner in some form to provide dispatch services and have previously discussed entering into new partnerships to create additional efficiencies and improve service to their communities. Survey results indicated clear interest from all communities for looking at greater efficiencies in providing service, although each community had unique issues that were identified. Based on feedback from representatives from the nine communities, the Committee began looking at creating a consolidated PSAP that met the service needs of those communities that identified interest in joining a consolidated PSAP. The Committee met five times between June 22, 2010 and September 24, 2010 and presents its findings and recommendations within.

CURRENT ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Six communications centers provide service to the nine communities that participated in the process.

- **Bayside Police Communications Center** is the public safety answering point for the Villages of Bayside, Fox Point and River Hills. The Village of Bayside manages the center and the employees fall under the command structure of the Bayside Police Department. Service contracts are in place with the Villages of Fox Point and River Hills. The center answers all hard-line 911 calls from the three communities and also answers wireless 911 calls from cell phone towers in the Villages of Bayside and Fox Point. Wireless 911 calls from the Village of River Hills go to the Milwaukee County Sheriff's Office and then are transferred to the appropriate secondary PSAP. Calls for fire and emergency medical services are transferred from the Bayside Communications Center to the dispatch center for the North Shore Fire Department.

- **Brown Deer Police Communications Center** is the public safety answering point for the Village of Brown Deer. Employees fall under the command structure of the Brown Deer Police Department. The center answers all hard-line 911 calls that originate in the Village. Wireless 911 calls initially go to the Milwaukee County Sheriff's Office and then are transferred to the appropriate secondary public safety answering point. Calls for fire and emergency medical services are transferred from the Brown Deer Communications Center to the dispatch center for the North Shore Fire Department.
- **Mequon Police Communications Center** is the public safety answering point for the City of Mequon. Employees fall under the command structure of the Mequon Police Department. The center answers all hard-line 911 calls that originate in the City. Wireless calls initially go to the Ozaukee County Sheriff's Office and then are transferred to the Mequon PSAP. Calls for fire and emergency medical services in the City are also handled by this Center.
- **North Shore Public Safety Communications Center** is the primary public safety answering point for the City of Glendale and the Villages of Shorewood and Whitefish Bay. The center is jointly owned by the three communities and is governed by a Commission that has a representative of each member community. An Operations Committee provides direction to the civilian director of the center. The Operations Committee consists of the police chief of each of the three communities. The center answers hard-line 911 calls from the three communities. Wireless 911 calls from the three communities initially go to the Milwaukee County Sheriff's Office and then are routed to the North Shore Center. The center provides dispatch services for the North Shore Fire Department under contract which provides fire and emergency medical services to the City of Glendale and Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay.
- **Thiensville Police Communications Center** provides dispatch services during business hours for the Thiensville Police and Fire Departments. Dispatch services during non-business hours are provided by the Ozaukee County Sheriff's Office. Employees are part of the Thiensville Police Department.
- **Ozaukee County Sheriff's Office** provides dispatch services for the Village of Thiensville during non-business hours. Employees are under the command structure of the Ozaukee County Sheriff's Department. Ozaukee County Sheriff is also the primary PSAP for wireless calls originating in Ozaukee County.

For purposes of illustrating the hierarchical structure and reporting means for dispatch services in the North Shore, the organizational charts for each of the seven communities' police and dispatch operations are attached.

INITIAL SCOPE AND DEVELOPMENT OF A CONSOLIDATED PSAP

The establishment of a consolidated PSAP is not uncommon. Once survey results were compiled by the Committee, the group evaluated current technology available for PSAPs to determine whether a consolidation could occur. Issues that were evaluated include computer aided dispatch software, records management systems and radio systems. The Committee also discussed the scalability, staffing, and implementation of an initial PSAP consolidation.

With adding potentially fifteen new dispatchers, constructing a facility, synchronizing all of the software, hardware, and communications infrastructure amongst communities on the same trunked radio system, the Committee discussed the possible phased implementation of the initial group of the seven north shore communities.

Currently, the seven North Shore communities are located within Milwaukee County and utilize the same 800 megahertz trunked radio system. If either or both of the Ozaukee County agencies participate, additional staffing consideration would need to be given since those agencies utilize a different 800 megahertz trunked radio system than is used by the Milwaukee County agencies. Consideration was also given to the coordination, implementation, and practicality of consolidating all of the communities CAD and RMS systems and associated interfaces at one time.

For these reasons and others discussed by the Committee, it is recommended that the initial consolidation of PSAP centers be focused first on seven of the North Shore communities as its starting point. In its discussion, the Committee developed its framework to allow for future growth and expansion and would recommend reevaluating adding additional PSAP partners after the initial implementation of the seven communities is complete.

The Committee did discuss and recommends continued discussions with the City of Mequon and additional interested parties that could be brought into a consolidated PSAP once the initial transition is complete and operational. The timeframe for this potential implementation would be in mid to late 2012 or 2013. The Committee further discussed that the accepting additional partners into the consolidated PSAP could either be addressed through the initial governance document or addressed by the Board of Directors upon request of a Community or PSAP center.

ADVANTAGES AND EFFICIENCIES TO CONSOLIDATING DISPATCH SERVICES

There are financial, operational, and service level advantages to consolidating dispatching services in the north shore to one location. Below is a list of many, but not all, of the advantages and efficiencies to consolidating this service.

- Service level improvements - This is the single most important reason to consider consolidation.
- Consolidation will assist communities in efficiently meeting the need for Wireless 911 Phase I and II technology to locate cell phone callers and improved mapping abilities for wireless 911 and automatic crash notification.
- 911 dispatchers are truly the "first responder on the scene" and can substantially affect the outcome of an incident.
- Reduction or elimination of the transfer of 911 calls between PSAPs improves response times and lowers the potential for human or technology errors.
- Quicker call processing and dispatch times result in faster on-scene times for field personnel.
- Sharing of physical space enables communications between call takers, law enforcement, fire, and EMS dispatchers to be virtually instantaneous. This improved communications enables field personnel to receive information more quickly and accurately which is particularly important in multi-jurisdictional incidents. This communication is the least tangible or quantifiable benefit of consolidation, but is one of the most key.
- Reduces the Public Answering System Points (PSAP) from 3 to 1 in the seven North Shore communities – Cost savings and increased efficiencies that all 911 calls are received and dispatched from a single center saves times and allows for simultaneous dispatching of both police, fire and emergency medical resources.
- Standardized, consistent training and operational plans for all dispatchers results in enhanced service, greater efficiencies and safer working conditions for police officers and firefighters/emergency medical personnel.
- Provides for more than one dispatcher during periods of heavy call volume or when a dispatcher needs to stay with a caller. Currently, not all the centers have more than one dispatcher 24/7.
- Reduces capital needs during center upgrades. In a consolidated model, only one center requires upgraded radios, consoles, enhanced 911 software, computer aided dispatch (CAD) software, computer hardware, furniture, etc.
- Improves communication and coordination of availability of resources. A single, regional center improves communications for responders providing a single source for the status of all resources during large events or

disasters. This coordinated communication promotes sharing of resources, automatic mutual aid and increased cooperation between agencies.

- New facility would be a "hardened" facility designed with multiple redundancies for critical systems.
- A single computer aided dispatch system allows for sharing of critical records between participating agencies. A police officer provided with knowledge that an occupant has had past medical problems while performing a welfare check, may request a precautionary non-emergency fire department medical response. Police agencies have knowledge of a person's past history with other police agencies.
- Offers the opportunity to use technological innovation such as voiceless dispatching through advanced CAD and mobile computing features to create personnel cost efficiencies.
- A consolidated environment will offer the opportunity for smaller participants to benefit from state-of-the-art technology, improved training, and expanded career opportunities that would not be otherwise financially or organizationally feasible.
- Consolidation provides enhanced services while providing additional mechanisms for communities to control costs of providing \$2 million of services under challenging economic conditions:
 - Levy limits have challenged communities to maintain services while meeting State mandated tax levy controls.
 - Rapidly changing technology has challenged the ability of communities to purchase the resources required to provide all services expected by the public.
 - Eliminates future redundant capital purchases.
 - Provides solutions for resolving facility issues in current PSAP facilities in Brown Deer and Whitefish Bay.
 - Frees needed space at Whitefish Bay Police Department.

POLITICAL FEASIBILITY

Significant time was spent by members of the Committee assessing the political feasibility of consolidating PSAP services for the nine communities. According to the *State of Minnesota Governor's Guidebook for Consolidation Strategies of Public Safety Answering Points*, no single issue can derail a consolidation effort as quickly as a hostile or negative political environment.

Political interest in creating a consolidated center from a majority of the communities was apparent throughout the investigatory process, although several communities expressed that they would need to evaluate a proposal from the Committee prior to committing to participation.

The seven communities in the North Shore have a long history of collaborating to provide services in a cost effective, efficient manner. Current consolidated services range from:

- North Shore Fire Department,
- North Shore Health Department,
- Shorewood/Whitefish Bay Health Department,
- North Shore Fire Department,
- North Shore Health Department (Bayside, Brown Deer, Fox Point, Glendale, River Hills),
- Health Sanitation Consortium (Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay),
- North Shore Library (Bayside, Fox Point, Glendale, River Hills),
- Dispatch (Bayside, Fox Point, River Hills) + (Shorewood, Whitefish Bay, Glendale, NSFD),
- North Shore Water Commission (Fox Point, Glendale, Whitefish Bay),
- Regional Telecommunication Commission,
- Milwaukee Area Domestic Animal Control Commission (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay),
- Mobile Data Communication Infrastructure group and Joint Incident Command Station (Bayside, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay),
- Municipal Court (Bayside, River Hills),
- Senior Center (Bayside, Fox Point),
- Janitorial services contract (Brown Deer/Bayside),
- Capacity Management Operations and Maintenance (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Schlitz Audubon Nature Center),
- Emerald Ash Borer Management Plan (Brown Deer, Fox Point, River Hills, Schlitz Audubon),
- Public Works Shared Services (Bayside, Brown Deer, Fox Point, Glendale, River Hills, Whitefish Bay, Shorewood),
- Milwaukee County Public Works Emergency Response Mutual Aid.

The collaborative efforts of the North Shore communities have a long history, strong tradition, and have provided the residents of the seven communities with cost effective and high levels of service. The effort to further consolidate dispatching services builds off this strong foundation and provides high quality services the residents expect in the north shore.

TECHNOLOGICAL FEASABILITY

Once survey results were compiled by the Committee, the group evaluated current technology available for PSAPs to determine whether a consolidation could occur. Issues that were evaluated include computer aided dispatch software, records management systems and radio systems.

While several of the communities use different technology/vendors to provide these services currently, it was determined no technological barriers exist that would prevent a consolidation of PSAPs for any or all of the communities that were represented at the initial meeting.

While some communities have expressed a desire to explore alternative software, the current software platforms can be supported through interfaces and therefore communities would not be susceptible to large, more costly software transitions, unless an individual community so chooses. Any software changes at this point would be completely separate of the consolidated dispatch discussion.

FACILITY OPTIONS

PSAPs are considered critical infrastructure for communities and therefore need to be designed and equipped appropriately. In an effort to determine whether any of the current facilities used by any of the nine communities was currently equipped to provide service to all seven communities or any combination of the group, the Committee discussed the status of the current facilities. It was quickly determined that there is not a current PSAP operated by any of the communities that could be used as a PSAP for a group of more than five communities.

Since none of the current facilities met the needs of a consolidation with any grouping of five or more communities, the Committee discussed options for building a center that could provide PSAP services for any grouping of five or more communities. Discussion was held over where a facility could be located and what costs were related to the build-out of that site. Sites considered included:

- Stand-alone facility located in the City of Glendale at a location currently available for purchase.
- Joint facility with the Bayside Police Department.
- Joint facility with Shorewood Police Department.
- Current North Shore Dispatch facility.
- Options at Brown Deer facility.
- Joint facility with the North Shore Fire Department at a current fire station.

Each site was analyzed by the Committee. The stand along facility option was discussed but not pursued due to concerns about site acquisition costs,

infrastructure investments, additional staffing and management requirements of a stand-alone facility as well other cost and operational issues.

The Shorewood facility was discussed but not pursued due to the need for similar initial infrastructure costs, the timeframe for any type of facility expansion or construction of a new facility, the allocation of municipal resources in other operational areas, and other reasons discussed by the Committee.

The Brown Deer facility was discussed but not pursued based on discussion with the Committee and the Brown Deer representative regarding physical space, technology, infrastructure and cost concerns. A joint facility at on the current North Shore Fire Department facilities was not pursued due to many of the reasons already stated.

For the reasons provided, it was determined by the Committee that the most cost effective option is to locate a consolidated PSAP at one of the current consolidated PSAP sites. The Committee found that there are significant costs related to moving the infrastructure required to operate a PSAP to a new location.

Based on the projected costs of building a center or moving a center to a site that is not currently a PSAP, the committee narrowed its evaluation of sites to the Bayside Police Department and the North Shore Dispatch location. In addition to two recent flooding incidents in the North Shore Dispatch Center, the Village of Whitefish Bay indicated that they had interest in reclaiming the space currently utilized by North Shore Dispatch at the Whitefish Bay Village Hall, so that site was removed from further consideration.

The Committee then concentrated its efforts on locating a facility at the Bayside Police Department. Members of the Committee met with representatives of an architectural firm that has previous experience in designing PSAP Centers to determine if the current facility could be remodeled to handle a PSAP with five to nine member communities and also to discuss the costs of adding space to the current facility. After meeting with the architectural firm, it was determined that space can be added to the Bayside facility to handle PSAP operations for the seven north shore communities as well as future expansion. Space specifically for the purposes of dispatch would be constructed and attached to the current Bayside Police Department.

As part of the Committee process, secondary back-up sites were discussed. The primary sites that were discussed included the cities of Oak Creek, West Allis, and Wauwatosa. Other community and county center were also contacted.

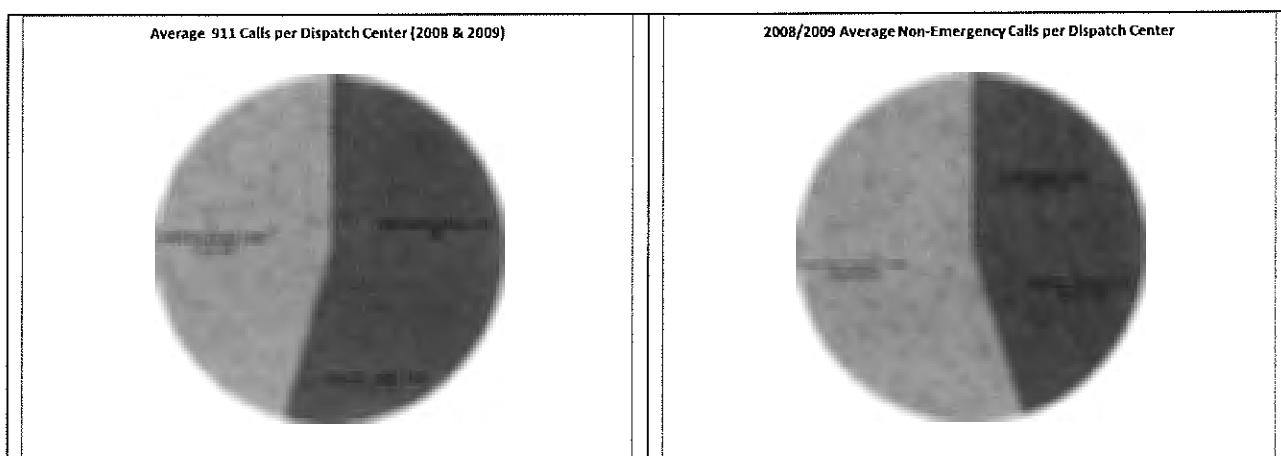
CALL VOLUME / PROJECTED WORKLOAD

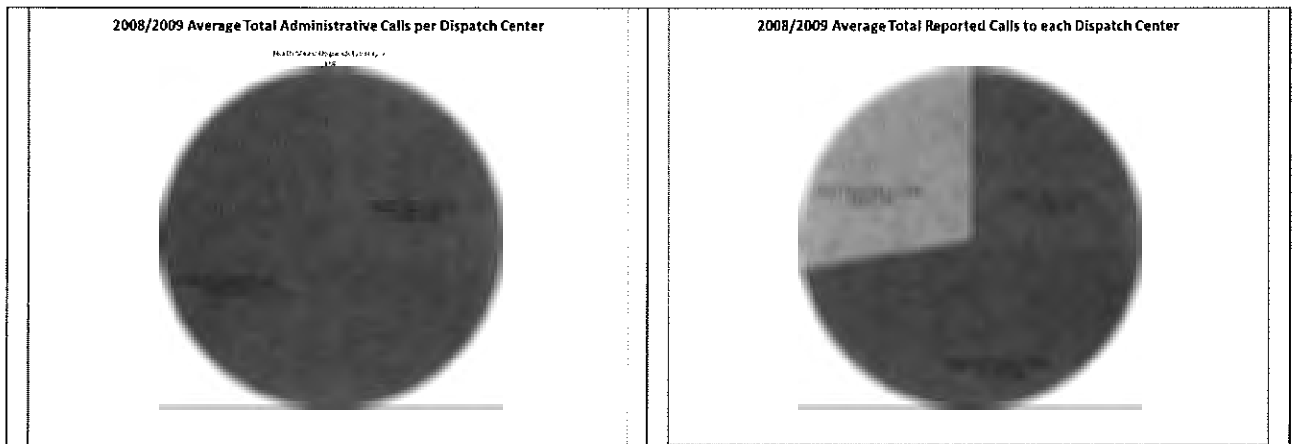
Projected call volume statistics are used to evaluate staffing needs for a PSAP. Due to varying methods employed by the seven communities to track call

volume coming to their current center, the Committee found it difficult to make "apples to apples" comparisons between the communities, but utilized the data available. Obviously, the communities that currently share dispatch centers utilized similar methods to track call volume, but comparing communities served by different PSAPs proved to be challenging at best.

Each community that participated in the survey process was asked to submit call volume for the past two calendar years as part of their survey submission. Summarized below are the results submitted by each dispatch center.

2008	911	Non-Emergency	Administrative	Total
Bayside Dispatch Center	3,203	11,852	20,911	35,966
Brown Deer Dispatch Center	1,782	13,924	48,486	64,192
North Shore Dispatch Center	4,350	34,220	0	38,570
Total	9,335	59,996	69,397	138,728
2009	911	Non-Emergency	Administrative	Total
Bayside Dispatch Center	3,039	13,398	17,057	33,494
Brown Deer Dispatch Center	1,333	15,563	41,580	58,476
North Shore Dispatch Center	3,550	31,978	0	35,528
Total	7,922	60,939	58,637	127,498
Two Year Average	911	Non-Emergency	Administrative	Total
Bayside Dispatch Center	3,121	12,625	18,984	34,730
Brown Deer Dispatch Center	1,558	14,744	45,033	61,334
North Shore Dispatch Center	3,950	33,099	0	37,049
Total	9,540	60,468	64,017	133,113





PROJECTED STAFFING LEVELS

The Committee evaluated several staffing models for a providing service to PSAPs of various sizes. Three factors were closely evaluated by the Committee when staffing levels were discussed:

- 1) Service expectations of the communities.
- 2) Projected call volume/workload.
- 3) Number of radio talk groups/frequencies that need to be monitored by dispatchers.

Since the service expectations of the communities being served by the center is a primary factor in determining appropriate staffing of a PSAP, results regarding service expectations compiled from the survey completed by the seven communities were closely evaluated by the Committee. It was determined that the services provided by the center should be strictly related to PSAP operations, including answering of wireless 911 calls. The Committee determined that the center should not be expected to perform clerical duties such as report dictation, report filing, overnight parking permission, etc. Currently, communities have staff employed to perform these tasks. In some communities they are performed by non-dispatch clerical staff, although in other communities, dispatchers perform these tasks. In the three communities served by North Shore Dispatch and in the Villages of Fox Point and River Hills, clerical staff performs these functions independent of the dispatch center.

While considered non-PSAP related functions in many communities across the Country, the Committee determined that the expectation of the communities to answer administrative calls for the agencies needed to be discussed and clarified. Since public safety operations are twenty-four hour per day functions, calls to administrative lines are not limited to business hours that citizens are commonly expect. The Committee determined that a consolidated center can be staffed to handle administrative calls made to the various agencies after normal business hours although each participating agency will need to provide

a procedure for referring these calls either to a voicemail system or a person currently on-duty for that agency.

Ideally, the procedure for handling these calls will be the same for all agencies, but unique circumstances in each community dictate the need to provide various levels of service. The Committee felt that a base level of service provided for administrative calls should be established by the joint center. If a community or agency elects to ask the consolidated PSAP to provide additional services, a fee for those services should be charged to the community. Technology to transfer the administrative calls will need to be considered as part of the design of the center. Cost efficiencies may be realized by jointly purchasing telecommunications infrastructure that can effectively handle transferring of phone calls to either cellular phones or voice mailboxes.

When available, data indicating call volumes at various times of the day was evaluated to determine whether efficiencies could be created by flexing staffing levels throughout the day. This is done in many centers across the Country and is currently employed by many of the PSAPs currently serving the seven communities considering participation in a consolidated PSAP.

Sharing of talk groups/frequencies by agencies lowers the number of dispatch positions and employees needed to staff the center. Various models for sharing of talk groups/frequencies by the law enforcement agencies were discussed. It was determined that the number of participating agencies will dictate the number of talk groups/frequencies that need to be utilized. If either or both of the Ozaukee County agencies participate, additional staffing consideration will need to be given since those agencies utilize a different 800 megahertz trunked radio system than is used by the Milwaukee County agencies.

Evaluation of these three factors led the Committee to determine that minimum staffing levels in a consolidated PSAP should be four people from 8 AM to midnight and three people from midnight to 8 AM. As communities are added to the center, the staffing levels will need to reflect the call volume and number of talk groups/radio frequencies that are required to be monitored. Total staff to ensure staffing at this level will require twenty-one dispatchers and one civilian manager. The civilian manager will also be required to manage information technology issues for the center and fill-in as a dispatcher at times. Additional administrative would be provided from the agency that the dispatch center is housed under, similar to the management and reporting structure currently in place in the Bayside PSAP.

PROJECTED COST ESTIMATES

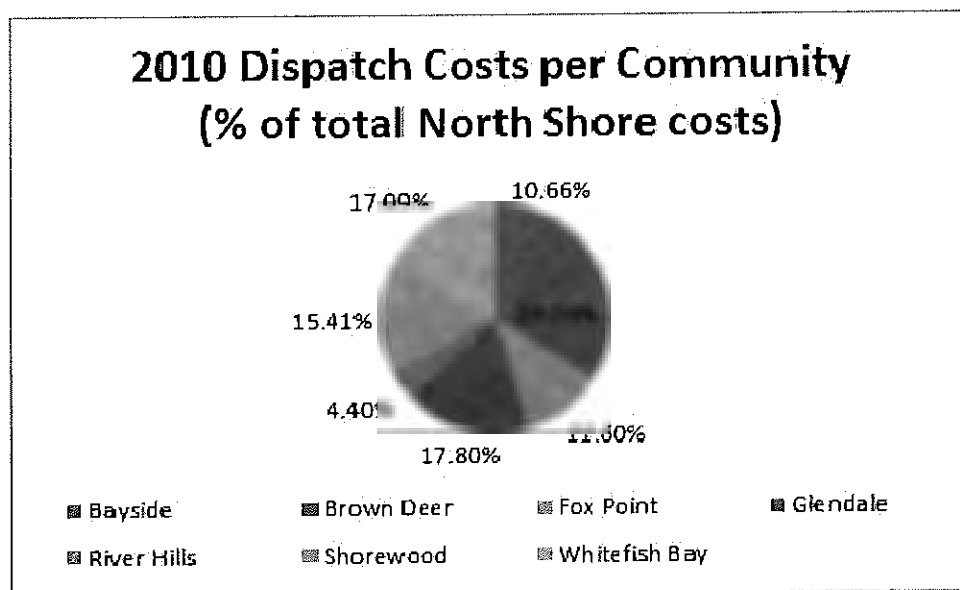
Based on the results of the survey that was distributed and the Committee's evaluation of staffing required to provide service at the levels indicated on the survey, assumptions were made when developing these models.

To determine what, if any, cost efficiencies would be derived from a joint PSAP, ten-year cost projections were developed for a consolidated PSAP. Each community's 2010 budget was used as the basis for comparison. The chart below illustrates the cost of both police and fire dispatch expenditures for each community as well as the percentage share based on the total dispatch expenditures within the North Shore communities.

2010 Community Dispatch Services Costs (Police and Fire)

Community	2010 Budget	Percentage of Total North Shore Dispatch Budget
Bayside	\$ 216,424	10.66%
Brown Deer	\$ 467,697	23.04%
Fox Point	\$ 235,400	11.60%
Glendale	\$ 361,221	17.80%
River Hills	\$ 89,297	4.40%
Shorewood	\$ 312,696	15.41%
Whitefish Bay	\$ 346,928	17.09%
TOTAL	\$ 2,029,663	100.00%

* Brown Deer capital not included in 2010 budget.

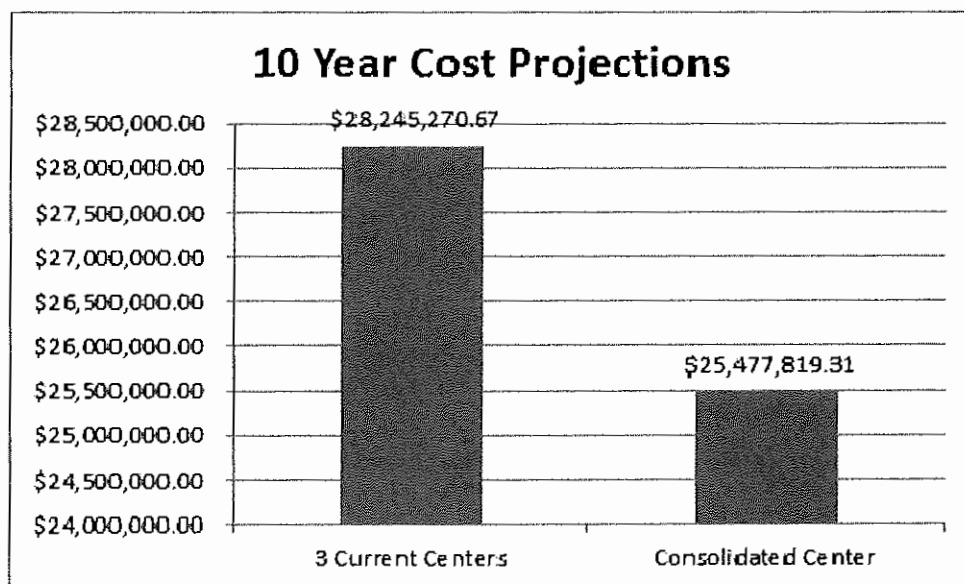


In projecting costs for the current three centers as well as a consolidated center, the same costing assumptions were used in both financial models. The only significant difference in the financial forecast is that costs are anticipated to rise at a faster rate at the one non-consolidated PSAP, Brown Deer, due to the lack of a current cost sharing allocation.

Costs for capital items were evaluated using various financing methods. The Committee initiated discussion with each community and their preferred method for initial capital investment. As the development and transition process evolves, the specifics as to the financing of one-time capital costs will be addressed.

Projected Costs and Savings

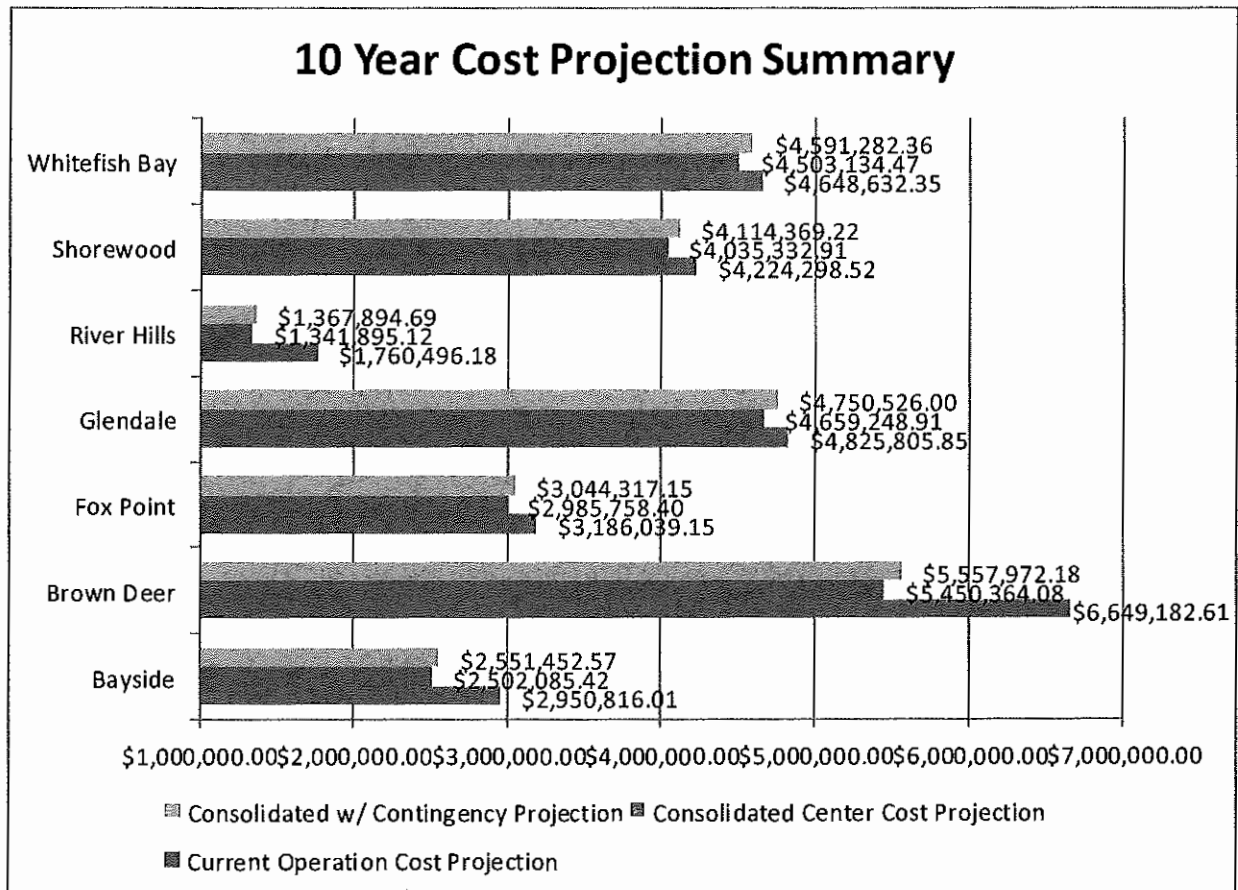
- 10 year cost projection under three current dispatch centers: \$28,245,270.67. 10 year cost projection to increase as capital costs are refined and updated. (i.e. 2010 Brown Deer capital outlay does not include County digital transition).
- 10 year consolidated center costs (operating and annual recurring capital contribution): \$23,477,839.87
- Projected one-time, capital and transition costs to one consolidated center include:
 - Facility expansion, backup and redundant power supply, dry agent fire suppression, digital dispatch consoles, computer aided dispatch, Software Interfaces, radio equipment, wireless trunks, technology and communications infrastructure, server and computer hardware, technology support agreements, etc.
 - \$2 to \$2.5 million. (Capital costs will need to go through a formal bidding process. Dependent on the bids, adjustments may need to be made. A contingency summary is included in the spreadsheet analysis).



- Brown Deer 10 year projected savings inclusive of one-time capital costs: \$1,198,818.52. Savings for Brown Deer and North Shore Dispatch Communities will increase as further capital costs for current centers (i.e.

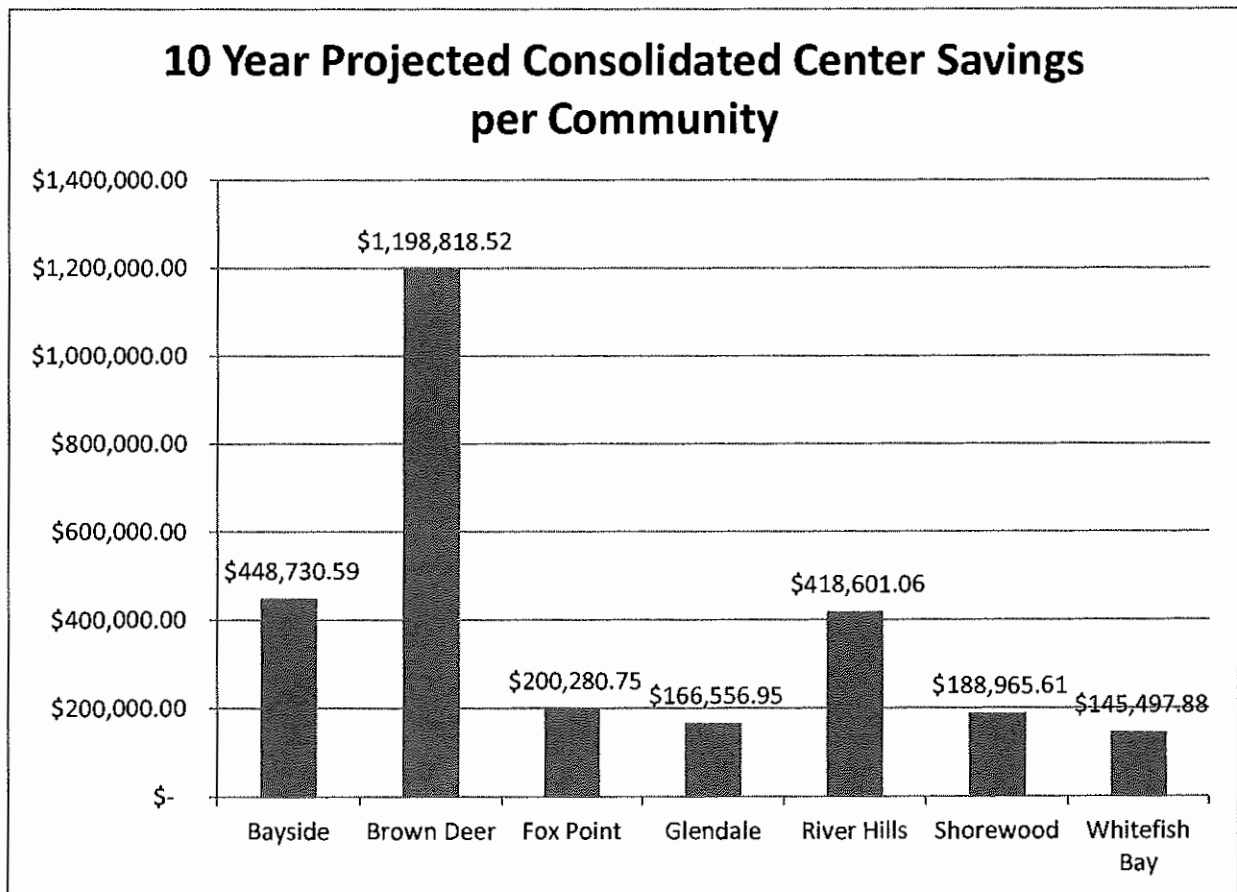
Digital Transition) are obtained. * Savings does not include administrative/police officer/personnel coverage for dispatch personnel when on break, sick, vacation, etc. Committee has been unable to confirm whether costs for GASB 45 OPEB obligations, Work Comp, Liability and other insurances (excluding health and dental) are included in Brown Deer dispatch budget.

- Committee does not address auxiliary staffing and other considerations for Brown Deer (i.e. maintain open hours for Police Department). The six consolidated communities have already addressed these issues.



Each Community

- Saves money.
- Saves different amounts of money due to the fact they bring different expenditure levels into the equation.
- Can determine length of time and how to fund initial capital, change-over, transition, infrastructure, hardware costs.
- Receives high quality, efficient dispatching services.



FUNDING MECHANISMS

A number of methods are used to fund PSAPs throughout the Country. Even within the numerous consolidations among the seven North Shore communities, most of the funding formulas have evolved over time and there is not one consistent funding formula or model utilized or applied to the consolidated partnerships among the seven communities.

The governance structure of the various PSAPs that were studied has a significant impact on the funding mechanism used for the PSAP. In communities where the PSAP falls under a single unit of local government and provides services to the entire geographic area of the unit of government, a tax levy based system is often used. Other funding factors used to divide costs of service include:

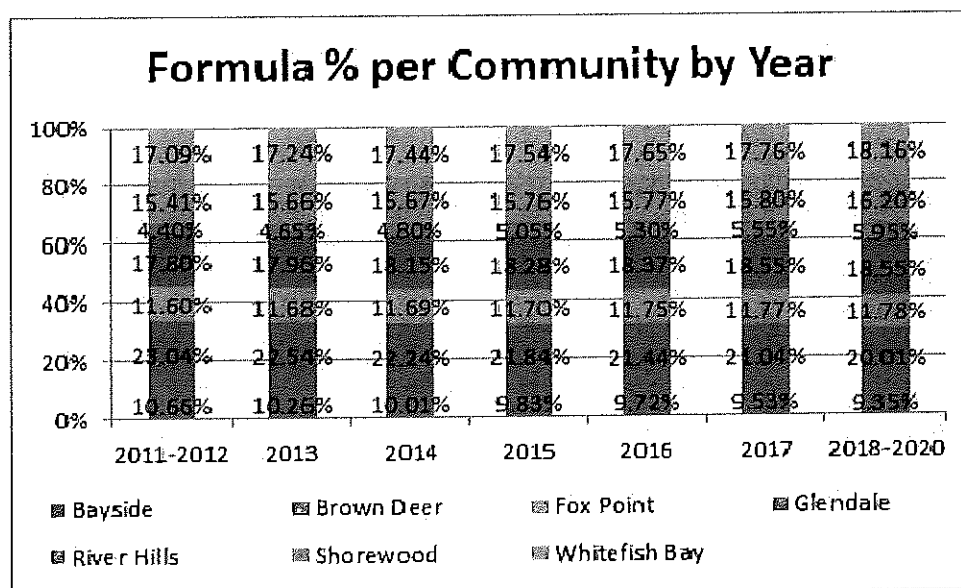
- Population based
- Equalized value (total)
- Equalized value (improvements)
- Calls for service
- Priority based calls for service
- Usage based

- Number of officers/units in the field
- Number of police officers per community
- Police officers per capita
- Number of mobile data units per agency
- Equal share for participating agencies

Approximately one hundred seventy (170) formula options were evaluated to achieve most, if not all, of the eight goals identified to allocate costs to fund a consolidated dispatch. These goals were identified very early in the process and served as the basis for development of a mutually beneficial partnership in which a partnership is formed to benefit all communities serviced by a consolidated PSAP. These eight goals included:

- Positively impact all participating communities, both financially and operationally.
- Tax levy and expense stabilization.
- Avoid large annual percentage/cost shifts among communities.
- Equitable distribution of expenses over the long-term.
- Universally applicable formula.
- Accommodate future expansion.
- Establishes long-term capital funding plan, gleaned experience from NSFD Capital funding discussions through the years.

To achieve these competing demands, a phased implementation of what would be termed the "Consolidated PSAP Hybrid Formula" was developed. This financing formula utilizes the existing 2010 budget allocation for each community (includes both Fire and Police dispatch costs), equalized value (improvements), community population, and an equal share from each community. The combination of factors was developed with a multi-year implementation and stabilization factor included.



As stated above, a multitude of formula options were evaluated to meet the above objectives. Most, if not all, of the formula options examined created "winners" and "losers". The recommended formula meets all of the objectives set forth in the initial discussion of creating a consolidated PSAP from the Committee.

The Committee did discuss the possible re-evaluation of the funding formula, as well as that factors utilized after a "to-be-defined" period of time could more accurately and uniformly gauge the demands for service from each community. Provided the differences in how calls are recorded currently by each PSAP, it was determined this would not be an effective immediate measurement for consideration.

ORGANIZATIONAL STRUCTURE

Several models for the organizational structure and management of the joint PSAP were considered by the Committee. Those included:

- Separate department within a participating government structure
- Part of a participating agency
- Independent agency

Based on previous experiences with joint dispatch centers, it was determined the most appropriate and cost effective structure for a joint PSAP serving the North Shore communities was to follow the model of putting the PSAP in one of the participating agencies. Two of the agencies considering participation in the center expressed interest in serving as the lead agency for a consolidated PSAP; the North Shore Fire Department and the Bayside Police Department. It was determined that the most cost effective model is to place the consolidated PSAP under the Bayside Police Department since it currently manages a consolidated PSAP and a significant amount of the infrastructure to host a consolidated PSAP currently exists at the Bayside Police Department facility.

While the Committee found it best to place a consolidated PSAP under the Bayside Police Department, stakeholders in the consolidation process expressed their desire to ensure that each participating municipality is afforded the opportunity to vote on adoption of a budget and on administrative policy for the joint PSAP. In an effort to provide this input, the Committee recommends creating a joint agency for the purpose of providing political, financial, and operational oversight for a joint PSAP, but allowing for the host agency to manage the PSAP (see Governance Section).

Under the recommended structure, the host agency will administer the PSAP, provide a facility and required technology to meet the service levels established by the Board of Directors, employ management staff and dispatchers, provide human resource services and financial management services for the center and

for the Board of Directors and provide a quality assurance process for the services provided.

While the overall structure of the PSAP should be established by the host agency with input from the Board of Directors, the Committee felt it is important that a civilian manager be established within the Bayside Police Department to oversee the center and that this position be knowledgeable in the information technology systems utilized by the center. Additionally, this position should have previous experience in employee supervision and dispatching in a PSAP.

The Committee also felt it is important that the contracting agency establish supervision on each shift specifically for the center. This not only provides operational supervision and a point of contact for agencies twenty-four hours per day, but it establishes a career path for dispatchers that are employed by the agency. It is recommended that each shift have a "lead dispatcher" type position that reports to the civilian manager. This position would likely be responsible for scheduling of dispatchers, providing training to staff, quality review of performance by employees assigned to them and supporting the civilian manager in addition to the day-to-day supervisor responsibilities.

GOVERNANCE OPTIONS

Throughout the investigatory process, efficiencies of consolidating PSAPs were evident. Yet, without a solid governance structure, the consolidation effort would be lessened. A well-crafted governance agreement is critical to the success of the consolidation. Items considered when developing a draft governance model for consolidated PSAP include:

- Reporting structure and composition of oversight board
- Capital and operating budget development process
- Budget approval process
- Funding mechanism
- Ownership of technology
- Process for participating agency complaint resolution and input

Several models of governance agreements for intergovernmental cooperative services exist in the seven communities. The North Shore area has an extensive history of cooperation in providing municipal services including the two joint PSAPs currently in operation, the North Shore Fire Department, the North Shore Health Department and the North Shore Library. While each of these have their own governance agreement, it was quickly determined by the Committee that simply utilizing one of these agreements for a joint PSAP is not feasible nor recommended.

The Committee gathered these intergovernmental agreements used for the agencies above and also obtained agreements used by other joint PSAPs and municipal agencies in Wisconsin and throughout the Country. A draft agreement

has been written and will be available for review. Language has been included in the draft agreement to accommodate agencies that may join after the initial start-up, and for agencies that may wish to leave the joint PSAP. Additionally, language is included in the draft agreement to allow agencies to contract with the consolidated PSAP for provision of service.

The draft agreement establishes an agency that provides PSAP services through an intergovernmental agreement under Wisconsin Statutes. A Board of Directors is established as the governing body for the agency. Each member community has a representative on the Board of Directors. The member of the Board of Directors from each community would likely be the chief elected official or his/her designee. The Board of Directors is charged with establishing a budget for the agency, setting administrative policy and conducting an audit of the agencies' financial statements each year.

A Finance Committee is established that is responsible to provide oversight to the finances of the agency. The Village Manager/City Administrator of each member community is considered a member of the finance committee in addition to the Fire Chief of the North Shore Fire Department.

An Operations Committee is established in the draft agreement for the purpose of providing operational input to the manager of the joint center. The Operations Committee is comprised of a representative of each agency served by the joint PSAP as well as the North Shore Fire Department. Generally, this is the Chief of the agency or his/her appointee.

HUMAN RESOURCE ISSUES RELATING TO CONSOLIDATION OF PSAPS

A multitude of human resource issues must be addressed by the member communities and the current dispatch centers during the consolidation process. While not insurmountable, it is imperative these issues be addressed in a timely fashion. Additionally, it is important that current PSAP staff be informed of the status of the consolidation throughout the process. Issues that will need to be addressed include:

- Evaluation of Collective Bargaining Agreements.
- How additional staff will be hired by the contracted agency to meet the needs of the newly consolidated PSAP.
- Hiring of a civilian manager prior to the actual "go live" date in order to provide for sufficient planning and building of the infrastructure.
- Pay and benefit disparities

Significant planning will need to occur at least six months prior to the "go live" date relating to the human resource issues identified above. The Committee recommends that a plan be established to hire the civilian director prior to the "go live" date in order to allow the director to develop operational policy for the consolidated center, work with the computer aided dispatch software, and be

involved in the hiring of additional staff required to provide service to the member communities.

PLANNING FOR THE CONSOLIDATION

Once a general commitment for the interested municipalities/agencies is identified, the Committee recommends forming a project committee comprised of representatives from participating agencies and decision-making authorities. Participating agency representation ensures agency input into critical issues and helps increase buy-in to the consolidation process. The Committee recommends that each community discuss and report their respective level of interest and intent to proceed with the recommended PSAP consolidation by October 31, 2010, in order to facilitate the development of the aforementioned transition, development, and implementation plans. The Committee focused on a "go live" operational date of January 1, 2012, or sooner if feasible.

The committee's charge should be to begin resolving consolidation related issues, finalize establishment of a governance agreement, establish a timeline for operations, assist in planning, and provide input on the procurement process for any equipment needed for the PSAP.

Respectfully Submitted,

PSAP Consolidation Sub-Committee
Recommended: September 22, 2010

Municipal Manager/Administrators, Fire Chief, and Police Chiefs
Reviewed September 27, 2010

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**Advantages /Efficiencies of Consolidating Dispatch Services for
Bayside, Brown Deer, Fox Point, Glendale, River Hills,
Shorewood, Whitefish Bay and North Shore Fire Department**

- Service level improvements - This is the single most important reason to consider consolidation.
- 911 dispatchers are truly the "first responder on the scene" and can substantially affect the outcome of an incident.
- Reduction or elimination of the transfer of 911 calls between PSAPs improves response times and lowers the potential for human or technology errors.
- Quicker call processing and dispatch times result in faster on-scene times for field personnel.
- Sharing of physical space enables communications between call takers, law enforcement, fire, and EMS dispatchers to be virtually instantaneous. This improved communications enables field personnel to receive information more quickly and accurately which is particularly important in multi-jurisdictional incidents. This communication is the least tangible or quantifiable benefit of consolidation, but is one of the most key.
- Reduces the Public Answering System Points (PSAP) from 3 to 1 in the seven North Shore communities – Cost savings and increased efficiencies that all 911 calls are received and dispatched from a single center saves times and allows for simultaneous dispatching of both police, fire and emergency medical resources.
- Standardized, consistent training and operational plans for all dispatchers results in enhanced service, greater efficiencies and safer working conditions for police officers and firefighters/emergency medical personnel.
- Provides for more than one dispatcher during periods of heavy call volume or when a dispatcher needs to stay with a caller. Currently, not all the centers have more than one dispatcher 24/7.
- Reduces capital needs during center upgrades. In a consolidated model, only one center requires upgraded radios, consoles, enhanced 911 software, computer aided dispatch (CAD) software, computer hardware, furniture, etc.
- Improves communication and coordination of availability of resources. A single, regional center improves communications for responders providing a single source for the status of all resources during large events or disasters. This coordinated communication promotes sharing of resources, automatic mutual aid and increased cooperation between agencies.
- A single computer aided dispatch system allows for sharing of critical records between participating agencies. A police officer provided with knowledge that an occupant has had past medical problems while performing a welfare check, may request a precautionary non-emergency fire department medical response. Police agencies have knowledge of a persons past history with other police agencies.

- Offers the opportunity to use technological innovation such as voiceless dispatching through advanced CAD and mobile computing features to create personnel cost efficiencies.
- A consolidated environment will offer the opportunity for smaller participants to benefit from state-of-the-art technology, improved training, and expanded career opportunities that would not be otherwise financially or organizationally feasible.
- Consolidation will assist communities in efficiently meeting the need for Wireless 911 Phase I and II technology to locate cell phone callers and improved mapping abilities for wireless 911 and automatic crash notification.
- Consolidation provides enhanced services while providing additional mechanisms for communities to control costs of providing \$2 million of services under challenging economic conditions:
 - Levy limits have challenged communities to maintain services while meeting State mandated tax levy controls.
 - Rapidly changing technology has challenged the ability of communities to purchase the resources required to provide all services expected by the public.
 - Limits future redundant capital purchases.
 - Provides solutions for resolving facility issues in current PSAP facilities in Brown Deer and Whitefish Bay.
 - Frees needed space at Whitefish Bay Police Department.

DRAFT Memorandum

Date:

To: Andrew Pederson, Bayside Village Manager
Michael Hall, Brown Deer Village Manager
Rachel Reiss, Glendale City Administrator
Scott Botcher, Fox Point Village Manager
Chris Lear, River Hills Village Manager
Rebecca Ewald, Shorewood Village Manager
Paul Boening, Whitefish Bay Village Manager

From: Ann Christiansen, Health Director/Officer

Re: Agreement for Public Health Services – North Shore Health Department

Background

- In 1993, the contractual relationship between Shorewood and Whitefish Bay was established to form the Shorewood/Whitefish Bay Health Department. The Shorewood/Whitefish Bay was a Level I health department, providing five basic public health services. These included a communicable disease program, a generalized nursing program, offering health promotion and disease prevention, and human health hazard prevention and control.
- In 1996, the contractual relationship was established among Bayside, Brown Deer, Fox Point, Glendale, and River Hills to form the North Shore Health Department, a Level II department, providing seven public health program or services that address state and local health priorities.
- In 2006, the North Shore Environmental Health Consortium was established between the Shorewood/Whitefish Bay Health Department and the North Shore Health Department to share environmental health services for all North Shore communities except Glendale. The Consortium entered into a contract with the Department of Health Services and Department of Agriculture.
- In 2009, a task force was established to look at the strategic direction of both health departments to consider consolidation.
- Initial meetings were held to garner public input into a potential consolidated North Shore Health Department.
- In 2011, Villages of Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay adopted ordinances authorizing the North Shore Health Department to provide public health services for each Village/City as part of an intergovernmental agreement.
- Effective January 1, 2012, the North Shore Health Department began its operations.
- In May 2014, the North Shore Health Department became a Level III health department. This is the highest designation in Wisconsin and requires health departments to provide 14 public health programs and services.
- The 2012 Agreement for Public Health Services ended on December 31st, 2015 but is renewed automatically each year thereafter.

The purpose of a new agreement for Public Health Services is to update the scope of services based current WI State Statutes and Administrative Code and to revise the funding formula.

Why change the agreement to revise the scope of services? The 2012 Agreement outlines the general provisions and services of the North Shore Health Department in 2011. For a revised agreement, the general provisions and services have been updated to reflect growth

in the department, changes in community health priorities, opportunities available through grant funding, and changes in service provision based on lack of need and interest (i.e., travel health). Appendix A in the new agreement reflects current provisions and services. These are based on services being provided in 2018. The NSHD submits an annual report to the participating communities, outlining current services. The health director will submit a proposed scope of services as part of the budget narrative prior to each calendar year to reflect the scope of services being offered for the upcoming year.

What was the 2012 funding formula agreement for the North Shore Health Department?

As part of the 2012 consolidation agreement, the seven North Shore municipalities agreed to use the North Shore Health Department's funding formula from prior to 2012 to determine the amount each community would be charged in the first year of the fully consolidated health department. Costs were allocated based on "direct charges" and "indirect charges". Direct charges were calculated based on an estimate of direct hours of service provided by the health department multiplied by the "nurse rate" indexed to the Consumer Price Index. There was no equivalent usage data for Shorewood and Whitefish Bay at the time of consolidation, so it was determined that Shorewood would have similar usage amount compared to Brown Deer and Whitefish Bay would be similar to Glendale. The remaining indirect charges were based on the percent of population distribution. The table below from archived documents shows the direct and indirect charges calculated for 2012. Note the direct charges amounted to about 69% of the funds from the participating communities and 31% of the funds were indirect charges. Grant revenue, permit fees, and clinical revenue are not included in the information below.

Table from the 2012 Consolidated Agreement

Estimated 2012 Cost Allocation For a Consolidated Entity Using Current Methods of Direct Hours and % of Population and Grant Revenue						
Community	Estimated Direct Hours See Note A	Times Nurse Rate	Direct Charges	% of Population See Note B	Indirect Charges	Total Estimated 2012 Costs
Bayside	\$ 173.00	\$ 97.69	\$ 16,900	6.80%	\$ 9,343	\$ 26,243
Brown Deer	1,027.50	97.69	100,376	18.60%	25,556	125,932
Fox Point	130.75	97.69	12,773	10.50%	14,427	27,200
Glendale	379.25	97.69	37,049	20.00%	27,479	64,528
River Hills	58.00	97.69	5,666	2.60%	3,572	9,238
Shorewood	1,027.50	97.69	100,376	20.40%	28,029	128,405
Whitefish Bay	379.25	97.69	37,049	21.10%	28,991	66,040
Total	<u>3,175.25</u>		<u>\$ 310,189</u>	<u>100.00%</u>	<u>\$ 137,397</u>	<u>\$ 447,586</u>
Total Estimated Costs to be funded			\$ 447,585			
Less: Direct Charges			(310,189)			
Indirect to be allocated through population			<u>\$ 137,396</u>			

A - The usage for the five current member communities is the most current as provide by the NSHD.
 Comparable usage data for Shorewood and Whitefish Bay is not known. For purposes of this analysis we have
 Assumed Shorewood's usage to be the same as Brown Deer and Whitefish Bay's usage to be the same as Glendale.

B - The population data used is the most current as provide by the NSHD.

Documents from 2013 and 2014 state that municipal managers and the Glendale City Administrator agreed to forgo the agreed upon formula and use the same percentages and amounts as the 2012 agreement. In 2014, the Board of Health and the seven municipalities approved a resolution agreeing to freeze the percent distribution for our costs.

The funding distribution established in 2012 was and continues to be:

	Population distribution	Percent Distribution	2012	2018
Bayside	7%	5.86%	\$ 26,243	\$ 27,697
Brown Deer	19%	28.14%	\$ 125,932	\$ 133,005
Fox Point	10%	6.08%	\$ 27,200	\$ 28,737
Glendale	20%	14.42%	\$ 64,528	\$ 68,157
River Hills	2%	2.60%	\$ 9,238	\$ 9,737
Shorewood	20%	28.69%	\$ 128,405	\$ 135,604
Whitefish Bay	22%	14.75%	\$ 66,040	\$ 69,716
Total	64,830		\$ 447,586	\$ 472,653

Why are we considering a change in the formula?

- After six years maintaining the same percent distribution, the funding distribution does not reflect the current population distribution in the North Shore, yet the health department is charged with serving all residents in the community.
- As operating costs increase, the annual 1.5-2% increases have a greater impact on the communities with the higher percent of funding and thus are not shared equally by all communities.
- When the original formula was determined, two-thirds of the funding formula was based on usage. There is little documentation describing how usage was calculated. This makes it challenging to determine how many hours of service to charge each community. Again, historical documents from 2013 indicate when new usage amounts were provided, large fluctuations resulting from special situations like outbreak events can significantly change year-to-year calculations, thus making it difficult for the communities to budget for health department services. Additionally, when usage is a primary component of the health department formula, municipalities have historically preferred not to promote the health department out of concern that their usage amounts would increase. We propose if usage is going to be a factor in a future funding formula, it be based on an objective measure based on services local health departments are charged to do based on WI State Statute.
- We are proposing a change in the funding formula because the work of health departments is rapidly changing from individually-focused to community-level services. In 2014, the NSHD was designated as a Level III department. As a Level III, we are charged with providing 14 programs and services to our residents. These programs reach all residents of the North Shore, not only specific individuals or communities. In other words, the services that are countable like the number of immunization provided are a small element of current and future health department functions. Services like the program monitoring E. coli levels at our beaches is an example of a service reaching the whole population and thus where it would be a challenge to calculate usage.

What is the proposed formula with a new 2018 Agreement of Public Health Services?

The proposed formula is based on a funding distribution split of 35% usage and 65% per capita costs. By increasing the portion of costs allocated across the population in the North Shore, the costs are more reflective of the programs and services that protect everyone's public health regardless of whether they choose to access direct services. With this proposed funding formula, usage is calculated based on the proportion of communicable disease investigations done in each community. Per WI State Statute, local health departments are required to investigate and respond to Category I and II infectious diseases. These are reported by healthcare providers to a state electronic surveillance system. Health

departments are then charged with controlling further spread of certain diseases. Due to annual fluctuations that may occur following a single outbreak, to calculate usage, we combined three years of communicable disease (2015-2017) investigation data and determined the percent of investigations we conduct per community to create a weighted variable. We divided the total usage costs by nine to determine a per unit cost. Nine units was determined based the total number of municipalities in the North Shore (n=7) plus two additional units for the office locations in Shorewood and Brown Deer. We multiplied the weighted variable by per unit costs to determine the proportion of usage costs for each community. For example, 4.7 percent of NSHD disease investigations from 2015-2017 were done for residents living in Bayside. We multiplied 4.7% by seven units to determine their usage proxy was 0.33. We then multiplied the usage proxy (0.33) by the per unit cost (\$18,381) to determine that the usage costs to Bayside would be \$6,066. We included a full unit cost each for the Villages of Shorewood and Brown Deer because they each currently have a health department office in their communities. By having a health department office, their residents may find it easier to access our clinical services in these locations. Without this additional cost for usage, the portion of the other five municipalities increases to such an extent that they are concerned about whether they would be able to continue being part of the North Shore Health Department.

To offset the fluctuations in the revised costs, the changes to the budget would be phased in over five years. The proposed funding formula would not be adjusted annually to allow time to phase in the new amounts. Cost of living increases would be applied annually. Population and usage distributions would be reassessed in 2023 for the 2024 budget. We would apply the same formula (65% population, 35% usage) using communicable disease investigation data from 2020-2022 to calculate usage and 2020 Census data for population numbers. Given the relatively stable percent distributions for communicable disease investigations we would not expect large changes for the 2024 and future budgets with this model. The only major change that could occur under this funding formula would be if the health department consolidated into one office. We would then determine at that time how those unit costs would be absorbed into the other components of the funding formula. Future changes would be brought before the Village Boards/City Council for review and approval.

			Usage based on Communicable Disease Investigation Weight				
			35% Usage			65% Per Capita	
Current			\$165,429			\$307,224	
	\$		\$	\$18,381 per unit	Weighted units (See Weighted Unit Table Calculations)	\$4.74 per capita	Population
Bayside	27,697	6%		6,066	0.33	20,804	4,389
Brown Deer	133,005	28%	18,381	31,432	1.71	56,875	11,999
Fox Point	28,737	6%		12,315	0.67	31,763	6,701
Glendale	68,157	14%		28,674	1.56	61,013	12,872
River Hills	9,737	2%		3,125	0.17	7,570	1,597
Shorewood	135,604	29%	18,381	25,917	1.41	62,388	13,162
Whitefish Bay	69,716	15%		21,138	1.15	66,881	14,110
	472,653		36,762	128,667	7	307,294*	

*Differences due to rounding adjustments.

	Revised Totals	Revised Percent of total funding	Difference from current	Annual Increase/Decrease each year for 5 years	First year revised costs	2019 Budget
	\$		\$			2.0% COLA
Bayside	26,870	6%	(827)	(165)	27,532	\$28,03
Brown Deer	106,688	23%	(26,317)	(5,263)	127,742	\$130,297
Fox Point	44,078	9%	15,341	3,068	31,805	\$32,441
Glendale	89,687	19%	21,530	4,306	72,643	\$73,912
River Hills	10,695	2%	958	192	9,929	\$10,128
Shorewood	106,686	23%	(28,918)	(5,784)	129,820	\$132,416
Whitefish Bay	88,019	19%	18,303	3,661	73,377	\$74,845
					472,668	482,122

Weighted Unit Table*

Communicable Disease Investigations	Bayside	Brown Deer	Fox Point	Glendale	River Hills	Shorewood	Whitefish Bay	Regional	Total Investigations	North Shore Only
2015	17	99	32	89	6	93	56	105	497	392
2016	26	141	55	108	10	88	96	45	569	524
2017	30	140	62	149	22	132	103	58	696	638
Three Year Total NSHD Investigations	73	380	149	346	38	313	255	208	1,762	1,554
Percent	4.7%	24.5%	9.6%	22.3%	2.4%	20.1%	16.4%			100%
Units	0.33	1.71	0.67	1.56	0.17	1.41	1.15			7 Units

**AGREEMENT FOR PUBLIC HEALTH SERVICES
NORTH SHORE HEALTH DEPARTMENT**

VILLAGE OF BROWN DEER

AND

VILLAGES OF BAYSIDE, FOX POINT, RIVER HILLS, SHOREWOOD, WHITEFISH BAY; CITY OF GLENDALE;

**AGREEMENT FOR PUBLIC HEALTH SERVICES
NORTH SHORE HEALTH DEPARTMENT**

This Agreement is an Intergovernmental Cooperation Agreement pursuant to Sec. 66.0301, Wis. Stats., by and between the Village of Brown Deer (hereinafter referred to as Brown Deer) and the City of Glendale; Villages of Bayside, Fox Point, River Hills, Shorewood, and Whitefish Bay (hereinafter referred to as "Member Agencies").

WHEREAS, Section 251.02 (2). of the Wisconsin Statutes specifically states that "In a county with a population of 500,000 or more, the governing body of each city or village shall establish a local health department that meets the requirements of this chapter (251) or shall contract with the local health department of another city or village in the county to have that local health department provide services"; and,

WHEREAS, Section 251.03 (1) of the Wisconsin Statutes provides for the creation of a local board of health; and,

WHEREAS, Section 251.04 of the Wisconsin Statutes prescribes the duties and powers of a local board of health that includes, but does not limit, assuring a maintenance level of at least a "Level 2", as defined in Section 251.05 (2)(a) of the Wisconsin Statutes; and,

WHEREAS, Section 251.05 (3) of the Wisconsin Statutes further requires a local health department to: (a) regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status, community health needs and epidemiologic and other studies of health problems; (b) develop public health policies and procedures for the community; (c) involve key policymakers and the general public in determining a set of high priority public health services and assure these services to every member of the community; and; (d) submit data, as requested, to the local public health data system established by the department; and,

Whereas, Brown Deer and the Member Agencies have operated and funded a joint local health department since 2012, and

Whereas, Brown Deer and the Member Agencies have mutually benefited, both financially and through the provision of services, and

Whereas, Brown Deer and the Member Agencies desire to continue the operation and funding of the North Shore Health Department, and

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between Brown Deer and Member Agencies as follows:

SCOPE OF CONTRACT

This Agreement supersedes and replaces all prior agreements for joint-local health department services, excepting that any provision of a previous agreement which is not specifically covered or amended by this Agreement shall remain in full force and effect, specifically, without limitation by enumeration

herein, prior provisions relating to the organizational and governance structure of the North Shore Health Department.

DURATION

The initial term of the Agreement shall be for 10 years and shall automatically renew for five-year periods thereafter. During the initial or any subsequent term, a Member Agency may notify the NSHD of its intent to withdraw for any reason whatsoever from the Agreement or not to renew the Agreement with at least three (3) years advance written notice prior to the end of a term.

SCOPE OF SERVICES

Brown Deer, on behalf of the North Shore Health Department, shall supply the following local public health services to all municipalities signatory to this agreement:

- A. Local Board of Health to discharge the powers, duties, and statutory obligations in accordance with Chapter 251 of the Wisconsin Statutes and DHS 140 of the Wisconsin Administrative Code for a Level II or Level III health department. Such services include, but are not limited to, public health nursing services, prevention and control of communicable disease and other disease, promotion of health and abatement or removal of human health hazards and selected objectives consistent with *Healthier People in Wisconsin: A Public Health Agenda for Year 2020* and DHS 140.04 and 140.05 of the Wisconsin Administrative Code. General public health services are more fully set forth in Appendix A.
- B. Local Health Officer to provide Level II or Level III public health services, with qualifications and duties of said local public health officer as prescribed in Section 251.06 of the Wisconsin Statutes and to discharge the duties of said office in accordance with Section 251.06 (3) of the Wisconsin Statutes.
- C. Submit on behalf of the North Shore Department grant proposals to State, Federal, or other agencies to assist in defraying costs of providing services herein.
- D. Perform any other and further activities as may be necessary and proper to provide public health services.
- E. A Medical Officer who is the medical advisor and is licensed to practice medicine and surgery by the State of Wisconsin shall be appointed by the Board of Health for a two-year term.
- F. Upon approval and execution of this agreement, the above-named municipalities agree that public health services will be performed in each of the municipalities by the "North Shore Health Department". In providing such services under this agreement, the employees of the North Shore Health Department will be employees of Brown Deer and will perform under the Director, (local health officer) who will work under the general direction of the Chief Administrative Officer in each North Shore municipality party to this agreement, or his/her designee in his/her municipality.

BOARD OF HEALTH

The North Shore Board of Health shall be composed of a representative appointed by each municipality for a two-year term, and members of the Board of Health will be authorized to carry out the duties and functions as specified in Section 251.04 of the Wisconsin Statutes.

The Board shall ensure that the Department provides all services required by Chapter 251 of the Wisconsin State Statutes and DHS 140 of the Wisconsin Administrative Code for a Level II or Level III health department.

CHARGES

Brown Deer and Member Agencies shall pay an Operating Cost Allocation related to the North Shore Health Department as set forth in Appendix A. Annual Operating Cost Budget increases shall not exceed the average of the previous year's Member Agencies public safety (Police and Fire) collective bargaining agreement wage settlements, plus one percent (1%). Brown Deer and Member Agencies, through written consent, may increase the budgeted allocation beyond the applicable annual increase limit. Brown Deer shall provide Member Agencies with its Annual Operating by September 15 each year.

Commented [AC1]: Should COLA be same as BCC or other joint service or based on BD's COLA?

Should a significant community specific public health event or emergency occur or be requested by Brown Deer or a Member Agency served by the NSHD, and the NSHD incurs additional costs, Brown Deer or the Member Agency involved shall be responsible for any additional costs incurred.

LEGAL REPRESENTATION

The Village of Brown Deer's municipal attorney will serve as the default legal counsel for the North Shore Health Department for general questions and legal issues that impact the entire jurisdiction. Fees for legal counsel will be paid for by the North Shore Health Department as part of their Administrative Charges paid to the Village of Brown Deer. If there is a need for enforcement actions in Brown Deer or a specific Member Agency, the municipal attorney for the impacted municipality will be consulted by the North Shore Health Department, and representation and all attorney's fees and costs regarding representation shall be paid for by the specific municipality.

PAYMENTS

Payments to the North Shore Health Department for Operative Costs shall be made fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year.

If a Member Agency fails to pay in full any payment to be made by it as provided by this Agreement on the due date, Member Agencies shall be indebted to Brown Deer for the payment due, plus interest at an annual percentage rate of eighteen percent (18%), from the due date until full payment. In the event Brown Deer or any Member Agency commences legal action regarding payments due under this Agreement, the prevailing party in such action shall be entitled to its costs, disbursements, and reasonable attorney's fees.

THIRD-PARTY LIABILITY

It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third-party, to the extent liability of the party shall be found, and shall be responsible for all costs and fees attendant with the

defense or settlement of such a claim. Nothing in this Agreement shall be construed to limit the right of contribution of either party against the other in the event of liability to a third-party. This Agreement is intended to be solely between the Parties hereto and its terms shall not be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third-party or parties.

DISPUTE RESOLUTION

The Parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation by a single mediator. In any litigation thereafter will entitle the substantially prevailing party shall be entitled to its attorneys' fees and costs.

AMENDMENTS

Any amendments to this Agreement or any exhibit hereto shall be approved by the governing bodies of Brown Deer and all Member Agencies.

HOLD HARMLESS

Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by the NSHD or any Party by reason of services provided by the NSHD shall be the liability of the NSHD, subject to the contributions of the Parties herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Parties in accordance with the Operating Cost Allocation in Appendix A, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such Parties to the Operating Cost Budget, or if such operating budget is insufficient, through additional contributions to the NSHD made proportionately by the Member Agencies in accordance with Appendix A.

ASSIGNMENT

Neither party may assign this Agreement.

SEVERABILITY

If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

INSURANCE

Brown Deer shall procure and maintain during the term of this Agreement insurance to cover this operation. Such insurance shall include, but not be limited to property, workers compensation, energy systems, errors and omissions, and employee dishonesty insurance coverage. Such insurance shall name each of the Member Agencies as an additional insured.

WISCONSIN LAW

This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of Brown Deer or the Member Agencies under § 893.80 Wis. Stats. or any other statutory or common law.

ACKNOWLEDGMENT

Member Agency acknowledge by the signature of its duly authorized representative below that Member Agency or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Member Agency fully understands that Brown Deer is a provider of equipment and service and not an insurer, and Member Agency agree to be bound by such terms and conditions.

ENTIRE AGREEMENT

This document, including any and all attachments, unless specified as illustrative, constitutes the entire Agreement between Brown Deer and Member Agencies on this subject matter, except as specifically set forth under Scope of Services, and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification.

This Agreement is not binding unless approved in writing by an Authorized Representative of Brown Deer. In the event of failure of approval, the only liability of Brown Deer shall be to return to Member Agencies the amount, if any, paid to Brown Deer upon signing of this Agreement. This Agreement supersedes and voids any previously existing agreement between Brown Deer and any of its Member Agencies, except as specified herein.

PRESUMPTIONS

This Agreement is the result of negotiations between the Parties, each of whom was represented by counsel. No Party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

AUTHORITY

The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective Parties.

VILLAGE OF BAYSIDE

By: _____ DATE: _____
Samuel D. Dickman, Village President

By: _____ DATE: _____
Lynn A. Galyardt, Village Clerk

CITY OF GLENDALE

By: _____ DATE: _____
Bryan Kennedy, Mayor

By: _____ DATE: _____
Karen L. Couillard, City Clerk

VILLAGE OF BROWN DEER

By: _____ DATE: _____
Carl Krueger, Village President

By: _____ DATE: _____
Jill Kenda-Lubetski, Village Clerk

VILLAGE OF FOX POINT

By: _____ DATE: _____
Douglas Frazer, Village President

By: _____ DATE: _____
Kelly Meyer, Village Clerk

VILLAGE OF RIVER HILLS

By: _____ DATE: _____
J. Stephen Anderson, Village President

By: _____ DATE: _____
Chris Lear, Village Clerk

VILLAGE OF SHOREWOOD

By: _____ DATE: _____
Allison Rozek, Village President

By: _____ DATE: _____
Sara Bruckman, Village Clerk

VILLAGE OF WHITEFISH BAY

By: _____ DATE: _____
Julie Siegel, Village President

By: _____ DATE: _____
Jennifer Amerell, Village Clerk

DRAFT

APPENDIX A

North Shore Health Department Services for the 7 North Shore Communities

General Provisions

Board of Health:

- Representation from each community.
- Participation in program evaluation and staff selection process.
- Carry out powers and duties specified in WI State Statute, Chapter 251.04.

Finances:

- Budget management and preparation with Board of Health.
- Village of Brown Deer as fiscal agent for the Department.
- Annual budget presentation to Village of Brown Deer and any requesting municipalities.

Grant Management:

- Negotiating and completing grant objectives.
- Completing required annual grant reports.
- Submitting grant expenditure reports and managing grant funds.

Health Department Level:

- Maintain minimum Level II status as outlined in WI State Statute, Chapter 251 and WI Administrative Code, DHS 140.

Location:

- 2 locations at the existing facilities in Shorewood and Brown Deer.

Partnerships:

- Collaborating with other community departments, school systems, healthcare facilities, businesses and senior and other community organizations.
- Serve on local, regional, county, or state coalitions related to North Shore community health improvement initiatives.

Program/Service Development:

- Public health programs and services developed according to needs as identified by a North Shore Community Health Assessment and North Shore Community Health Improvement Plan and Department of Health Services Administrative Rule, 140.

Program/Service Evaluation:

- Communities will have opportunities for continued evaluation of programs and services. North Shore Health Department will maintain a Performance Management System for tracking and reporting on department programs and services.

North Shore Health Department Services and Programs (in alphabetical order),

as of 2018

Animal Bites to Humans (WI State Statute, Chapter 95.21 – Animal Health):

Quarantine dogs and cats after bites to humans in communities with local rabies control programs.

Collect and submit animal specimens for rabies testing.

Provide information to the public on health effects of animal bites.

Attend vicious animal hearings as requested by police.

Beach Water Testing (Grant from WI Department of Natural Resources):

Test water from Atwater, Klode, and Doctors Park beaches during swimming season.

Post test results at the beaches and on wi beaches.com.

Close and reopen beaches to wading and swimming as necessary.

Blood Pressure Checks (Administrative Code, DHS 140 – Public Health Nursing Services):

By appointment at either location.

Monthly blood pressure clinics throughout North Shore.

Cholesterol/Triglyceride/Glucose Screening (WI Administrative Code, DHS 140 – Public Health Nursing Services):

By appointment during monthly scheduled cholesterol clinics at both locations. Includes discussion of results with a public health nurse.

Communicable Disease Control (WI State Statute, Chapter 252 – Communicable Disease):

Active surveillance of community schools, daycares and nursing homes. Receiving and analyzing communicable disease reports from these sources.

Follow-up on communicable diseases according to state protocols.

Report disease outbreaks to the community via newsletters and the websites.

Provide antituberculosis medications to TB infected residents and doing directly observed therapy as required.

Home/school/business visits as necessary for disease prevention and control.

Community Events (WI Administrative Code, DHS 140 - Services to Promote Health):

Participate in public health-related community events throughout North Shore.

Community Health Assessment (WI Administrative Code, DHS 140, Public Health Nursing Services)

Participate in or lead a collaborative process resulting in a comprehensive community health assessment.

Community Health Improvement Initiatives (Priorities identified as part of Community Health Improvement Planning Process, WI Administrative Code, DHS 140). Example priorities include:

- Injury Prevention
- Chronic Disease Prevention and Control
- Mental Health and Wellness
- Substance Abuse
- Other Emerging Public Health Priorities

Emergency Preparedness (WI State Statute, Chapter 323 - Emergency Management; CDC and WI Department of Health Services Grant Funding):

Attend regional and statewide planning and training sessions and exercises.

Provide information to the public on preparing for disasters and emergencies.

24 hour on-call availability of health department personnel via a cell phone number available to North Shore Fire/Rescue, community officials and police departments. Number available through Bayside Communications Center.

Flu Clinics (WI Administrative Code, DHS 140 – Public Health Nursing Services):

At varying locations throughout the North Shore.

Food Safety and Recreational Licensing (WI State Statute, Chapter 97.41 – Retail Food; WI Administrative Code, DHS 140)

Health Education and Information (WI Administrative Code, DHS 140 – Public Health Nursing Services, Services to Promote Health):

Available from a public health nurse by phone or by visiting either location.

Posted on community websites and social media.

Printed educational materials available by request.

Prepare community newsletter articles as requested.

Home Visits (WI Administrative Code, DHS 140 -- Public Health Nursing Services):

Provide home visits for newborns, elderly, or others with health concerns or reportable communicable diseases.

Provide home visits when referred by health care providers and fire and police departments.

Human Health Hazard Investigation (WI State Statute, Chapter 254.55 -- Human Health Hazards; WI Administrative Code, DHS 140):

Follow-up on referrals or concerns from public.

Immunization Program (WI Administrative Code, DHS 140 - Public Health Nursing Services, Grant funding from WI Department of Health Services):

Offer two immunization clinics per month at the Shorewood location, two clinics per month at the Brown Deer location, one clinic per month at the North Shore Library.

Immunizations provided based on guidelines by the CDC and WI Department of Health Service's Vaccine for Children Program.

Access and update the statewide immunization database.

Assure compliance with Wisconsin Student Immunization Law.

Lead Screening and Prevention (WI State Statute, Chapter 254.152, Toxic Substances, Lead Poisoning, Grant funding from WI Department of Health Services):

Consultation and referral for families with a child with elevated blood lead levels.

HEPA vacuum rental for lead particle cleanup.

Maternal and Child Health (WI Administrative Code, DHS 140 - Public Health Nursing Services, Grant funding from WI Department of Health Service)

Priorities determined based on Maternal and Child Health Block Grant to DHS. Priorities in 2018 include suicide prevention and support for breastfeeding in workplaces and childcare settings.

Referrals for free mammograms and Pap tests for qualifying women through a State-funded program.

Mosquito (West Nile Virus) Surveillance (WI Administrative Code, DHS 140 – Conduct Environmental Health Program):

Test ditches and catchbasins for mosquito larvae in communities using larvicide, per requirements of DNR permit.

Provide public information on mosquito control and personal protection.

APPENDIX B: Operating Cost Allocation

For the fiscal year 2018, Brown Deer and Member Agency billings to the North Shore Health Department total. Member Agencies shall pay the following allocation of the annual budgeted operational charges (Operating Cost Allocation):

	Current - 2018	2019	2020	2021	2022	2023
Bayside	5.86%	5.82%	5.79%	5.75%	5.72%	5.68%
Brown Deer	28.14%	27.03%	25.91%	24.80%	23.68%	22.57%
Fox Point	6.08%	6.73%	7.38%	8.03%	8.68%	9.32%
Glendale	14.42%	15.33%	16.24%	17.15%	18.06%	18.97%
River Hills	2.06%	2.10%	2.14%	2.18%	2.22%	2.26%
Shorewood	28.69%	27.47%	26.24%	25.02%	23.79%	22.57%
Whitefish Bay	14.75%	15.52%	16.30%	17.07%	17.85%	18.62%

Future year's costs shall be determined by the conditions specified in the Agreement (Charges). Percentages in years 2024 and beyond shall be assessed based on the funding formula in 2023.

AGREEMENT FOR PUBLIC HEALTH SERVICES
NORTH SHORE HEALTH DEPARTMENT

WHEREAS, Section 66.0301 of the Wisconsin Statutes authorizes cities and villages to enter into inter-governmental cooperation agreements for the receipt or furnishing of services, or the joint exercise of any power or duty required or authorized by law; and,

WHEREAS, Section 251.02 (2). of the Wisconsin Statutes specifically states that "In a county with a population of 500,000 or more, the governing body of each city or village shall establish a local health department that meets the requirements of this chapter (251) or shall contract with the local health department of another city or village in the county to have that local health department provide services"; and,

WHEREAS, Section 251.03 (1) of the Wisconsin Statutes provides for the creation of a local board of health; and,

WHEREAS, Section 251.04 of the Wisconsin Statutes prescribes the duties and powers of a local board of health that includes, but does not limit, assuring a maintenance level of at least a "Level 2", as defined in Section 251.05 (2)(a) of the Wisconsin Statutes to "provide at least surveillance, investigation, control and prevention of communicable diseases, other disease prevention, health promotion and human health hazard control"; and,

WHEREAS, Section 251.05 (3) of the Wisconsin Statutes further requires a local health department to: (a) regularly and systematically collect, assemble, analyze and make available information on the health of the community, including statistics on health status, community health needs and epidemiologic and other studies of health problems; (b) develop public health policies and procedures for the community; (c) involve key policymakers and the general public in determining a set of high priority public health services and assure these services to every member of the community; and, (d) submit data, as requested, to the local public health data system established by the department; and,

WHEREAS, the Village of Brown Deer ("Brown Deer") previously has contracted to render health department services to Village of Bayside ("Bayside"), Village of Fox Point ("Fox Point"), Village of River Hills ("River Hills"), and the City of Glendale ("Glendale"), under intergovernmental agreements by which the municipalities created the North Shore Health Department and by which Brown Deer provided health department services to the municipalities participating in the North Shore Health Department; and,

WHEREAS, the Village of Shorewood ("Shorewood") and the Village of Whitefish Bay ("Whitefish Bay") previously created a joint health department known as the Shorewood/Whitefish Bay Health Department by which Shorewood provided health department services to these two communities; and

WHEREAS the parties to this agreement have had discussions to consolidate the North Shore Health Department and the Shorewood/Whitefish Bay Health Department and have the North Shore Health Department provide health department services to all of the municipalities entering into this agreement; and

WHEREAS, Brown Deer, Bayside, Fox Point, River Hills, Glendale, Shorewood and Whitefish Bay, all municipal corporations located in Milwaukee County, Wisconsin, for and in consideration of the mutual promises and covenants herein contained, desire to establish a jointly and equitably funded health department, pursuant to Chapters 251 and 252 of the Wisconsin Statutes, hereinafter called the "North Shore Health Department", a voluntary association by and between the parties hereto; and

WHEREAS, Section 251.09 of the Wisconsin Statutes permits for the establishment of local health departments jointly providing health services as agreed upon under Section 66.0301 of the Wisconsin Statutes.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto for and in consideration of the mutual promises and covenants herein contained, that by this Agreement the North Shore Health Department is the Health Department serving the municipalities signatory to this Agreement as follows:

SECTION 1. PUBLIC HEALTH SERVICES TO BE SUPPLIED BY BROWN DEER

Brown Deer, on behalf of the North Shore Health Department, shall supply the following local public health services to all municipalities signatory to this agreement:

- A. Local Health Officer to provide Level II public health services, with qualifications and duties of said local public health officer as prescribed in Section 251.06 of the Wisconsin Statutes and to discharge the duties of said office in accordance with Section 251.06 (3) of the Wisconsin Statutes.
- B. Local Board of Health to discharge the powers, duties, and statutory obligations in accordance with Section 251.04 of the Wisconsin Statutes.
- C. General public health services as more fully set forth in Appendix "A" which is incorporated by reference and made a part hereof.
- D. Represent the North Shore Health Department communities at meetings and hearings in matters related to the services provided under this agreement.
- E. Submit on behalf of the North Shore Department grant proposals to State, Federal, or other agencies to assist in defraying costs of providing services herein.
- F. Perform any other and further activities as may be necessary and proper to provide public health services enumerated herein.

- G. A Medical Officer who is the medical advisor and is licensed to practice medicine and surgery by the State of Wisconsin shall be appointed by the Board of Health for a two-year term.
- H. Upon approval and execution of this agreement, the above-named municipalities agree that public health services will be performed in each of the municipalities by the "North Shore Health Department". In providing such services under this agreement, the employees of the North Shore Health Department will be employees of Brown Deer and will perform under the Director, (public health officer) who will work under the general direction of the Chief Administrative Officer in each North Shore municipality party to this agreement, or his/her designee in his/her municipality.
- I. Local public health services will be provided to community residents of each municipality signatory to this agreement. All services will be provided at the Brown Deer Village Hall and the Shorewood Village Center, at 2010 E. Shorewood Blvd., except for specific health clinics that may be scheduled in other communities. Any health clinics held in other North Shore municipalities party to this agreement will be arranged by mutual agreement between the North Shore Health Department Director and the Chief Administrative Officer in each community, or his/her designee.

SECTION 2. BOARD OF HEALTH

- A. All participating communities shall adopt a Local Board of Health ordinance (copy of which is attached as Appendix B) which provides that each municipality that enters into this Agreement shall appoint for a two-year term one representative member on the North Shore Health Department Board of Health; and that the members of the Board of Health will be authorized to participate in the evaluation of the Health Department and the process of the selection of staff for the Health Department.

SECTION 3. COMPENSATION

- A. All municipalities participating in services provided by Brown Deer for the North Shore Health Department hereby agree to pay a proportionate cost, consistent with Appendix "C", which is incorporated by reference and made a part hereof. In essence, each year, in or approximately August, the Director of the North Shore Health Department will record each municipality's "actual use" or direct cost of services provided from the previous year, based upon services listed in Appendix "A", and will apply hourly rates to services rendered. Hourly rates are set forth in Appendix "C". The "actual" cost determined by this method is a component of the cost allocation for each community, and is applied in the cost sharing formula for the next subsequent year.
- B. Indirect costs of the North Shore Health Department will be prorated to each participating municipality based upon each community's population percentage to

all North Shore Health Department municipalities' total population. These indirect costs are included in Appendix "C", and are subject to revision each year based upon a participating municipality's actual use, or direct cost.

- C. In September of each calendar year, the Director of the North Shore Health Department will submit a written report and budget to each municipality's Chief Administrative Officer for the purpose of setting forth the subsequent year fees pursuant to this agreement. The Chief Administrative Officers of each participating community shall meet with the Director of the North Shore Health Department to review and approve the report and budget prior to approval of the respective community's annual budget. In addition, the Director of the North Shore Health Department will attend any meeting for purposes of presenting the written report and answering any questions, relating to services and payment under this agreement. The Director of the North Shore Health Department shall provide each participating member quarterly usage data under this provision. Furthermore, after three years of the date of execution of this agreement the parties may consider a provision that provides for the direct charge to be based on a three year average of "actual use basis" rather than on an annual basis for the purpose of avoiding cost spikes to the participating communities.
- D. Fees for service will be billed on a quarterly basis, on the 15th day of January, April, July, and October, with each North Shore municipality's payment due on the first day of each subsequent month.

SECTION 4. CONSOLIDATION

- A. Retirements. Any employee retirement costs for either North Shore or Shorewood/Whitefish Bay Health Departments prior to January 1, 2012 will be the responsibility of the employer at the time of retirement.
- B. The Shorewood/Whitefish Bay health department assets at the Shorewood Village Center listed on Appendix D may be utilized by the North Shore Health Department; however those assets shall remain the assets of Shorewood. Any assets acquired and used at the Shorewood Village Center by the North Shore Health Department after this Agreement is in effect shall be assets of the North Shore Health Department. The Village of Shorewood Health Department space within the Shorewood Village Center will be made available to the North Shore Health Department pursuant to Section 1. I of this agreement, however Shorewood may be permitted to utilize the conference room associated with the facility as long as there is not a disruption to the Health department operations.
- C. As part of this Agreement any employees of the Shorewood/Whitefish Bay health department that become employees of the North Shore Health Department will no longer be employees of Shorewood. Staffing of the North Shore Health Department at the Shorewood Village Center shall be consistent with the provisions set forth in Appendix A and the current public nursing staff at the

Shorewood/Whitefish Bay Health Department shall be employed at the North Shore Health Department. Seniority for these employees shall be maintained.

SECTION 5. TERM

- A. This Agreement shall commence on January 1, 2012 and end on December 31, 2015 and shall be renewed automatically each year thereafter, subject to the right of any Party to withdraw from the Agreement by written notice of withdrawal delivered to the Clerk of the other Municipalities that are party to the Agreement not less than 90 days prior to the beginning of the next year of the Agreement.

SECTION 6. PRIOR AGREEMENTS and AMENDMENTS

- A. Any agreements entered into by the parties prior to this Agreement that are inconsistent with this Agreement are superseded by this Agreement as it is the intent of the parties that Health Department services will be provided in each of their municipalities pursuant to the provisions of this Agreement.
- B. Changes to this Agreement, to include any modification or addition to the services enumerated herein, or the addition of any municipality as a party, shall be made only by an instrument in writing executed by the parties.

The remainder of this page is intentionally left blank. The signature page follows.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective officers as of the ____ day of _____, 20____, being duly authorized by their respective governing bodies and further direct their Clerk to forward the executed Agreement to the North Shore Health Department which shall provide a fully executed copy to each of the parties.

VILLAGE OF

By: [Signature]
Samuel D. Dickman, Village President

[Signature]
Lynn A. Galyardt, Village Clerk

VILLAGE OF FOX POINT

By: [Signature]
Michael A. West, Village President

[Signature]
Tanya O'Malley, Village Clerk

VILLAGE OF BROWN DEER

By: [Signature]
Carl Krueger, Village President

[Signature]
Russell Van Gompel, Manager/Clerk

CITY OF GLENDALE

By: [Signature]
Jerome A. Tepper, Mayor

[Signature]
Susanne M. Hanaman, City Clerk

VILLAGE OF RIVER HILLS

By: [Signature]
Robert C. Brunner, Village President

[Signature]
Barbara Goeckner, Village Clerk

VILLAOREWOOD

By: _____
GIJYJQSon, Village President

[Signature]
Sherry Grant, Village Clerk

VILLAGE OF WHITEFISH BAY

By: [Signature]
Julie Siegel, Village President

[Signature]
Jennifer Amerell, Village Clerk

Appendix A

Health Department Services for the 7 North Shore Communities

General Provisions

Board of Health:

Representation from each community.

Participation in program evaluation and staff selection process.

Finances: Budget management and preparation with Board of Health and Village Boards' cooperation.

Village of Brown Deer as fiscal agent for the Department.

Grant Management:

Negotiating and completing grant objectives.

Completing required annual grant reports.

Submitting grant expenditure reports and managing grant funds.

Health Department Level:

Maintain Level II status.

Location:

2 locations at the existing facilities in Shorewood and Brown Deer.

Partnerships: Collaborating with other community departments, school systems, healthcare facilities, businesses and senior and other community organizations.

Personnel: Includes a minimum of 2 full time equivalent public health nurses at each location, a full time sanitarian, a full time health officer, a full-time administrative assistant and a medical advisor.

24 hour on-call availability of the Health Officer or a public health nurse via a cell phone number available to community officials and police and fire departments.

Program/Service Development: Public health services developed according to each community's needs as identified by a community assessment and community health improvement plan.

Program/Service Evaluation:

Communities will have opportunities for continued evaluation of programs and services.

Miscellaneous:

Participating communities will be charged for their employees' immunizations as part of the "actual usage charge."

Participating communities will not be charged for Health Department community presentations and events; the cost for these services will be considered an indirect charge.

Health Department Services

Animal Bites to Humans:

- Quarantining dogs and cats after bites to humans in communities with local rabies control programs.
- Collecting and submitting animal specimens for rabies testing.
- Providing information to the public on health effects of animal bites.
- Attending vicious animal hearings as requested by police.

Beach Water Testing:

- Water testing from community beaches during swimming season.
- Posting test results at the beaches and on wibeaches.com.
- Closing and reopening beaches to wading and swimming as necessary.

Blood Pressure Checks:

- By appointment at either location.
- Monthly blood pressure clinics at the the Shorewood location and at the North Shore Library.

Cholesterol/Triglyceride/Glucose Screening:

- By appointment during monthly scheduled cholesterol clinics at both locations. Includes discussion of results with a public health nurse.

Communicable Disease Control:

- Active surveillance of community schools, daycares and nursing homes. Receiving and analyzing communicable disease reports from these sources.
- Following up on communicable diseases according to state protocols.
- Reporting disease outbreaks to the community via newsletters and the websites.
- Providing antituberculosis medications to infected residents and doing directly observed therapy as required.
- Home/school/business visits as necessary for disease prevention and control.

Community Events:

- Participating in local events such as the Criterium, 4th of July, National Night Out, etc. to provide health information and to assure food safety.

Complaint Investigation:

- For environmental hazards and nuisances.

Emergency Preparedness:

- Attending regional and statewide planning and training sessions and exercises.
- Providing information to the public on preparing for disasters and emergencies.

Flu and Pneumonia Clinics:

- At varying locations throughout the communities.

Inspection and Licensing:

For restaurants, food sellers, hotels, temporary events, massage facilities and swimming pools.

Health Education and Information:

Available from a public health nurse by phone or by visiting either location.

Also posted on community websites.

Printed educational materials available.

Preparing community newsletter articles as requested.

Home Visits:

For newborns, elderly, or others with health concerns or reportable communicable diseases.

By referral from health care providers and fire and police.

Human Health Hazard Investigation:

Follow up on referrals or concerns from public.

Immunization Clinics:

2 immunization clinics per month at the Shorewood location, 2 clinics per month at the Brown Deer location, 1 clinic per month at the North Shore Library.

Additional clinic sites may be added.

Adult immunizations also available by appointment at both locations for a fee.

Accessing the statewide immunization database at both locations.

Lead Screening and Prevention:

Blood lead tests for children age 1-5 years.

Consultation and referral for families with a child with elevated blood lead levels.

HEPA vacuum rental for lead particle cleanup.

Mosquito (West Nile Virus) Surveillance:

Testing ditches and catchbasins for mosquito larvae in communities using larvicide.

Providing public information on mosquito control and personal protection.

Nutrition and Physical Activity Programs:

Community and worksite wellness, including nutrition and activity promotion.

Senior Health:

Collaborating with senior service agencies to improve the health of constituents.

Student Health:

Health consultation, communicable disease control, school immunization report review, health education.

Collaborating with university and school nurses and health aides.

Tobacco Control:

Smoking prevention and cessation referrals.

Reduction of harmful effects of tobacco use and clean indoor air initiatives through the regional Tobacco Free Coalition.

Travel Health:

Selected travel vaccines and travel health recommendations.

Women's Health:

Free mammograms and Pap tests for qualifying women through a State-funded program.

APPENDIX B

STATE OF WISCONSIN

MILWAUKEE COUNTY

VILLAGE OF SHOREWOOD

ORDINANCE NO:

An Ordinance Regarding the North Shore Health Department and the Board of Health

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the ____ day of _____, 2011, a quorum being present and a majority of the Board voting therefore, said Board does ordain as follows:

SECTION 1

That Section 44-7, Department Created; composition of Article IV, Health Department of Chapter 44, Departments of the General Ordinances of the Village of Shorewood is hereby repealed and recreated to read as follows:

§44-7. Department created; composition.

The North Shore Health Department shall provide public health services for the Village of Shorewood pursuant to intergovernmental agreement between the Village of Shorewood and other North Shore municipalities and it shall be the Village of Shorewood Health Department.

SECTION 2

That Section 44-8, Board of Health of Article IV, Health Department of Chapter 44, Departments of the General Ordinances of the Village of Shorewood is hereby repealed and recreated to read as follows:

§44-8. Board of Health.

A. **Creation.** The North Shore Health Department Board of Health shall be the Board of Health for the Village of Shorewood.

B. Composition.

(1) The Board of Health shall consist of one representative from the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay and the City of Glendale. Appointments to the Board of Health shall be made by the village president or mayor of each participating community and shall serve as that community's representative to the North Shore Health Department Board of Health for a term of two (2) years, subject to confirmation by each municipality's governing body. The Medical Officer shall be a member of the North Shore Health Department Board and be appointed by the Board of Health for a two (2) year term. The health officer to the North Shore Health Department shall be staff representatives to the board.

(2) Each person appointed to represent a municipality shall have demonstrated interest

or competence in the field of public health or community health. Appointments made to the board of health shall consist of no more than nine members, and at least three of these members shall be persons who are not elected officials or employees of the governing bodies. A good faith effort shall be made to appoint a registered nurse and a physician. The Board of Health should reflect the diversity of constituents served.

- C. **Term of office.** Each participating municipality's representative shall be appointed for a two (2) year term in conformance with the municipality's practice for appointing any board members, subject to confirmation by each municipality's governing body.
- D. **Selection of officers.** The board of health shall annually elect a chair and clerk at its first meeting of each calendar year. The director of the North Shore Health Department or his designee shall record minutes for board of health meetings.
- E. **Meetings.** All meetings of the North Shore Health Department Board of Health shall be properly posted and notice given in accordance with state open meeting law. Meetings shall be held at least quarterly. The board of health may meet more often, on an as-needed basis, at the call of the chair, so long as the meeting is properly posted and notice given in accordance with Wis. Stats. § 19.84.
- F. **Jurisdiction and duties.**

(1) The board of health shall govern the North Shore Health Department and ensure the enforcement of state public health statutes and public health rules of the department, subject to the "Agreement for Public Health Services, North Shore Health Department" and applicable ordinances of each participating municipality.

(2) Specifically, the board of health shall:

(a) Assist in determining public health needs and advocate for the provision of reasonable and necessary public health services.

(b) Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates equitable distribution of public health resources and complementary private activities commensurate with public health needs.

(c) Ensure conformance with the "Agreement for Public Health Services, North Shore Health Department."

(d) Assure that measures are taken to provide an environment in which individuals can be healthy.

(e) Assure that the North Shore Health Department is a Level II or III health department, as specified in Wis. Stats. § 251.04(1) and (2).

SECTION 3

That Section 44-9, Health Officer of Article IV, Health Department of Chapter 44, Departments of the General Ordinances of the Village of Shorewood is hereby repealed and recreated to read as follows:

§44-9. Health Officer.

The North Shore Health Department shall provide a Health Officer for the Village of Shorewood pursuant to intergovernmental agreement between the Village of Shorewood and other North Shore municipalities and the Health Officer of the North Shore Health Department shall be the Health Officer for the Village of Shorewood.

SECTION 4

That Section 44-10, Director of Public Health Services of Article IV, Health Department of Chapter 44, Departments of the General Ordinances of the Village of Shorewood is hereby repealed

SECTION 5

That all ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

SECTION 6

That this ordinance shall take effect and be in force on January 1, 2012 after its passage and publication pursuant to law.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this ____ day of _____ 2011.

Guy Johnson, Village President

Countersigned:

Sherry Grant, Village Clerk

Appendix C

Financial Impact of Consolidation

Estimated 2012 Costs

The table below compares the estimated 2012 expenditures and revenues for a separated Shorewood/Whitefish Bay Health Department and North Shore Health Department with a combined seven member health department. The significant assumptions made in this analysis follow the table and the entire projection can be found in the appendix to this document.

2012 Estimated Expenditures, Revenues and Costs to be Funded for Each Stand-alone Entity and a Consolidated Entity

	SHWD/WFB	NSHD	Total	Consolidated
Salaries and Benefits	\$ 211,718	\$ 377,786	\$ 589,504	\$ 473,301
Operating Costs	38,572	43,448	82,020	80,684
Total Estimated Costs	<u>250,290</u>	<u>421,234</u>	<u>671,524</u>	<u>553,985</u>
Non-Grant Revenues	15,000	35,400	50,400	50,400
Grant Revenues	<u>29,500</u>	<u>56,597</u>	<u>86,097</u>	<u>56,000</u>
Total Estimated Revenues	<u>44,500</u>	<u>91,997</u>	<u>136,497</u>	<u>106,400</u>
Net Costs to be Funded	\$ 205,790	\$ <u>329,237</u>	\$ <u>535,027</u>	\$ <u>447,585</u>

Significant Assumptions

The same wage increase (3%), WRS contributions (11.6%), health insurance increase (5%) and operating expenditure increase (2%) were applied in all scenarios.

All costs for environmental health were removed from both analyses as no change is proposed to that program which is already consolidated.

When determining the operating costs for a consolidated entity, existing costs for the NSHD were added to the Shorewood/Whitefish Bay department operating costs. A subtraction was made from the Shorewood/Whitefish Bay operating costs to decrease by one half the memberships, training and subscriptions. Shorewood/Whitefish Bay costs do not include a rent component for the building space and none is anticipated to be charged. Those costs do expected include utilities, cleaning, and building maintenance costs which are currently included in the Shorewood/Whitefish Bay health department costs.

Grant revenues have been included in the above analysis, because the 2011 contributions made by NSHD members were net of grant funding. To compare those 2011 costs to 2012 costs without grants would be misleading.

Funding Formula

The NSHD's current funding formula is based on a combination of direct charges and indirect charges. The direct charges are calculated by taking the actual staff hours used for each community times the medical services rate. The medical services rate was established in the original joint services agreement and was set to \$65 in 1996. This rate is indexed annually based on the CPI-U for medical services. The 2011 rate for direct charges was \$97.69. The total indirect charges are computed by taking the total service costs and subtracting the amounts directly charged. This is then allocated to each member community based on their share of population. There is a slight difference for Glendale's computation as they do not participate in the Environmental Health Services. This formula is summarized below:

Cost Sharing Formula

$$1 \quad \text{Direct Charge} = \text{Hours Used} * \text{Direct Cost Rate}$$

Rate per the original NSHD agreement was \$65 in 1996 is annually adjusted by the CPI-U for medical services. Rate was \$97.69 for 2011

$$2 \quad \text{Indirect Charge} = \text{Remaining Costs} * \text{Community's \% of Total Population}$$

While we would propose that this funding formula remain the *same*, we do not have comparable direct usage hours for Shorewood or Whitefish Bay. In order to apply the formula above to estimate costs under a combined entity, Shorewood usage was estimated to equal Brown Deer's usage and Glendale's usage was used for Whitefish Bay.

Estimated 2012 Costs by Community

Using the net expenditures to be funded in the previous page and applying the funding formula *above* we estimated the 2012 contribution for each member. The table below compares the expected contributions for each community as they currently operate with those of a consolidated entity.

Community	Total 2012 Estimated Costs by Community				
	SHWD/WFB	NSHD	Total	Consolidated	Saving
Bayside	\$ -	\$ 35,082	\$ 35,082	\$ 26,243	\$ (8,839)
Brown Deer		150,119	150,119	125,932	(24,187)
Fox Point		40,860	40,860	27,200	(13,660)
Glendale		90,563	90,563	64,528	(26,035)
River Hills		12,613	12,613	9,238	(3,375)
Shorewood	135,821		135,821	128,405	(7,416)
Whitefish Bay	69,969		69,969	66,040	(3,929)
Total	\$ 205,790	\$ 329,237	\$ 535,027	\$ 447,586	\$ (87,441)

Comparison to 2011 Member Contributions

The following table compares 2012 costs under a seven member consolidated entity to the 2011 contribution.

	2011 Contributions to 2012 Estimated Contributions				
	2011	2011	2011	2012	
Communit	SHWD/WFB	NSHD	Total	Consolidated	Saving
Bayside	\$ -	\$ 28,522	\$ 28,522	\$ 26,243	\$ (2,279)
Brown Deer		134,985	134,985	125,932	(9,053)
Fox Point		33,470	33,470	27,200	(6,270)
Glendale		75,793	75,793	64,528	(11,265)
River Hills		10,009	10,009	9,238	(771)
Shorewood	144,807		144,807	128,405	(16,402)
Whitefish Bay	61,924		61,924	66,040	4,116
Total	<u>\$ 206,731</u>	<u>\$ 282,779</u>	<u>\$ 489,510</u>	<u>\$ 447,586</u>	<u>\$ (41,924)</u>
Stand-alone entity					
Total2012 Contributions	\$ 205,790	\$ 329,237	\$ 535,027		

Total 2011 contributions for each NSHD community (\$282,779) were lower than estimated Stand-alone 2012 costs (\$329,237) for the following reasons:

1. The 2011 NSHD budget artificially kept contributions low by utilizing approximately \$26,500 in fund balance reserves.
2. Clinic fees used in the 2011 NSHD budget were \$9,000 higher than used in the 2012 analysis based on information provided by the NSHD director.
3. Estimated cost increases were made for the 2012 budget totaling approximately \$12,000.

Note that 2011 costs for Shorewood/Whitefish Bay have been modified to exclude environmental health and retiree health costs as these costs will not be changed under a consolidated entity. The allocation of costs between Shorewood and Whitefish Bay has been changed between 2011 and 2012 as the contribution by Whitefish Bay was kept artificially lower than 34% of the total Shorewood/Whitefish Bay health department budget, which is assumed for 2012.

Appendix D

Shorewood/Whitefish Bay Health Department List of Assets

4 HP desktop computers
1 Dell laptop computer
HP Color LaserJet 4600 printer
HP OfficeJet 8500 printer
OkiFax fax machine
HP ScanJet N6350
IBM typewriter
Samsung 22 inch flat screen TV
Toshiba DVDNCR player
Panasonic projector
Fellowes paper shredder
Hepa vacuum
Cholestech lipid panel machine
Good-Lite visual acuity chart
Labrepco vaccine refrigerator
GE Profile refrigerator
Detecto scale
CPR torso
Examine table
8 blood pressure cuffs
1 child's blood pressure cuff
4 stethoscopes
3 audiometers
2 baby scales (1 travel, 1 office)
5 office chairs
3 desks
TV stand
Tenasco locking storage cabinet
EZ-up tent
7 - 5-drawer file cabinets
2 bookshelves
1 credenza
2 wall unit bookshelves
3 book cases with glass doors
Children's table with 2 stools
4 upholstered chairs
1 round table
Coat tree
Magazine rack
Pamphlet holder
Jean Crane watercolor painting
Chagall print
Elise enamel

Bayside Police Activity - April

- 64 Calls for Service (57 last month)
- 110 Business Checks were conducted (124 last month)
- 9 Crime Prevention Notices issued (17 last month)
- 1 Code Violation noted (4 last month)
- 33 Assists to Fire Department (31 last month)
- 20 Assists to Outside Law Enforcement Agencies



189 Traffic Stops (200 last month)
 70 traffic violations, (includes 8 OWI)
 18 equipment, insurance or statutory violations
 4 Adult ordinance citations
 11 warnings
 8 investigatory or courtesy stops
 27 Reports written

Busy Times of the Day is 1:00 PM to 2:00 PM and 10:00 PM to Midnight

Busy Days of the Week are Sunday and Monday

3 Accident / Crash Investigations;
 no injury accidents (7 last month)

Police Administration Highlights

- Of 68 applications for Police Officer received, 16 have been selected for interviews
- At the request of the Schiltz Audubon Center, research and comments on riparian rights and animals at large were tendered
- Discussing written test methods with the State's HR assistance bureau to reduce costs associated with hiring;
- Officer Bowe being sent to the Internet Crimes Against Children Conference in Green Bay; Officer Bowe performed diligently and with excellence in his work to arrest an offender in March;

- Lt. Miller has assembled the information needed for OWI Task Force participation reimbursement
- Lt. Miller has finalized the decommissioning schedule with the “upfitter” for new police vehicles; Chief inspected the facility that the Village uses for squad outfitting, very impressed
- Police had a presence and participated at Recycling Day, including the Prescription Drug Box
- Complete IT hardware replacement program has been created for mid-summer, including training in the use of virtual “cloud” storage (e.g. Sharepoint).
- Officer Nawrocki is on a solo patrol assignment
- Revising Estate / Rummage Sales procedures with Finance Director
- Updating “Do Not Solicit” list with Director Meshke
- Body Armor grant submitted by Lt. Miller
- Adopt-a-Room starts May 1 – an internal housekeeping program



- Birthday Party & Tour on Saturday was conducted by Lt. Miller and Officer Halversen
- OWI Task Force will be deployed 8 days in May
- Working with Village Manager on definable performance metrics for the Police Department beyond the normal tickets, miles, and arrests
- Working with IT on strategies to replace aging facility equipment without adverse impact on budget
- Promotional items for children and visitors being sought
- Village-wide Social Media Activity – 107 new records, 10384 records in archive (up 48%)

Highlights/Accomplishments:

Communications Center

April 2018

- BCC welcomed new hire Alenia Swayzer to the team. Alenia is currently completing phase I of training on with Supervisor Haas on shift.
- IT Staff are working on installation of a GPS clock in the data center. This clock will synchronize servers and audio recordings for the center.
- Director Scharnott has received a scholarship to attend Certified Public-Safety Executive Program through APCO.
- Staff completed training on severe weather procedures for dispatch.

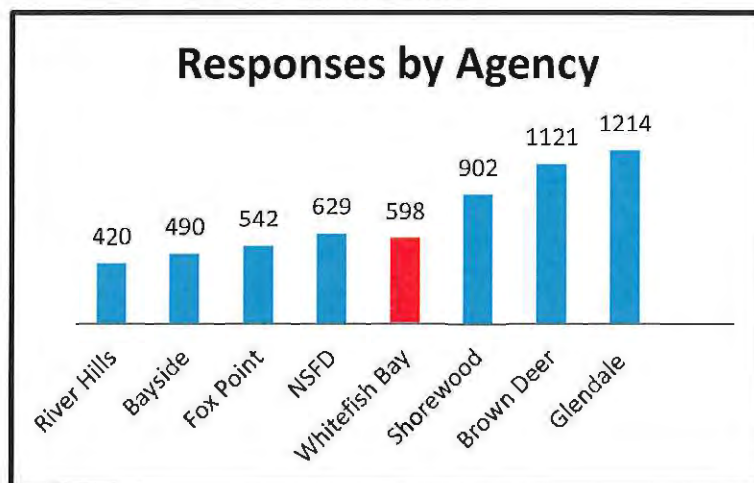
Metrics:

Metric	Measurement	Actual
Dispatch Time	Time to Dispatch Vehicle	27 seconds
Dispatch Call Review	Call Reviews	Pending
Department Accreditation	Departments	In Progress

Call Type	Month	2018 YTD	2017 YTD	YTD Change
911	1,991	8,088	7,815	+3.5%
Non-Emergency	6,625	25,436	26,308	-3.3%
Total	8,616	33,524	34,123	-1.8%

Top 5 Response Types:

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



Priorities for Next Month:

New hire Alenia Swayzer

- BCC staff will be working with Brown Deer Police, as they go through accreditation and onsite reviews mid-May.
- BCC will be assisting in 911 education at Stormonth School during safety week.

