

Bayside Overview

August 17, 2017

Manager Responsibilities

- Budget
 - Village: \$7.82 Million
 - Dispatch: \$2.28 Million
 - Total: \$10.1 Million
- Employees
 - Village Hall: 4 Staff and 1 Intern
 - Police: 12
 - DCUS: 6
 - Dispatch: 23
 - Total: 46
- Dispatch serves 65,000 residents in 7 communities and North Shore Fire Department
- All eight (8) governing bodies approved contractual agreement with Bayside for services
 - Bayside's share of the Dispatch Budget is 12.5%
 - The remaining 87.5% is paid by the other North Shore Communities
 - Bayside receives administration fees totaling \$70,923 for Dispatch and Records Management

Manager Compensation

Community	Salary	Tenure
ICMA* – National Average	\$130,000	7 year average tenure
Glendale	\$120,000	Less than 1 year. Prior manager was \$140,000
Brown Deer	\$120,000	5 years
Mequon	\$130,000	2 years
South Milwaukee	\$125,000 - \$130,000	
Greendale	\$125,000 - \$130,000	
Pleasant Prairie	\$125,000 - \$145,000	Open position - this is advertised range
Fox Point (2016)	\$110,000	2 years
Whitefish Bay	\$105,000	Less than 1 year (1st V.M. role)
Elm Grove	\$115,000	
Oconomowoc	\$134,000	15 years
Plymouth	\$120,000	5 years
Shorewood	\$120,000	New hire as of today, plus car

Bayside	Salary	Experience / Notes
2017 Total Salary	\$142,099	Over 12 years in role
Funded by Dispatch	\$14,210	One of 1,200 ICMA Credentialed Managers
FUNDED BY VILLAGE	\$127,889	Chair: Milwaukee County OASIS Public Safety Radio System Governance Board

*ICMA: International City County Management Association

Taxes and Grant Revenue

Tax Levy:

2010-2016
Levy up 1.4%
CPI up 11.3%

Village Taxes
are 26% of
total Tax Bill

Year	Tax Levy Increase
2005	3.90%
2006	3.97%
2007	2.34%
2008	3.26%
2009	1.88%
2010	0.0%
2011	0.0%
2012	0.0%
2013	0.0%
2014	0.0%
2015	0.6%
2016	0.802%
2017	1.057%

Grant Revenue:

Year	Grants Received
2005	\$27,094
2006	\$27,636
2007	\$45,490
2008	\$157,029
2009	\$75,724
2010	\$226,889
2011	\$252,190
2012	\$42,460
2013	\$63,734
2014	\$202,409
2015	\$218,335
2016	\$59,551
2017 (as of 7/31)	\$168,391 awarded \$ 52,000 pending
TOTAL	\$1,348,897

Director of Department of Community and Utility Services / Assistant Village Manager

- Alex Henderson

- Started as an Intern with Village of Bayside
- Moved into Management Assistant Role in 2008
- Earned a Masters while employed with the Village

Year	Role	Compensation
2008	Management Assistant	\$43,000
2010	DCUS Dir./ Assist. Village Mgr.	\$68,000
2013	DCUS Dir./ Assist. Village Mgr.	\$83,865

- Rebecca Van Regenmorter

- Prior to Bayside
 - Masters from U of Pittsburg
 - 2 years as intern Brentwood Borough, PA
 - 2 years at ICMA

Year	Role	Compensation
2012	Management Assistant	\$46,000
2013	DCUS Dir./ Assist. Village Mgr.	\$75,000
2016	DCUS Dir./ Assist. Village Mgr.	\$87,000

- Jake Meshke

- Prior to Bayside
 - MPA from ASU
 - 18 months as Management Analyst Casa Grande, AZ
 - 1 year as Intern City of Goodyear, AZ
 - 1 year as Intern Alliance for Innovation

Year	Role	Compensation
2016	DCUS Dir./ Assist. Village Mgr.	\$72,000
2017	DCUS Dir./ Assist. Village Mgr.	\$75,600

2017 Average salary for DPW Director in North Shore \$89,655

Comparison of Management Structure

Community	Manager	Assist Mgr.	DPW Dir.	Total Staff Cost*
Bayside	\$142,099	Combined with DPW	\$75,600	\$217,699
Brown Deer	\$120,145	\$50,752	\$90,002	\$260,899
Fox Point	\$110,000	\$61,050	\$102,279	\$273,329
Whitefish Bay	\$105,000	\$58,316	\$105,825	\$269,141
Shorewood	\$120,000	\$73,700	\$88,816	\$282,316

*2017 data for Bayside, Brown Deer, Whitefish Bay and Shorewood, 2016 data for Fox Point

In 2005, Bayside had a Village Manager, Clerk, Treasurer, Deputy Treasurer, Deputy Clerk, and Public Works Director.

Through several staff reorganizations and efficiency changes, we now have a Village Manager, Director of Finance and Administration, Assistant Village Manager who also serves as Public Works Director and Deputy Clerk, Accounting Assistant, and an Intern.

We have gone from 6 full time to 4 full time and an intern.

Village Attorney Retainer

- 2016 General Legal Services Retainer: \$57,000
- Actual hours worked within retainer: 301 hours
 - Meeting attendance
 - Drafting Legislation
 - Code and State/Federal Law Interpretation
 - Licensing and permitting review
 - Contracts and agreements
 - General day-to-day law matters
- Cost would have been \$88,795 without retainer
- Retainer saved Village \$31,795 in 2016 based on actual billable hours
- Other community charges for legal services in 2016:
 - Glendale: \$140,000
 - Brown Deer: \$93,840
 - River Hills: \$34,000
 - Fox Point: \$62,003
 - Shorewood: \$70,000

Financial Oversight

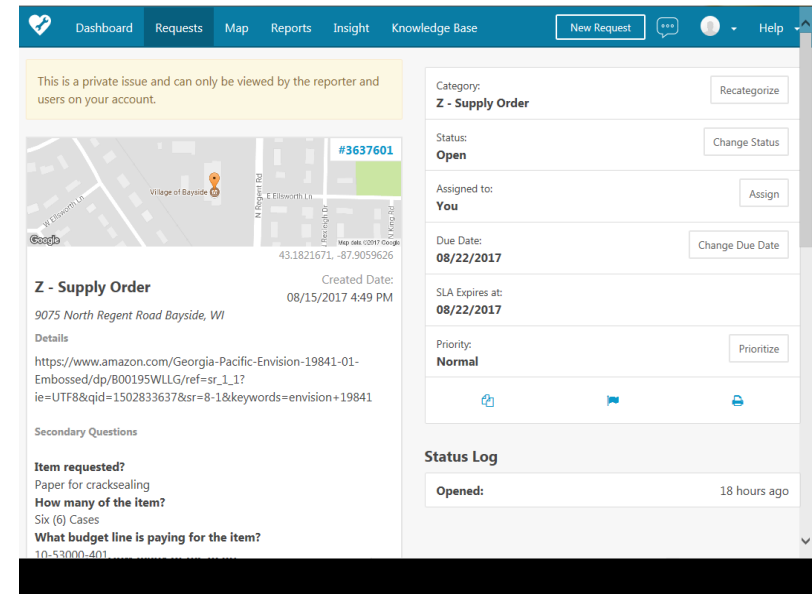
- Annual audit of Village Financial Statements performed by Baker Tilly
 - Village utilizes financial software reviewed and accepted by audit firm
 - Compliance with Generally Accepted Accounting Principles (GAAP)
 - Consistently receive an unmodified, clean opinion of auditor, the highest opinion can provide
 - Audit/Comprehensive Financial Report are posted to the Village website
- Monthly Board Package includes:
 - Monthly financial statements
 - Monthly Check Log reflecting disbursements
 - Village Board materials are posted to Village Website

Village Financial Policies

- Reviewed by Village Auditor and adopted by the Village Board annually
 - General Operations
 - Budget Amendment Policy
 - Financial Procedure and Investment Policy
 - Standards of Care and Reporting
 - Authorized Financial Institutions, Depositories, and Broker Dealers
 - Collateralization
 - Authorized Investments
 - Investment Transaction and Parameters
 - Fund Balance Policy, Reserve Fund Requirements
 - Debt Management Policy
 - Capitalized Fixed Assets Policy
 - Asset Valuation
 - Purchase & Expenditure/Expense Policy
 - Billing/Accounts Receivable Collection Policy
 - Segregation of Duties and Financial Controls Policy
- Available on Village website in Village Budget (pg. 127)

Amazon Purchasing Process

1. Department Head/Supervisor requests item for purchase, with quantity and budget line to pay for purchase, via SeeClickFix (see below).
2. Accounting department enters requested item in Amazon shopping cart, prints out the SeeClickFix request, changes open status to close.
3. Amazon cart reviewed and order placed to Amazon by accounting department and/or Village Manager.
4. From Amazon website, accounting department prints out summary orders as items are shipped and charged to credit card. SeeClickFix request and delivery box receipt are attached to summary order. A purchase requisition is created in the accounting program from the summary order, SeeClickFix, and delivery receipt.
5. Purchase requisitions are signed off by Department Head, given to Director of Finance and Administration for review of correct account coding and approval and to Village Manager for review and approval.
6. The 15th of each month accounting department receives the credit card statement.
7. Purchase requisitions are attached to credit card bill in statement order on individual cardholder's statement.
8. Credit card bill and attachments are given to Director of Finance and Administration for review and approval.
9. Credit card bill and attachments are given to the Village Manager for approval.



10. Annually in November, auditors complete preliminary review of all Village expenditures.
11. Annually in February or March, auditors review entire year of expenditures, analyze all revenues and expenditures.
12. Annually in May or June, upon completion of audit field work, the auditor's complete communication to Village Board and audit is presented at the Village Board Meeting.
13. Final document is posted to the Village of Bayside website.

International City County Management

- ICMA Executive Board meeting: International meeting
 - Andy attended ICMA Executive Board meeting in New Zealand
 - ICMA paid for airfare, lodging, meals.
 - No tax-payer dollars expended.

Awards

Public Policy Forum

- 2009: Effective Use of Technology / Managing for Results
- 2011: Innovate Response to Tough Budget Times – Green Practices / Sensible Solutions
- 2012: Intergovernmental Cooperation – North Shore Dispatch Consolidation
- 2013: Transparent public communication

Wisconsin City County Management Association (WCMA):

- 2013: Program Service Award for Consolidation of the North Shore Dispatch
- 2016: Program Service Award for the Bayside Municipal Water projects for 2013/2015

Government Finance Officers Association:

- Distinguished Budget Award:
 - 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017
- Certificate of Achievement for Excellence in Financial Reporting:
 - 2011, 2012, 2013, 2014, 2015, 2016

International City County Management Association (ICMA)

- Community Partnership Program Excellence Award 2012
- Certification of Excellence for Performance Measurement:
 - 2013, 2014, 2015, 2016
 - Under 35 communities worldwide receive this distinction
- Award of Distinction for Performance Measurement: 2011, 2012, 2017
- Community Sustainability Award, 2010

WI DNR:

- 2014 WI DNR Recycling Excellence: For curbside program, recycling volume as well as clean up days

Public Technology Institute:

- National Citizen Engagement and Technology Award
- League of Wisconsin Municipalities, Foth's Good Governance Award 2009

Milwaukee Business Journal

- Eureka Innovation Award 2013
- Green Community of the Year 2009

Tree City USA annually since 2008

NOAA StormReady Community, Annually since 2012

Constant Contact All Star Award, Annually since 2011

Notable Achievements

Dispatch:

Andy was a key driver behind developing and maintaining the relationships and negotiations required to bring all of the communities together.

All eight (8) governing bodies voted and approved consolidation.

- Savings of \$28 million over 20 years = \$1,400,000 annually shared among the 7 Communities
- Bayside's 12.5% share equals \$175,000 annual benefit

Records Management:

Bayside manages Public Safety Records for North Shore

Bayside receives \$70,923 administrative fee for Dispatch and Records Management:

Garbage:

- Curbside Garbage Program resulted in savings of \$3 to \$4 Million over 10 years = \$300,000 to \$400,000 annually
- Curbside recycling drove significant increase in recycling volume
- Reduced workers compensation claims

- Consolidated Court Services with River Hills to share Court Clerk Position
- Voluntary Water Project (2 phases) with B Bond financing
- Enhanced capacity of storm water retention system, including 3 new ponds, enhancement of existing ponds
- Development and implementation of residential culvert replacement program.
- Emerald Ash Borer management program
- Adopt a Tree program
- Clean up days (charitable donation requested)
- Drop off days at no cost
- Sled Hill (built at no cost to Village)
- Enhanced communications:
 - Bayside Buzz
 - Monthly Newsletter (no cost to Village)
 - Website and Social Media
- Sponsorship program provides revenue to maintain & improve:
 - Picnic
 - Bayside 5k
 - Fright Night

- With regard to the Village attorney allocation of 301 hours for 2016, the Village Attorney prepared the below list of work performed in 2016.
- 1. Meeting Attendance and Advice (40 Scheduled):
 - a. Village Board meetings;
 - b. Village Committee of the Whole meetings;
 - c. Village Plan Commission meetings;
 - d. Village Board of Review meetings; and
 - e. Additional special meetings upon request.
- 2. Correspondence:
 - a. Over 2,000 items of correspondence to and from the Village and Davis & Kuelthau, s.c. personnel.
- 3. Telephone and Text Consultation:
 - a. Daily (weekday and occasional after hours/weekend/holiday) contact with Village staff and officials on a wide range of issues.
- 4. Draft Ordinances and Resolutions (approximately 50).
- 5. Research Law and Draft Memoranda and legal opinions (approximately 40).
- 6. Review, Negotiate and Revise all Village Contracts:
 - a. Vehicle purchases;
 - b. IT providers;
 - c. Water construction contracts;
 - d. Landscaping contracts;
 - e. Copier contracts;
 - f. Assessor's contracts;
 - g. Squad car purchases;
 - h. Public works purchases;
 - i. Motorola radio equipment lease;
 - j. Amusement providers contracts at Village events;
 - k. Scanning contract;
 - l. Northshore Fire Department contract;
 - m. Northshore Library contract;
 - n. Sewer televising and construction contracts;
 - o. Culvert installation contract;
 - p. Election equipment contract;
 - q. Financial institution contract;
 - r. Auditors contract;

- r. Auditors contract;
- s. Financial advisors contract;
- t. Engineering firms contract; and:
- u. Mutual Assistance contract.
- 7. Drafting of Real Estate Documents, Negotiation, Drafting, Processing, and Recording of Real Estate Documents:
 - a. Temporary easement agreements;
 - b. Permanent easement agreements
 - c. Licenses for access to private roads for Village residents;
 - d. Stormwater and sewer easements;
 - e. Waivers and releases;
 - f. Privileges; and
 - g. Process certified survey maps.
- 8. Dispute Management Short of Full Blown Litigation Both Prosecution and Defense:
 - a. Return of misdirected check in excess of \$6,000.00;
 - b. Boundary dispute with City of Mequon;
 - c. Repair and damages from defective garbage truck;
 - d. Return of \$19,000 in over charges from AT&T;
 - e. Issues regarding lift station damage and damage to Village sewers;
 - f. Property maintenance disputes;
 - g. Municipal derivatives suits;
 - h. Nord claim against Dispatch Center; and
 - i. Enforcement of Conditional Use Permit terms.
- 9. Open Meetings/Open Records:
 - a. Review and approve all agendas for public meetings and provide advice and counsel as necessary; and
 - b. Review and approve all significant or non-routine open records requests and provide advice including legal research with regard to same.
- 10. Civil Rights/Fair Housing Issues:
 - a. Research and advise on land use rights of religious institutions in the Village; and
 - b. Research and report on Fair Housing Act as applied to proposed community-based residential facilities, group homes, etc. in the Village.
- 11. Monitor and Act Upon Legislative Initiatives and Legal Developments in the Courts:
 - a. Monitor all Wisconsin legislation affecting Village interests - compare same to existing ordinances and structures and advise Village with regard to proper response or communication to legislators;
 - b. Monitor decisions of State and Federal courts and administrative bodies which might affect Village ordinances, structures, activities or interests; and

- c. Regular correspondence, consultation, by telephone, email, and Listservs of Wisconsin Municipal Attorneys, Wisconsin Association of Assessing Officers, League of Wisconsin Municipalities, and International Municipal Lawyers Association
- 12. Continuing Legal Education:
 - a. Fifteen hours for all attorneys at Davis & Kuelthau.
- 13. General Matters Addressed in 2016 Not Otherwise discussed:
 - a. Co-signor recommendation resulting from audit;
 - b. Multiple liquor license issues;
 - c. Ongoing issues regarding enforceability of sex offender residency ordinance;
 - d. Elections issues (sign complaints, observer complaints, vandalism complaints; eligibility to function as poll worker);
 - e. Completion of emergency stormwater and sanitary sewer work;
 - f. Location of driveway access and utilities for new homes;
 - g. Adoption of fee schedules;
 - h. Consultations with UW Extension regarding green infrastructure ordinances;
 - i. Collection of water and other utility bills;
 - j. Right-of-way regulation of wireless providers;
 - k. General employment and benefit issues;
 - l. Municipal Court revenues and expenses;
 - m. Replacement of Trustee;
 - n. Northshore Library issues;
 - o. Research and advice regarding notification of property owners of rezoning;
 - p. Shoreland/wetland zoning issues;
 - q. Bee keeping, chickens, and other livestock;
 - r. Coyote issues; and
 - s. Emerald Ash borer issues
- With regard to the change in the General Government expenses from the Comprehensive Financial Annual Report Annual from 2015/2016 from \$663,778 to \$802,772, the Governmental Accounting Standards Board (GASB) 34 converts our modified accrual accounting procedures to full accrual. This change was driven by GASB and is not necessarily indicative of increased spending. Changes in the expenses were realized in most areas, offset by revenues, to increase the Village's net position.
- In addition to the conversion to full accrual, the reason for the changes in the general government area were due to an increase in depreciation/capital asset expenses. This increased depreciation expense is attributable to a change in accounting practice and is a non-cash item. This area also includes reflection of increased worker compensation and health insurance costs in 2016. It also includes a reflection of audit entry for unused vacation and paid time off benefit which for this purpose is expensed each calendar year.
- The other area was the adjustment for GASB 68 requiring municipalities to convert the Village share of the Wisconsin Retirement System (WRS) from an asset in 2016 to a liability in 2016. The GASB 68 requirement required this change and can fluctuate based on the market performance of WRS.
- Regarding expenditures, there is very limited discretion. Spending cannot exceed amounts authorized for any line item in the budget and is subject to Finance and Administration Committee / Village Board oversight. Staff is encouraged to seek opportunities to reduce expenditures through changing vendors, negotiating cost savings opportunities, and other efficiency methods.
- The assistant manager/director of community and utility services holds two distinct positions with the Village. The previous was originally hired as a Management Assistant. In this role, she was one of two staff members who handled the front counter assisting with resident concerns, payments, questions, building permits. In the MA position, assisted with payroll and worked on accounts payable functions and worked on communications including the e-newsletters, Village newsletters, social media, and website. In addition, supported the Director of Finance and Administration and the Assistant Village Manager/Director of Community and Utility Services on various projects, policy creation, elections, grant writing, coordination of special events, and other duties as assigned.
- The Assistant Village Manager/ Director of Community and Utility Services oversees the Community and Utility Services budget, staff and operations which includes sewer, stormwater, road maintenance, parks and forestry, fleet maintenance, garbage and recycling collection and yard waste collection. The position oversees the annual capital improvement and infrastructure programs which included an annual road reconstruction program, facility management, stormwater management facilities, sanitary sewer infrastructure and more. In addition, the position coordinates residential programs including the Adopt-A-Tree program, private property Emerald Ash Borer tree removal program, driveway culvert replacement program, and municipal water system conversion. The position also oversees the building inspection department, property maintenance inspections, and citizen request portal. This position also assists in compiling the Village's annual budget document and Annual State of the Village document as well as serves as the Deputy Clerk assisting in administering elections and other duties as were necessary.
- Based on a most recent survey of the Public Works Director position in the North Shore, Bayside was slightly below the average for the DPW role. Most other communities have both a DPW Director and an Assistant Village Manager. In Bayside this is a single position.
- Interactive option for residents to ask questions at Board meetings. We are currently having some issues with our audio system in the Board Room addressed and will explore some alternatives on streaming, etc. with the contractor as they work on addressing some of the existing AV issues we have. We will also explore what some other communities are doing.
- The Village's Finance and Administration Committee, in conjunction with the Village Board, is responsible for analyzing all the salary survey data and other relevant information to determine compensation practices. In setting the Manager's salary we consider a wide range of factors including:
 - Accomplishments / performance
 - ICMA Salary Survey
 - Salary ranges in Metro Milwaukee as well as other Wisconsin Communities
 - Experience
 - Tenure
 - Education
- The Village Manager has a Bachelor of Arts in Political Science/Pre-Law from UW-Milwaukee and a Master's Degree in Public Administration and Certified in Public Affairs from Hamline University in Minnesota. He is a credentialed manager through the International City County Management Association, one of approximately 1,200 local government managers in the country. Andy has completed leadership training through the Senior Executive Institute at the University of Virginia. Prior to Bayside, was the Assistant Village Manager/Community Services Director for the Village of Brown Deer, Special Projects Coordinator and Human Resources Director for the City of Whitewater, and Assistant to the City Administrator in Apple Valley, MN.
- The Manager currently supervises a staff of 46:
 - Village Hall: 4 Staff and 1 Intern, Police: 12, DCUS: 6, Dispatch: 23, Seasonals 4